

UNIVERSITÉ —
— PARIS-EST

DOCTORAL STUDIES GUIDE





Dear PhD student,

When you prepare a thesis in one of Université Paris-Est doctoral schools, you are working towards graduating with the highest diploma in France and abroad, a diploma which is synonymous with major skills which will be assets for your future.

Research-specific training is highly-demanding. Université Paris-Est, whose key focus is on accompanying and training its PhD (doctoral) students, supports you throughout your pathway to ensure a successful outcome and enables you to leverage this first professional experience in due course.

The missions entrusted to the doctoral schools, the courses offered, the access to information resources and, of course, the excellence of the research teams are combined with support from your thesis supervisor to ensure you achieve success.

Diverse elements play a role in the doctoral training offered by Université Paris-Est: the organization of courses enhancing your language skills, whether you are a young French researcher about to travel abroad or a foreign researcher who has come to study here; support for your career development plans by training you to work in higher education or research or by bringing your work to the attention of companies; specific training, organized with high-profile external partners, is also available to help you define and implement your post-thesis career plan.

This guide contains all the information you need to learn about the environment in which you will be working: services available for you throughout your doctoral pathway, from the inscription procedure through to defending your thesis and, if you choose, preparing your accreditation to supervise research (HDR - habilitation à diriger des recherches), as well as learning how you can get actively involved in the institutional life of your doctoral school and, more generally, Université Paris-Est.

The whole Department of Doctoral Studies team wishes you every success.

Laurent Gautron
*Dean of the Université Paris-Est Department
of Doctoral Studies*





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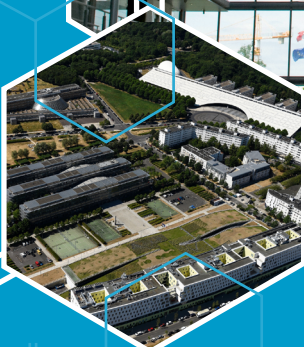
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THE UNIVERSITÉ PARIS-EST COMMUNITY



UNIVERSITÉ PARIS-EST - FACTS AND FIGURES



22 universities;
engineering, architecture and
veterinary schools; research
institutes; hospitals; specialist
agencies and centres
of expertise

1,700 permanent
researchers and research
lecturers

50,000
students

1,300 PhD students



44% of international
PhD students



32 accreditations
to supervise research
qualifications (HDR)
awarded in 2016

Université Paris-Est (UPE), founded in 2007, is a national community of universities and establishments (Communauté d'Universités et d'Établissements - Comue) which comprises 22 institutions characterized by the diversity of their missions and their ministerial links.

Université Paris-Est, a public scientific, cultural and professional establishment (EPSCP), is under the supervision of the French Ministry for Higher Education, Research and Innovation.

Université Paris-Est, a community acknowledged as regards public policies and societal debates related to the municipality, the environment and health, highlights its potential through two multidisciplinary theme-based fields: Health and Society, mainly on the Créteil Maisons-Alfort site, and a Town, Environment and their Engineering field, mainly at Cité Descartes and today embodied through the I-SITE FUTURE «Inventons les villes de demain» (Let's invent the cities of tomorrow) project.



MEMBERS AND PARTNERS OF THE UNIVERSITÉ PARIS-EST

10 HIGHER EDUCATION AND RESEARCH INSTITUTIONS

UPEC – Université Paris-Est Créteil Val de Marne	www.u-pec.fr
UPEM – Université Paris-Est Marne-la-Vallée	www.u-pem.fr
École des ponts ParisTech (science, engineering and technology institute)	www.enpc.fr
ENVA – École nationale vétérinaire d'Alfort	www.vet-alfort.fr
ESIEE Paris (engineering school)	www.esiee-paris.fr
ESTP Paris – École spéciale des travaux publics, du bâtiment et de l'industrie (civil engineering school)	www.estp.f
EVIP – École des ingénieurs de la Ville de Paris (engineering school)	www.eivp-paris.fr
ÉAV&T – École d'architecture de la ville et des territoires Paris-Est	www.paris-est.archi.fr
ENSA PB – École nationale supérieure d'architecture de Paris-Belleville	www.paris-malaquais.archi.fr
ENSA PM – École nationale supérieure d'architecture de Paris-Malaquais	www.paris-malaquais.archi.fr

3 RESEARCH INSTITUTES

CNRS – National centre for scientific research	www.cnrs.fr
Ifsttar – French institute of transport, planning and network science and technology	www.ifsttar.fr
Inserm – National institute of health and medical research	www.inserm.fr

7 SPECIALIST AGENCIES AND CENTRES OF EXPERTISE

Anses – National agency for food, environmental and occupational health & safety	www.anses.fr
CSTB – Centre for building science and technology	www.cstb.fr
EFS – French national blood service	www.dondusang.net
FCBA – French institute of technology for forest-based and furniture sectors	www.fcba.fr
IGN – National institute of geographic and forest information	www.ign.fr
LRMH – Historic monuments research laboratory	www.lrmh.fr
Agence nationale de santé publique (National public health agency)	www.santepubliquefrance.fr

2 HOSPITALS

CHIC – Centre hospitalier intercommunal de Créteil	www.chicreteil.fr
AP-HP – Assistance Publique-Hôpitaux de Paris	www.aphp.fr

THE PHD STUDENT ENVIRONMENT





Students work on their thesis in a research centre (host research team), under the care of an authorised thesis supervisor. The process normally lasts for three years.

The monitoring of PhD students is organised by the administrative assistant in the doctoral school concerned.

THE RESEARCH CENTRE/HOST RESEARCH TEAM

The research centre is where you will work on a daily basis. You are a full member of it. It provides both your academic environment and financial and physical resources.

You must respect operational rules, particularly with regard to schedules, leave, confidentiality, the IT charter and health and safety.

THE DOCTORAL SCHOOLS

UPE comprises eight doctoral schools: six for which it is responsible (CS, MSTIC, OMI, SIE, SVS and VTT) and two for which it holds joint accreditation with Université Paris-Saclay (ABIES and SP).

The doctoral schools, within the Department of Doctoral Studies, organise courses for PhD students. They guarantee the academic quality of the theses produced and ensure that the process runs smoothly.

ÉCOLE DOCTORALE UNIVERSITÉ PARIS-EST Cultures et Sociétés

→ **Cultures and Societies doctoral school** consists of research teams in the fields of humanities, arts, human sciences and social sciences.

- Director: Marie-Emmanuelle Plagnol
- Assistant Director: Jean-Paul Rocchi
- Administrative assistant: Latifa Belbou
- Contact: ed-cs@univ-paris-est.fr
- Tel.: +33 (0)1 45 17 66 67
- Areas of specialism: arts, history, French language and literature, foreign languages and literature, philosophy, classical languages and literature, information and communication sciences, educational sciences, language sciences, social sciences, sports science
- 2018-2019 – 228 PhD students – 28 theses defended in 2018

→ **Mathematics and ICST doctoral school** combines pure and applied mathematics (analysis, combinatory algebra, geometry, probability, statistics, scientific computing...) and information and communication science and technology - ICST (information technology, signal and image processing...).

