

# DOCTORAL STUDENT GUIDE

## of the Doctoral School n° 618

A doctorate is a research-based course. It takes the form of an innovative personal research project that enables the student to become an expert in his or her field of research in three years and to acquire technical, organisational and relational skills.

The doctorate is the highest degree (Bac +8)  
of French Higher Education  
and internationally recognised

## A word from the Management of the Doctoral School

The doctorate is the highest level of study that can be obtained.

This guide is intended to provide you with the essential information you need to succeed in your doctoral studies. You will find practical information on the organisation of the doctorate. The functioning of the Doctoral School and its transversal activities is explained here, but you will also discover the services that La Rochelle Université offers to accompany you during the preparation of your thesis, including some legal aspects.

Fernando PEDRAZA DIAZ

Head of Transversal Activities of the Doctoral School

Karim AÏT-MOKHTAR

Director of the Doctoral School

<https://www.univ-larochelle.fr/recherche/doctorat-et-hdr/doctorat/>

## The Doctoral School

The Doctoral School accompanies the doctoral student in his/her specific and transversal training and also follows the progress of the doctoral student in his/her research. The director and deputy directors also authorise the defence of the thesis according to the study regulations adopted by the Doctoral School council on 27 September 2018, updated on 11 September 2020 and based on [the decree of 25 May 2016 setting the national framework for training and the procedures leading to the award of the national doctoral diploma](#).

The Doctoral School's transversal activities pole coordinates transversal training (see below) and ensures common actions for all doctoral students registered in the Doctoral School. The unit also organises various events (the doctoral students' first day of classes, the "Ma thèse en 180 secondes" competition, the second-year doctoral students' conference and the doctoral graduation ceremony).

### 1. Organisation of the Doctoral School

#### Direction

Karim Aït-Mokhtar and David Waterman

#### Doctoral School Office

Karim Aït-Mokhtar, Paco Bustamante, Alain Gaugue, Jeanne Lallement, Céline Laronde-Clérac, Fernando Pedraza, David Waterman.

#### Cross-cutting activities referent

Fernando Pedraza

#### Doctoral School Council:

Doctoral School office representatives	Doctoral student representatives
Karim Aït-Mokhtar, Paco Bustamante, Alain Gaugue, Jeanne Lallement, Céline Laronde-Clérac, Fernando Pedraza, David Waterman	SHS: and Science : <i>Elections (incumbents and substitutes) scheduled before January 2022</i>
Representatives of research units	External personalities
Laurent Mascarilla (MIA/L3i), Olivier Millet (LaSIE), Vincent Ridoux (CEBC)	Isabelle Landriau (Ecole de la Mer), Ahmed Loukili (Doctoral School SPI Bretagne-Loire), Christophe Ranger (Alpha RLH), Christine Teisseire (LR-Rochefort bar)
<b>ULR services representatives : Valérie Pourpoint (DRH), Estelle Rubin (MRIP)</b>	

### Assistant Directors - Doctoral School Referents according to your research unit

Transversal activities		Fernando PEDRAZA	05 46 45 82 97	<a href="mailto:fpedraza@univ-lr.fr">fpedraza@univ-lr.fr</a>
Research Unit	Domain			
CEJLR and CEIR	Law	Céline CLERAC	LARONDE- 05 46 45 86 43	<a href="mailto:celine.laronde-clerac@univ-lr.fr">celine.laronde-clerac@univ-lr.fr</a>
CRHIA	Languages, Humanities, History	David WATERMAN	05 46 45 68 51	<a href="mailto:david.waterman@univ-lr.fr">david.waterman@univ-lr.fr</a>
LIENSs, CEBC, Ifremer	Environment	Paco BUSTAMANTE	05 46 50 76 25	<a href="mailto:paco.bustamante@univ-lr.fr">paco.bustamante@univ-lr.fr</a>
L3i, MIA	Maths, info	Alain GAUGUE	05 46 51 39 85	<a href="mailto:alain.gaugue@univ-lr.fr">alain.gaugue@univ-lr.fr</a>
LaSie	Engineering Sciences	Karim AIT-MOKHTAR	05 46 45 72 64	<a href="mailto:karim.ait-mokhtar@univ-lr.fr">karim.ait-mokhtar@univ-lr.fr</a>
CEREGE	Economics, management	Jeanne LALLEMENT	05 46 45 82 09	<a href="mailto:jeanne.lallement@univ-lr.fr">jeanne.lallement@univ-lr.fr</a>

## 2. Research at La Rochelle Université

### The LUDI Institute (Urban Sustainable Intelligent Coastline)

Within the framework of La Rochelle Université's specialisation strategy, the creation of the new LUDI institute "Smart Sustainable Coastal Cities" aims to make La Rochelle Université a university that is mobilised, positioned, known and recognised at the highest level in training and research, following disciplinary and multidisciplinary approaches, around a unique signature in France and abroad on the "Smart Sustainable Coastal Cities" allowing us to (1) increase our student and scientific intellectual power and (2) position ourselves as a major player in the societal and economic development of the region. This strategy of specialisation is today multiplied by the recent creation of the European University EU-CONEXUS, also specialised on the same theme, and which today brings together 9 campuses in Europe.

Under the political responsibility of the Vice-President for Research and Director of LUDI, Christian Inard, and the administrative responsibility of Jean-Marc Wallet, the LUDI Institute links the Master's and Doctoral courses with the Research Units. The implementation of La Rochelle Université's scientific policy, the orientation of research and the allocation of resources, as well as the funding of theses, is therefore ensured by the LUDI Council. Some activities are of particular interest to doctoral students:

- preparation of a post-doc (project, financing, file...),
- information on research administration and management (contracts, budgets, records),

- information on mobility programmes during and after the thesis
- participation in the research governance of the institution (4 seats are reserved for doctoral students in the Research Commission).