- Director: Gaëlle Lissorgues
- Assistant directors: Rami Langar, Bernard Lapeyre et Patrick Siarry
- Administrative assistant: Sylvie Cach
- Contact: ed-mstic@univ-paris-est.fr
- Tel.: +33 (0)1 64 15 38 49
- Areas of specialism: electronics, optronics and systems, information technology, mathematics, geographic information science and technology, signals, images and automatics.
- 2018-2019 – 220 PhD students – 62 theses defended in 2018

→ **Organisations, Markets, Institutions doctoral school** includes research areas related to economics and management sciences, law, political science, sociology and philosophy.

- Director: Sylvie Thoron
- Administrative assistant: Stéphanie Ben Abria
- Contact: ed-omi@univ-paris-est.fr
- Tel.: +33 (0)1 45 17 44 45
- Areas of specialism: law, practical philosophy, management sciences, economics, political sciences, sociology
- 2018-2019 – 230 PhD students – 28 theses defended in 2018

ÉCOLE DOCTORALE UNIVERSITÉ PARIS-EST
Sciences, Ingénierie et Environnement

➔ **Science, Engineering and Environment doctoral school** is a multidisciplinary field which mainly combines physics, mechanics, chemistry, geosciences and environmental sciences.

- Director: **Xavier Chateau**
- Assistant director: **Valérie Langlois**
- Administrative assistant: **Christelle Bérol**
- Contact: **ed-sie@univ-paris-est.fr**
- Tel.: **+33 (0)1 64 15 38 52**
- **Areas of specialism:** chemistry, civil engineering, coastal engineering, process engineering, geomaterials, geotechnics, mechanics, fluid mechanics, physics, engineering science, universe and environmental science, materials science, environmental science and technology, structures and materials, thermal engineering.
- **2018-2019 – 289** PhD students – **86** theses defended in 2018

ÉCOLE DOCTORALE UNIVERSITÉ PARIS-EST
Sciences de la Vie et de la Santé

➔ **Life sciences and health doctoral school** trains researchers in the fields of ecophysiology, physiopathology, biotherapies and the molecular and cellular basis of biology.

- Director: **José Cohen**
- Assistant director: **Ilaria Cascone**
- Administrative assistant: **Brigitte David**
- Contact: **ed-svs@univ-paris-est.fr**
- Tel.: **+33 (0)1 45 17 13 33**
- **Subject areas:** cellular and molecular biology, neuroscience, pathology and clinical research
- **2018-2019 – 119** PhD students – **28** theses defended in 2018

→ **City, Transport and Territories doctoral school** is a multidisciplinary field which closely combines engineering science and human and social sciences.

- Director: **Caroline Gallez**
- Assistant director: **Elsa Vivant**
- Administrative assistant: **Nathalie Lourenço**
- Contact: **ed-vtt@univ-paris-est.fr**
- Tel.: **+33 (0)1 64 15 36 24**
- **Areas of specialism:** spatial planning, urban planning, architecture, urban engineering, geography, history, economics, sociology, transport.
- **2018-2019 – 180** PhD students – **32** theses defended in 2018

→ **Agriculture, Food, Biology, Environment, Health doctoral school** covers the fields of animal and plant sciences, nutrition and health.

- Director: **Alexandre Péry**
- UPE contact: **Henri-Jean Boulouis**
- Administrative assistant: **Brigitte David**
- Contact: **ed-abies@univ-paris-est.fr**
- Tel.: **+33 (0)1 45 17 13 33**
- **Specialities:** life and health sciences; agricultural, ecological and landscape sciences; environmental sciences; food and bioproducts science and processing; engineering science, mathematics, information technology, physics applied to living organisms and the environment; economics, social and management sciences applied to agricultural and environmental issues and development issues
- **2018-2019 – 9** PhD students – **1** thesis defended in 2018



→ **Public Health doctoral school** is fundamentally interdisciplinary and has 5 specialisms. It comprises around thirty research teams in Île-de-France, three of which are based at UPE.

- Director: **Jean Bouyer**
- Assistant director for UPE: **Sylvie Bastuji Garin**
- Administrative assistant: **Brigitte David**
- Contact: ed-sp@univ-paris-est.fr
- Tel.: +33 (0)1 45 17 13 33
- **Areas of specialism:** epidemiology, biostatistics, clinical research, statistical genetics, health economics and social sciences.
- **2018-2019** – 23 PhD students – 1 thesis defended in 2018

THE DEPARTMENT OF DOCTORAL STUDIES

The Department of Doctoral Studies (DED) ensures that PhD students are well integrated into their research teams and prepares them for professional life. It organises Université Paris-Est's transversal doctoral courses which are designed to ensure that students acquire proficiency in languages, an all-round education and knowledge of the business world and to prepare them for entry into the labour market.

It also organises teacher training.

The Department of Doctoral Studies encourages and provides support for international mobility for PhD students (mobility and joint supervision bursaries).

Contact:

ded@univ-paris-est.fr

ACC&SS PARIS-EST, EURAXESS HELP CENTRE

acc&SS Paris-Est

at Université Paris-Est.

acc&ss Paris-Est is a EURAXESS help centre which provides assistance for international PhD students and researchers

It provides support both before their arrival and during their academic visit to France: finding accommodation, obtaining a visa, applying for a residence permit, the health insurance system, general insurance, enrolling children in school, opening a bank account, tax, family residence permits, etc.

acc&ss Paris-Est also organises French classes, cultural events and excursions.

Website:

<https://access.ciup.fr/access-paris-est>

→ **Please note:** The International Hall of Residence in the Cité Descartes is for foreign researchers and doctoral students only. It offers studio apartments and furnished flats (living room and one bedroom) with internet connection. It is a 10-minute walk away from RER line A and bus route 100 (for Créteil).

For information and to register, contact: access@univ-paris-est.fr

THE PARIS-EST DOCTORAL NETWORK – REDOC

Redoc Paris-Est – the Université Paris-Est Doctoral Network –

is a multidisciplinary and transversal association for alumni and current

PhD students which brings together and provides services for all Université Paris-Est alumni and current PhD students.

Contact:

contact@redoc-paris-est.fr

Website:

<http://redocparisest.wordpress.com>





LIFE IN THE INSTITUTION

● PhD student representation on Université Paris-Est bodies

PhD students are represented on the council of the doctoral school to which they are attached in accordance with the criteria set out in their regulations.

A further three representatives are elected to the UPE management board and four to the academic council; the latter appoints two PhD students to sit on the doctoral training council.

The management board deliberates on and determines the future direction of the community of universities and institutions; the academic council has an advisory role in the broad strategy of the community of universities and institutions, and the doctoral training council makes proposals for defining UPE's doctoral and HDR policy.

Contact:

claire.jullien@univ-paris-est.fr

● The joint advisory commission for non-permanent staff (CCP-ANT – Commission consultative paritaire des agents non titulaires). (This excludes contracted PhD students)

The UPE CCP-ANT includes two members of the UPE management board, one representative of category A contract staff and one representative of category B contract staff.

The CCP-ANT must be consulted:

- ▶ with regard to individual decisions relating to dismissals after the end of the probationary period and disciplinary measures other than warnings and reprimands;
- ▶ with regard to individual issues relating to the professional situation.

Contact:

rh@univ-paris-est.fr



BECOMING A DOCTORAL STUDENT AT UNIVERSITÉ PARIS-EST





To register on a PhD programme, candidates must have gained a Master's degree or equivalent, at the end of a course which provides certification of their research skills (decree of 25 May 2016 setting the national framework for training and the procedures for the issue of the national doctoral qualification).

DEVELOPING YOUR PROJECT

Identify the relevant doctoral school based on your research field (see list of doctoral schools pp. 15-19), find a researcher who is accredited to supervise you in a research centre and contact him or her directly.

→ For a list of all Université Paris-Est research centres, visit:

www.univ-paris-est.fr/unites-recherche

DEFINING A TOPIC FOR YOUR THESIS

You develop your research project and organise funding with the help of your thesis supervisor and the facilities at your disposal.

SECURING FUNDING

A few examples

● Doctoral contract

The doctoral contract is offered by public higher education institutions and research institutes. It lasts for three years, provides all the protection of a public law employment contract and sets a salary.

Doctoral grants are awarded by the Université Paris-Est chancellor on the recommendation of the doctoral training council on the basis of assessments carried out by the doctoral schools.

Université Paris-Est produces a handbook for its PhD students. It covers the regulations which apply to the employment contract between the PhD student and UPE and is designed to answer common questions: main contact people, social security procedures, leave...

Contact: rh@univ-paris-est.fr

Please note:

● Université Paris-Est welcomes disabled doctoral students. Special funding is provided for them.

● The Île-de-France Regional Council research grant

Visit the Île-de-France regional council website:

www.iledefrance.fr/aides-services

● CIFRE agreement

CIFRE (Conventions Industrielles de Formation par la Recherche – Industrial agreements for training through research) agreements enable PhD students to work on their thesis in partnership with a company, on a temporary or permanent management-level contract.

For more information, visit: www.anrt.asso.fr/fr/cifre-7843

● Others sources of funding...

You might also consider funding agencies such as the ADEME (Environment & energy management agency) or the CNES (National centre for space studies) and international mobility grants p. 37.

SUBMITTING YOUR APPLICATION

Have you contacted the research centre, chosen a thesis supervisor, obtained his or her consent and that of the centre's director?

- ➔ download the PhD application form from the site of the relevant doctoral school (see p. 41 – doctoral schools/websites directory).
- ➔ send back the form (signed by yourself, the thesis supervisor and the director of the centre) to the doctoral school's administrative assistant before the deadline specified.

N.B: Depending on which doctoral school you apply to, you will either be called before the PhD admissions committee or your application will be examined by the committee, who will then decide whether to approve your registration.

REGISTRATION

Has your registration been approved?

- ➔ Visit the relevant doctoral school website, click on the "registration" or "application" tab and follow the instructions.





DOCTORAL AND ETHICS CHARTERS

The preparation of a thesis is based on an agreement between the PhD student and the thesis supervisor. This agreement covers the choice of topic and the working conditions required to ensure that the research can be carried out. So both the thesis supervisor and the doctoral student have serious responsibilities.

The doctoral charter sets out these reciprocal commitments by reiterating the code of ethics which underpins the current regulations and previously tested practices which respect the diversity of disciplines and institutions.

The institution is committed to ensuring that the principles it sets out are respected in the case of joint thesis supervision. During the registration process, the PhD student, the thesis supervisor, the director of the host research team and the director of the doctoral school all sign the charter drawn up by Université Paris-Est.

A code of ethics charter sets out the obligations of PhD students in terms of academic responsibility and integrity, plagiarism and falsification of data, intellectual property and data exploitation rights. The charter must be signed by all concerned when the student registers. In addition, the Department of Doctoral Studies provides compulsory training to ensure that all PhD students are aware of the importance of these rules.

You can download the Université Paris-Est doctoral charter from:

www.univ-paris-est.fr/textes-documents-reference



GAINING YOUR DOCTORATE VIA VALIDATION OF ACQUIRED EXPERIENCE

The "Validation of Acquired Experience" (VAE) scheme provides a means of obtaining a PhD qualification. It does not require the student to conduct any new research but involves summarising and developing research work which has already been carried out.



It involves the following stages:

- ① advice and guidance.
- ② admissibility.
- ③ administrative procedure, support and thesis
- ④ defence of the VAE thesis and partial or full validation of the doctorate.

The candidate must provide evidence of at least one year's work.

No registration fees are required for the first stage but the candidate must submit an electronic application to the Resumption of studies and validation of acquired experience office (BREVA – Bureau de reprise d'études et de validation des acquis) containing :

- a completed contact form (which can be downloaded from the www.univ-paris-est.fr website);
- a detailed CV;
- where appropriate, a selection of publications or important research.

The candidate is then invited to attend a meeting where advice and guidance is provided on how to ensure that the application is administratively and academically admissible.

N.B: steps 1 and 2 are invoiced at a flat rate by UPE Management Board.

For further information, visit:

www.univ-paris-est.fr/doctorat-vae

Contact:

vae-doctorat@univ-paris-est.fr

PHD BY PUBLISHED WORK

When the candidate has already carried out the research, he or she can defend a thesis based on published work. Unlike the "Validation of Acquired Experience" procedure, it takes into account only work and studies written by the candidate at the time of application and requires no further research.

The UPE PhD by published work procedure consists of three stages:

- ① admissibility of the application.
- ② drafting of the thesis document.
- ③ defence of the thesis.

For further information, visit:

www.univ-paris-est.fr/these-sur-travaux

Contact:

these-travaux@univ-paris-est.fr

LIFE AS A DOCTORAL STUDENT AT UNIVERSITÉ PARIS-EST





As you prepare your thesis, you are in constant contact with the administrative assistant in your doctoral school who is there to provide all the information you need and to help you at all stages.

The thesis lasts for three years. In exceptional circumstances, an additional year may be granted upon reasoned request by the PhD student and the research centre director.

The following points appear in the regulations of the doctoral school to which your research group belongs. You should read them carefully.

SUPERVISION OF THE THESIS

Supervision is provided to ensure that the thesis process runs smoothly; the details of the system may vary from one doctoral school to another. You may be asked to produce an annual progress report to obtain approval to re-register.

Each PhD student is assigned a personal monitoring committee which is responsible for ensuring that the thesis process runs smoothly. The committee meets with the PhD student to assess how the course is going and how the research is progressing. Its approval is required before the student can register for year 3. The committee strives to prevent all forms of conflict, discrimination or harassment.

LA SOUTENANCE

The doctorate ends with the defence of the thesis in front of a panel.

Permission to defend the thesis is granted by the Chancellor of Université Paris-Est on the recommendation of the thesis supervisor and with the approval of two external examiners.

You must also have completed a certain number of hours of doctoral courses (vocational training, languages...) (see training requirements p. 34). These courses are validated by the doctoral schools.

LEGAL DEPOSIT

After the thesis defence, the institution must deposit your thesis on theses.fr and the SUDOC (University documentation system catalogue). If your thesis is not confidential, and you agree to its being published on the internet, your doctoral thesis will be available via TEL, HAL and Dart-Europe (the European thesis portal). If you do not grant permission for it to be published on the internet, your thesis will only be retrievable by authenticated access via the UPE intranet.

If you have any questions, please contact:

frederique.bordignon@enpc.fr

For further information, visit: www.univ-paris-est.fr/depot-theses





TRANSVERSAL COURSES

In addition to the courses on particular topics offered by each doctoral school, the Department of Doctoral Studies offers transversal courses.

Information retrieval and publishing

- Patents - Industrial property - Scientific innovation: showcasing laboratory work
- From *ArXiv* à *Scholar Google*: open-access academic information
- Search engines and information repositories in the experimental sciences
- Overview of useful free software and online services
- Publishing scientific research in social and human sciences: procedures, current issues, "open access"
- Publishing work during and after the thesis: where and how? Selection and evaluation procedures for scientific, technological and medical publications
- Online theses
- *ZOTERO*: Managing information effectively
- Improving the visibility of your research work with HAL

Methodology and resources during the thesis process

- Producing long documents using educational ICT tools
- Pain-free presentations: PowerPoint-type presentations
- Time management workshop, planning your thesis
- *Mind mapping*: summarising information visually
- Human and social sciences in the digital age
- Introduction to Computer Science

Language and communication

- English: Practice test under TOEIC examination conditions
- English: official TOEIC test
- English: *Back to Basics*: lower intermediate group
- English: proficiency upper intermediate/advanced groups
- General English
- Proficiency in French for professional purposes
- French: scientific writing
- French as a Foreign Language (acc&ss Paris-Est)

Teaching: professional objectives

- Compiling your doctoral portfolio
- Digital identity: tools for creating your digital identity
- The voice and communication in teaching

- The voice and communication in teaching - for international PhD students who want to improve their diction
- Responsible practices in the digital age

Higher education and research

- The young teacher in higher education - Analysing your professional practice
- Innovative teaching in higher education
- Researching and teaching
- Writing a research project proposal
- The recruitment process for research lecturers

Management and interpersonal relationships

- Cycle in international management
- Maximising the economic value of research
- Constructive negotiation techniques

Entrepreneurship

- Introduction to entrepreneurship in France
- Entrepreneurship awareness - plenary session and workshops

Employability tools

- Workshop: conducting your doctoral research as a project
- Workshop: building and managing your network while working on your thesis
- Workshop: starting your job search
- Poster workshop: presenting your research in summary form
- Finding work through professional social networks
- "My Thesis in 180 seconds": developing effective oral communication skills and preparing for the examination (in French only)
- Showcasing professional skills and managing innovative projects

The list of courses available to UPE PhD students can be consulted in real time via the online catalogue on ADUM:

www.adum.fr → my account → catalogue

Contact: formations-ded@univ-paris-est.fr

Other courses

Some courses offered by UPE member institutions are open to PhD students, subject to the approval of the course leader:

- Masters 2 course at the Université Paris-Est Créteil Val de Marne
- Masters 2 course at the Université Paris-Est Marne-la-Vallée
- Engineering course at the École des ponts ParisTech
- Masters 2 course at the École des ponts ParisTech
- Continuing education courses at the École des ponts ParisTech

With the approval of the director of your doctoral school you may also follow certain courses provided by institutions which do not form part of the Université Paris-Est community of universities and institutions.

→ Validation of courses

These courses which do not appear in the online catalogue may be validated with the consent of the director of the doctoral school to which you are attached, on presentation of a certificate of attendance.

Training commitments

- **90 hours** (courses, workshops and other activities) throughout your PhD. This requirement is increased to **120 hours** (which includes **60 hours** of teacher training) for contracted PhD students with teaching duties.
- TOEIC: Obligatory practice test during the first year to enable PhD students to assess their level of proficiency in English and official TOEIC test in the year of the thesis defence (score required: 785).

Doctoral portfolio

The PhD student must keep an up-to-date personal list of all his or her activities during the course (teaching, dissemination of scientific knowledge, technology transfer, etc.). In conjunction with the PhD skills framework, the portfolio provides a means of showcasing skills developed during the production of the thesis.

For more information, visit: www.univ-paris-est.fr/portfolio

EUROPE AND OTHER PARTS OF THE WORLD





JOINT THESIS SUPERVISION

- The joint supervision arrangement enables PhD students to:
 - ▶ register at two universities,
 - ▶ conduct their research in the two universities under the supervision of two thesis supervisors,
 - ▶ earn a doctorate from the two universities.
- Under joint supervision arrangements, two research teams can work together on a particular project and PHD students can benefit from dual supervision.
- An agreement is required between the two thesis supervisors. This agreement must be approved by the two universities and should set out the joint supervision arrangements.
- A joint supervision request should be made when the PhD student registers for the first year.
- Université Paris-Est funded 12 joint supervision bursaries in 2018.

INTERNATIONAL MOBILITY SUPPORT

- Université Paris-Est offers international mobility grants for its PhD students. These grants are designed to fund (in whole or in part) trips of 2 months or more to foreign countries only.
- Université Paris-Est funded 13 mobility grants in 2018.
- In the case of joint supervision arrangements, grants are also available to cover expenses associated with the trip and the journey between France and the host country.

EUROPEAN DOCTORATE

- The “European Doctorate” consists of a traditional PhD qualification’ plus a “European label” certificate issued by Université Paris-Est and signed by the Chancellor. The “European label” can only be issued when four conditions have been met. The PhD student may then apply when the thesis defence is being organised:
 - ① at least one term of the PhD course is spent in a European country other than the one where the thesis will be defended;
 - ② permission to defend the thesis is granted on the basis of reports produced by at least two lecturers from higher education institutions in two different EU states other than the one in which the thesis will be defended;
 - ③ at least one member of the panel comes from a higher education institution in a European country other than the one where the thesis is defended;
 - ④ part of the defence is conducted in a European language other than the national language(s) of the country where the thesis is defended.

This system is separate from, but can be combined with, the joint supervision arrangement.

The label does not appear on the PhD certificate but, as an annex to this document, it forms a powerful tool for showcasing doctoral training around the world.

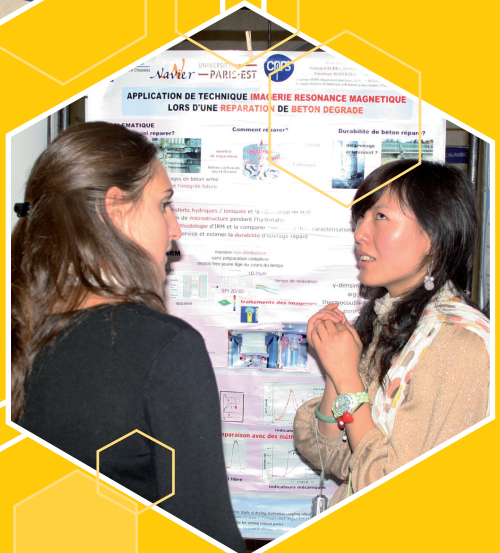
● Practical arrangements

If you wish to obtain the “European label”, simply inform the administrative assistant in your doctoral school **before you defend your thesis**.





USEFUL INFORMATION AND RESOURCES







WEBSITES

You can find full information:

- About Université Paris-Est and all the latest news at: www.univ-paris-est.fr

- About the PhD programme at:

www.univ-paris-est.fr/doctorat

- About the doctoral schools and their latest news:



www.univ-paris-est.fr/ed-cs



www.univ-paris-est.fr/ed-mstic



www.univ-paris-est.fr/ed-omi



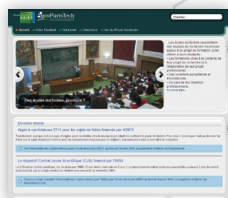
www.univ-paris-est.fr/ed-sie



www.univ-paris-est.fr/ed-svs






www.univ-paris-est.fr/ed-vtt



www.agroparistech.fr/abies



www.ed-sante-publique.u-psud.fr

● About social networks:     



PHD UPE The PhDUPE LinkedIn group was set up for current Université Paris-Est PhD students and alumni. It offers current PhD students and alumni a shop window and provides a means of building and expanding their professional network.

www.linkedin.com/groups/8215826

NEWSLETTER

As a PhD student at UPE, you receive the Université Paris-Est newsletter.

Back issues are available on website.

www.univ-paris-est.fr/lettres-information



THE IT CHARTER

Before using the various SOLSTICE services, you should read the Université Paris-Est IT charter here:

aide.univ-paris-est.fr/charte-informatique

It provides information about the law and about the security of the documents and sites to which you will have access.

You must comply with it; should you fail to do so, your access rights may be withdrawn.

→ Some extracts:

● Compliance with applicable legislation:

When exercising the right to access the IT system, the user must ensure that he or she complies with all laws, particularly those relating to publications whose content is offensive, defamatory, racist or negationist, or those relating to sexual or psychological harassment and child protection. Use of banned websites will result in criminal action against the users concerned.

The user is solely responsible for any items he or she may publish on the internet or on the applications provided by Université Paris-Est. As the service provider, Université Paris-Est reserves the right to delete the unacceptable content without prior notice.

● Protecting the integrity of the IT system

The user undertakes not to knowingly disrupt the IT system.

● Mutual respect and good relationships

The user undertakes not to misuse any shared resource (printer, network, disk space, processor, internet access, floating licences, etc.) [...]. Université Paris-Est reserves the right to block access to sites or services which are not work-related or which disrupt the system.

The user undertakes not to knowingly disturb any other user of the IT system, conceal his or her true identity or steal another user's password.

THE SERVICES AVAILABLE IN YOUR RESEARCH CENTRE/HOST RESEARCH TEAM

- You are a PhD student at Université Paris-Est and you are conducting your research in a research centre or team in one of its member institutions. You are, therefore, entitled to access the services available to this research centre or team. To do so, ask your thesis supervisor about how to obtain your login details.
- The digital services provided by Université Paris-Est complement those provided by your research unit/team.





SOLSTICE

- SOLSTICE is a Digital Working Environment (Environnement Numérique de Travail – ENT). It is a portal through which you can access all the services offered by Université Paris-Est (email account, directory, collaboration tools, ...).
- SOLSTICE is an authenticated area which can be accessed from any computer connected to the internet. The services offered are secure and personalised.

→ Your Paris-Est log-in details

- The applications provided by Université Paris-Est require a specific account and password (different from the login details provided by your research centre/team). This account is created automatically once your registration for the PhD programme has been confirmed in the ADUM database by the administrative assistant in your doctoral school.

Pour activer votre compte ou changer votre mot de passe :

- 1 To activate your account or change your password: go to solstice.univ-paris-est.fr/passwords

CRÉATION ET CHANGEMENT DE MOT DE PASSE

UNIVERSITÉ PARIS-EST

Rechercher une personne

Nom :

Prénom :

Rechercher

Rechercher une personne

Nom : Doe

Prénom :

Rechercher

- 2 Enter your surname and/or forename
- 3 Select the appropriate user from the list and make a note of the "login" shown.

Prénom	Nom	Login	Établissement
<input checked="" type="radio"/> Jane	DOE	jane.doe	Université Paris-Est
<input type="radio"/> Autre personne			

servant

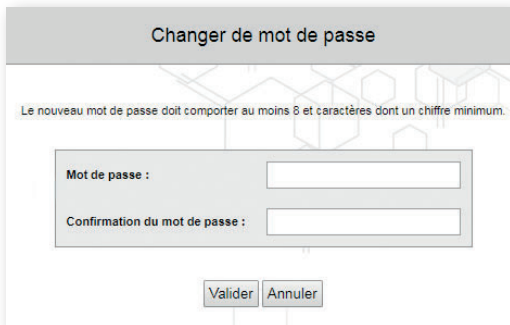
Veuillez recopier les caractères :

Valider Annuler

This is your username.

Then enter the visual cryptogram and click OK.

- 4 An email is sent to the email account that you entered in ADUM when you registered (your personal address).



Thank you to privilege a personal email address with your first and last names.

- 5 Open your mailbox and click on the link in the email sent from:

ldap.admin@univ-paris-est.fr

You can then access the create/change password interface.

- 6 Choose your password

It should be at least 8 characters long and contain a number.

PLEASE NOTE:

Full details of the procedure can be found at the following address:

aide.univ-paris-est.fr/authentification/passwords

Your Université Paris-Est accounts allows you to access many other services provided by higher education and research institutions in France, such as Wi-Fi access with EduSpot.

→ How do I log into Solstice?

You can access SOLSTICE:

- by entering the following URL into your browser:
- or from the Université Paris-Est website, at the following address:

solstice.univ-paris-est.fr

www.univ-paris-est.fr



1 Enter your log-in details (username and password)

SERVICE CENTRAL D'AUTHENTIFICATION **UNIVERSITÉ PARIS-EST**

Vous pouvez vous identifier maintenant afin de pouvoir accéder ultérieurement à des services protégés.
Entrez votre nom d'utilisateur et votre mot de passe, puis cliquez sur le bouton "Se connecter" ci-dessous pour continuer.

Identifiant:
Mot de passe:

[Activer son compte ou Mot de passe oublié](#)
☐ Prévenez-moi avant d'accéder à d'autres services

✓ Vérifiez l'authenticité des pages où vous devez vous authentifier.
Les pages web d'Université Paris-Est vous demandent votre nom d'utilisateur et votre mot de passe ont des URL de la forme <https://www.univ-paris-est.fr>.
De plus, votre navigateur doit indiquer que vous accédez à une page sécurisée.

⚠ Pour des raisons de sécurité, fermez votre navigateur web après avoir accédé aux services protégés !

© 2015 Université Paris-Est - Powered by JAS-202 Central Authentication Service

2 This will take you to the SOLSTICE home page

SOLSTICE **UNIVERSITÉ PARIS-EST** Bienvenue Profil Personnel Personnel membres

Accueil UPEmail Applications Ressources Actuel Aide

Présentation Espace numérique de travail

Bienvenue sur l'espace numérique de travail (ENT) d'Université Paris-Est !
Cet espace vous permettra, à partir d'un navigateur, d'accéder aux services mis à votre disposition quelque soit l'endroit où vous vous trouvez et à tout moment de la journée.
Il est ouvert aux personnels et aux étudiants d'Université Paris-Est.

Personnel d'UPE, l'ENT vous permettra entre autres d'accéder :

- à votre messagerie électronique upemail
- à l'annuaire
- aux ressources en ligne
- aux demandes de travail

Docteurs, chercheurs, enseignants chercheurs, l'ENT vous permettra d'accéder :

- à l'annuaire
- aux outils RECHERCHER

En cas de problème technique, vous pouvez contacter :

*** système informatique@univ-paris-est.fr

Plus d'informations sur Université Paris-Est : www.univ-paris-est.fr

Actualités internes

Chercheurs invités par UPE : Session de cours du Pr. Jean-Michel Albenque
29 juin 2016

Dans le cadre du programme d'invitation des professeurs et chercheurs invités au laboratoire UPE-EST-2016, le Professeur Jean-Michel Albenque est invité à donner un séminaire intitulé "Evolution des modèles de la dynamique des fluides" le 29 juin 2016 à 14h.

» Lire la suite...

Congrès IRTAP & CPPT 2016 à la Cité Descartes
26-28 juin 2016

Du 25 au 28 juin 2016, les associations AFRIP (Association Française pour le Recouvrement et l'Interprétation des Formes), UFRP (Union Française de Photographie et de Télédétection) et le chapitre français de l'IA.

» Lire la suite...

Résumé de décisions - Conseil d'Administration du 22 mai 2016
6 juin 2016

Membres visiteurs présents : Représentants des enseignants-chercheurs, enseignants et chercheurs exerçant leurs fonctions dans Université Paris-Est ainsi que les établissements membres • Professeurs et personnels académiques des universités.

» Lire la suite...

→ SOLSTICE site plan

SOLSTICE

ACCUEIL

- Accueil
- Gérer son profil
- Changer son mot de passe

UPEMAIL

- UPEMAIL
- Agenda
- Docs collaboratifs
- Sites
- Groupes de discussion

APPLICATIONS

- Adum
- FileSender
- Evento
- Rendez-vous
- Microsoft work at home

RESSOURCES

- Doctorants contractuels

ANNUAIRE

- Consulter les individus
- Consulter les groupes
- Consulter les structures
- Gérer les groupes

AIDE

- Portail d'aide
- À propos

→ SOLSTICE help

If you need help to use SOLSTICE applications, you can consult the online help. You will find descriptions of each application and its functionalities:

Just one address: aide.univ-paris-est.fr

...or from the SOLSTICE drop-down menu → "Aide" ("Help") tab

→ Set up your @univ-paris-est.fr address

You have an institutional email address which takes the form 'firstname.lastname@univ-paris-est.fr'. It is not a mailbox in itself but an alias which redirects emails sent to your research centre address or the one you specified in ADUM.

Go to:

aide.univ-paris-est.fr/solstice/adresses-mail-univ-paris-est-fr

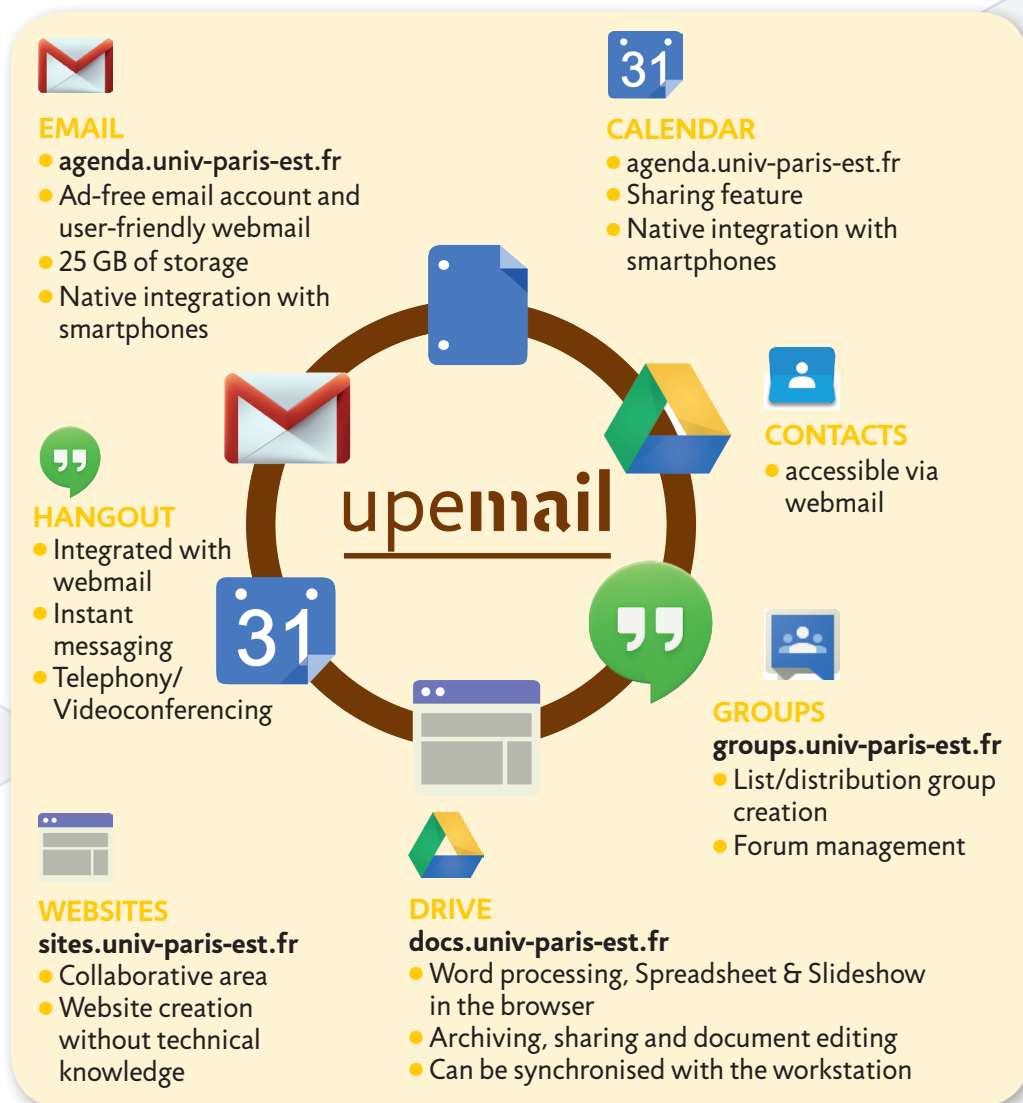
- To find out your email address
- To change the destination address
- To configure your email application and send emails from the **@univ-paris-est.fr** address.
- To solve email problems

→ UPEMAIL

- Université Paris-Est has set up UPEMAIL to provide an email service for PhD students who do not receive this service through their research centre/team.
- It is a secure* collaborative suite of programmes which also includes an online calendar, a document sharing service, and a mini-website creator.

To learn how to use UPEMAIL, you can view a short video presentation at:

aide.univ-paris-est.fr/upe-mail/google-apps-en-5



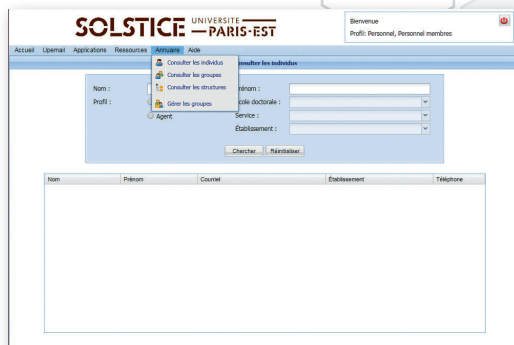
* UPEMAIL is a secure service which is hosted in Europe and which has been approved by the CNIL (Commission nationale de l'informatique et des Libertés - French data protection commission).

DIRECTORY

- You can access the Université Paris-Est directory via SOLSTICE or via the "Annuaire" tab on the website.

www.univ-paris-est.fr

- Université Paris-Est staff and all PhD students are listed.
- The inter-institution directory which can be accessed via SOLSTICE also lists all staff in Université Paris-Est's member institutions.

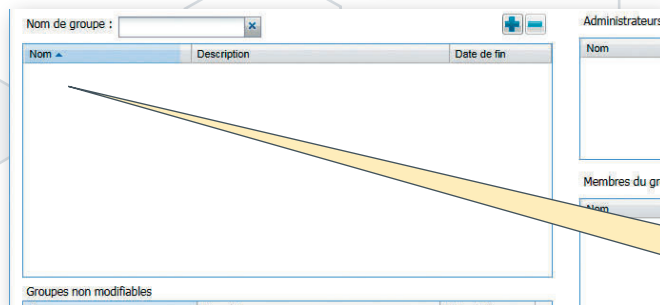


CREATING GROUPS AND/OR DISTRIBUTION LISTS

Access to SOLSTICE allows you to set up a group of which you automatically become the administrator.

- Creating groups makes it easier for you to manage access rights in SOLSTICE applications.
- A 'groupname@univ-paris-est.fr' mailing list is automatically activated when the new group is entered and becomes fully operational the following day.*

1 In SOLSTICE, create a group from the group management section.



2 You can also invite other people.



INFORMATION RESOURCES

The university libraries help PhD students to conduct and disseminate their research by organising special documentary research workshops.

As a PhD student, you may use all Université Paris-Est libraries, whatever your home institution. Please note that borrowing conditions differ from one library to another.

Thanks to the Cité Descartes Bibliothèques Ouvertes+ initiative, documentation services are open non-stop from 8.30 am until 10 pm on weekdays and from 11 am to 5 pm on Saturdays.

The login details (username and password) supplied by your research centre/team allow you to access the information resources to which your host establishment subscribes. You can consult the online catalogue, database and online journals.

As a PhD student at the Université Paris-Est, you can consult the electronic resources of most of the member institutions, including public ones. If you wish to do so, visit the institution's library, taking your student card with you. Simply ask someone at the library reception desk to arrange temporary access for you.

FURTHER INFORMATION

For details of all resource services offered by the member institutions of Université Paris-Est and their collections listed by doctoral school, visit:

www.univ-paris-est.fr/campus/bibliotheques



IDENTITY FEDERATION



Your Université Paris-Est account also entitles you to access the services offered by the RENATER (Réseau National de télécommunications pour la technologie, l'enseignement et la recherche – National telecommunications network for technology, education and research) identity federation, such as

- Evento, meeting organisation and planning application: evento.renater.fr
- FileSender, secure transfer of large files: filesender.renater.fr
- Rendez-vous and RENAvizio, web conferencing tools:
rendez-vous.renater.fr renavizio.renater.fr
- Find all the services on: www.renater.fr



ADUM, SOFTWARE FOR MANAGING YOUR LEARNING

- ADUM is a software programme which enables you to manage your learning from your registration on the doctoral programme to your thesis defence.
- The information entered will be used to generate documents and certificates to certify your work during your PhD: courses taken, publications...

If you wish, you can also use it to present your PhD work on the internet.

How to register for the first time:

- Once approval has been granted (through your doctoral school) for your registration for the first year at Université Paris-Est, you must complete the registration form which you can access via the following link:

www.adum.fr/as/ed/inscription_these.pl?site=ParisEst

We advise you to add your Curriculum Vitae and a photo of yourself.

UNIVERSITÉ

— PARIS-EST

Modalités d'inscription en Thèse

Pour gérer son effectif et valoriser les compétences de ses élèves, Université Paris-Est a mis en place "IADUM", l'annuaire des élèves et anciens élèves de ses écoles doctorales.

Afin que cet annuaire puisse remplir tout son rôle, tant pour la gestion des doctorants que pour la création d'un véritable réseau d'élèves et d'anciens élèves, les écoles doctorales vous demandent de vous y inscrire ET de mettre à jour à chaque changement de situation vos données.

Lors de votre inscription en thèse, réinscription, soutenance il vous faudra fournir votre attestation d'enregistrement ADUM.

Lorsque vous serez docteur afin d'animer le réseau, il vous sera demandé de mettre à jour votre situation professionnelle et vos coordonnées via votre compte personnel ADUM.

- Si vous êtes déjà inscrit(e) dans l'annuaire, ► [Connectez-vous ici](#)
- S'il s'agit de votre première inscription dans l'ADUM, ► [cliquez ici et sélectionnez "Créer un compte" pour créer votre profil ADUM](#)

Des votre inscription dans l'ADUM, vous pourrez :

- Profiter des services d'insertion professionnelle (offres d'emploi, publication de CV etc).
- Afficher ou pas votre profil sur Internet (" compte Personnel " > " configuration d'affichage ").
- Participer à l'élaboration du réseau des élèves et anciens élèves de votre école doctorale.
- Etre informé par courrier électronique de toutes les manifestations organisées pour vous.
- Vous inscrire aux modules de formation mis en place par les écoles doctorales.
- Consultez les soutenances de thèse à venir.

ACTUALITES

Etudes doctorales

Equipes d'accueil

Ecoles Doctorales

Spécialités doctorales

Annuaire des thèses

Annuaire des docteurs

Sujets de thèse en cours

Doctorat

Propositions de thèses

Procédures Inscription

Procédures Ré-inscription

Inscription/ Réinscription

Enregistrement soutenance

Compte personnel

Modules de formation

IMPORTANT

Enter "Créteil" for Education authority and "Université Paris-Est" for institution where registered.

- You can use this file throughout your PhD studies and update it every year, particularly when registering for the following year.
- Once you have registered on ADUM, you should print out:
 - your registration certificate,
 - your registration form,
 - the doctoral charter,
 - the ethics charter,then sign them and have them countersigned by your thesis supervisor and the director of your research centre/team.
- You will need these three signed documents for registration purposes. You can (and we recommend that you do so) send these documents by email to the administrative assistant in your doctoral school.
- If you have any problems, you can contact the administrative assistant in your doctoral school for assistance.

PLEASE NOTE

This information will be reproduced exactly as it is when you are sent emails or to create your certificate. You should, therefore, take care when entering your personal details (as they appear on your identity documents) and the title of your thesis. You must keep this information up to date throughout your PhD studies.

USEFUL CONTACTS

The Department of Doctoral Studies

Director:	Laurent Gautron	
Assistant Director:	Bénédicte François	
Administrative manager:	Mina Bounoua	+33 (0)164 15 30 06/1 45 17 44 33
Administrative assistant:	Dalida Chartrel	+33 01 64 15 36 83
	Nabila Messhali	+33 01 45 17 66 25
Schooling office officer:	Zaina Nhari	+33 (0)1 64 15 36 83
		ded@univ-paris-est.fr
BREVA/HDR:	Stéphane Bouton	+33 (0)1 64 15 30 48/1 45 17 44 43
Administrative assistant:		hdr@univ-paris-est.fr
		vae-doctorat@univ-paris-est.fr

The doctoral schools

CS - Cultures and Societies doctoral school

● Director:	Marie-Emmanuelle Plagnol	
● Assistant Director:	Jean-Paul Rocchi	
● Administrative assistant:	Latifa Belbou	+33 (0)1 45 17 66 67 ed-cs@univ-paris-est.fr

OMI - Organisations, Markets, Institutions doctoral school

● Director:	Sylvie Thoron	
● Administrative assistant:	Stéphanie Ben Abria	+33 (0)1 45 17 44 45 ed-omi@univ-paris-est.fr

VTT - City, Transport and Territories doctoral school

● Director:	Caroline Gallez	
● Assistant Director:	Elsa Vivant	
● Administrative assistant:	Nathalie Lourenço	+33 (0)1 64 15 36 24 ed-vtt@univ-paris-est.fr

SVS - Life sciences and health doctoral school

● Director:	José Cohen	
● Assistant Director:	Ilaria Cascone	
● Administrative assistant:	Brigitte David	+33 (0)1 45 17 13 33 ed-svs@univ-paris-est.fr

The doctoral schools

SIE - Science, Engineering and Environment doctoral school

- Director: Xavier Chateau
 - Assistant Director: Valérie Langlois
 - Administrative assistant: Christelle Bérol
- +33 (0)1 64 15 38 52
ed-sie@univ-paris-est.fr

MSTIC - Mathematics and ICST doctoral school

- Director: Benjamin Jourdain
 - Assistant Directors: Rami Langar, Bernard Lapeyre et Patrick Siarry
 - Administrative assistant: Sylvie Cach
- +33 (0)1 64 15 38 49
ed-mstic@univ-paris-est.fr

ABIES - Agriculture, Food, Biology, Environment, Health doctoral school

- Director: Alexandre Péry
 - Administrative assistant: Brigitte David
- +33 (0)1 45 17 13 33
ed-abies@univ-paris-est.fr
- Correspondant UPE: Henri-Jean Boulouis

SP - Public Health doctoral school

- Director: Jean Bouyer
 - Assistant Director: Sylvie Bastuji-Garin
 - Administrative assistant: Brigitte David
- +33 (0)1 45 17 13 33
ed-sp@univ-paris-est.fr

Association Réseau Doctoral Paris-Est (Redoc)

Maison des Initiatives Étudiantes - 50, rue des Tournelles, 75003 PARIS

contact@redoc-paris-est.fr

<http://redocparisest.wordpress.com>

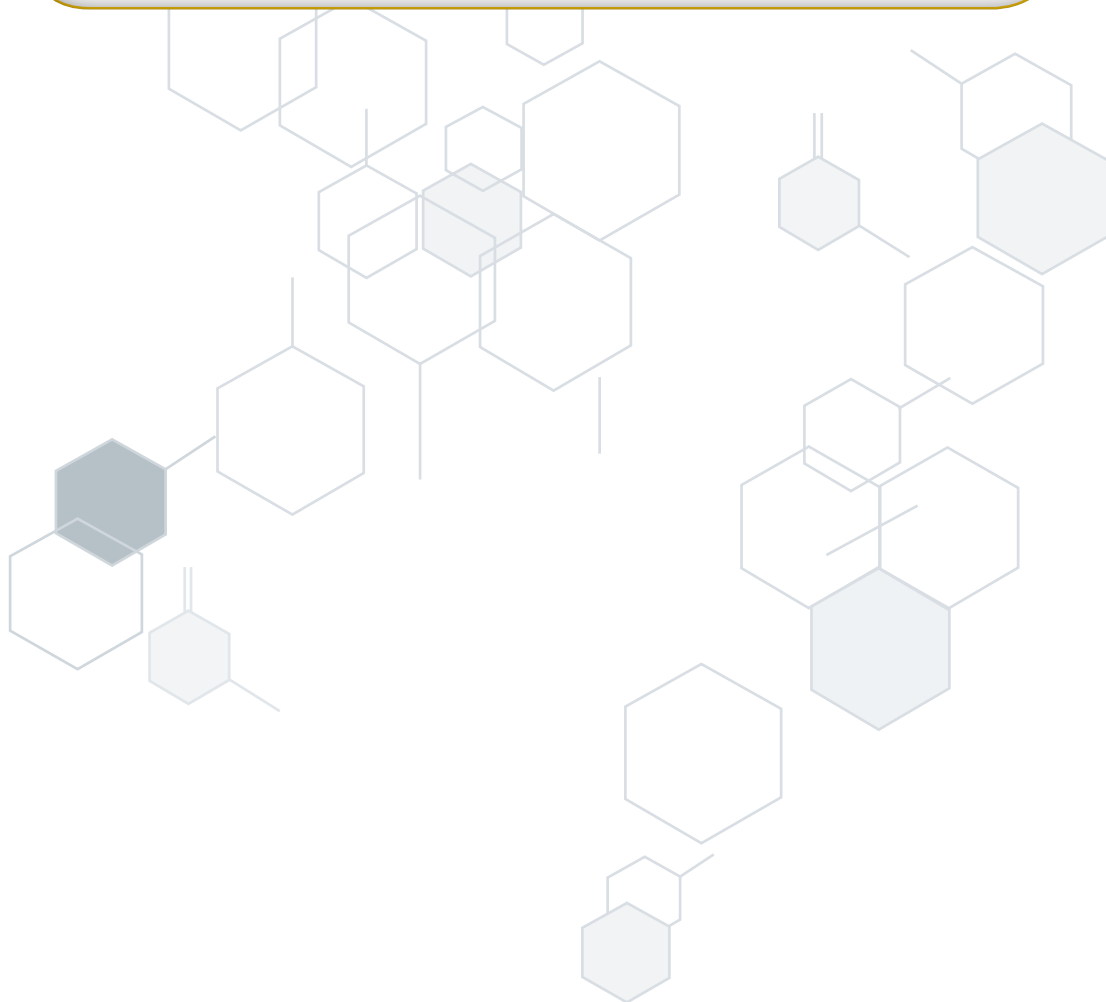
acc&ss Paris-Est

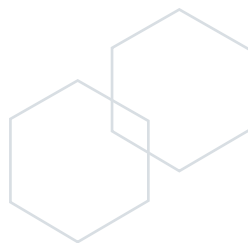
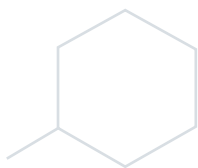
Université Paris-Est has a EURAXESS help centre for international PhD students and researchers and their families (see p. 20).

A single email address:

Further information: <https://access.ciup.fr/access-paris-est>

- **Cité Descartes / Marne-la-Vallée: +33 (0)1 60 05 40 98** (Monday to Thursday)
At the International Hall of Residence, 9, avenue Blaise-Pascal, 77 420 Champs-sur-Marne
- **Créteil / Maisons-Alfort: +33 (0)1 45 17 13 11** (Tuesdays and Fridays)
In the Pyramide building, Université Paris-Est Créteil, 5^e étage, bureau 514
80, avenue du Général de Gaulle, 94 000 Créteil







Université Paris-Est
Juillet 2019
Conception : Département
des études doctorales/
Service Communication
Conception graphique :
xjd@orange.fr
Impression : Le Réveil de la Marne



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Champs-sur-Marne, 77455 Marne-la-Vallée

Phone : 01 64 15 32 91

www.univ-paris-est.fr
contact@univ-paris-est.fr