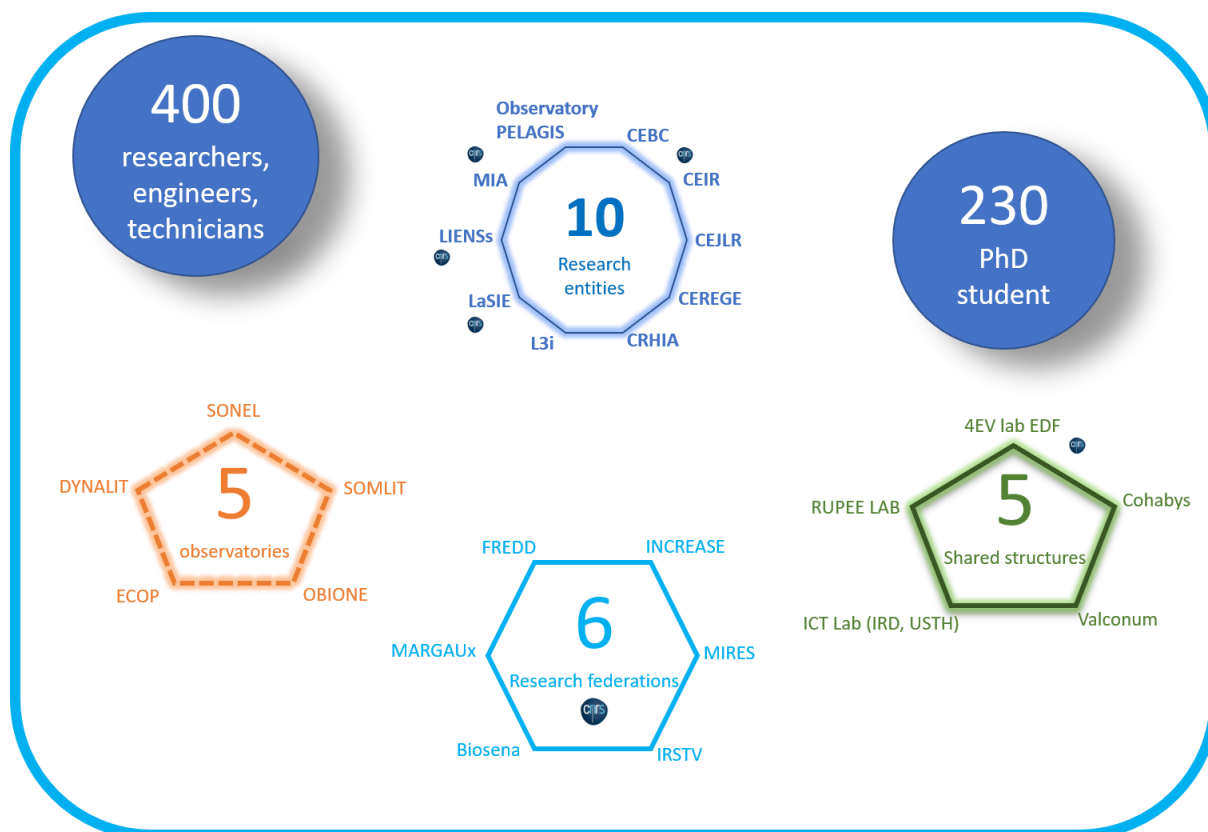
**Contact:**

Director: Jean-Marc WALLET, [jean-marc.wallet@univ-lr.fr](mailto:jean-marc.wallet@univ-lr.fr)

05 46 45 68 90

**Research units of La Rochelle Université**

<p><b>CEBC</b> Centre d'Études Biologiques de Chizé UMR 7372 - CNRS &amp; La Rochelle Université <a href="http://www.cebc.cnrs.fr">www.cebc.cnrs.fr</a></p>	<p><b>CEIR</b> Centre d'Études Internationales sur la Romanité La Rochelle Université <a href="http://www.ceir.univ-larochelle.fr">www.ceir.univ-larochelle.fr</a></p>
<p><b>CEJLR</b> Centre d'Études Juridiques de La Rochelle EA 3170 La Rochelle Université <a href="http://www.cejep.univ-larochelle.fr">www.cejep.univ-larochelle.fr</a></p>	<p><b>CEREGE</b> Centre de REcherche en sciences de GEstion EA 1722 co-accredited by the University of Poitiers and La Rochelle Université <a href="http://www.cerege.univ-larochelle.fr">www.cerege.univ-larochelle.fr</a></p>
<p><b>CRHIA</b> Centre de Recherches en Histoire Internationale et Atlantique University of Nantes &amp; La Rochelle Université <a href="http://www.crhia.fr">www.crhia.fr</a></p>	<p><b>L3i</b> Laboratoire informatique, image et interaction EA 2118 La Rochelle Université <a href="http://www.l3i.univ-larochelle.fr">www.l3i.univ-larochelle.fr</a></p>
<p><b>LaSIE</b> Laboratoire des Sciences de l'Ingénieur pour l'Environnement UMR - 7356 CNRS &amp; La Rochelle Université <a href="http://www.lasie.univ-larochelle.fr">www.lasie.univ-larochelle.fr</a></p>	<p><b>LIENSS</b> Littoral Environnement et Sociétés UMR - 7266 CNRS &amp; La Rochelle Université <a href="http://www.lienss.univ-larochelle.fr">http://www.lienss.univ-larochelle.fr</a></p>
<p><b>MIA</b> Mathematics, Image and Applications EA 3165 La Rochelle Université <a href="http://www.mia.univ-larochelle.fr">www.mia.univ-larochelle.fr</a></p>	



### 3. Doctoral theses - various formats

These are carried out either under a doctoral contract signed with La Rochelle Université (contractual doctoral students) or as an employee of another organisation (CIFRE, ADEME, etc.), but always with registration at La Rochelle Université. In all cases, the doctoral student is associated with the same laboratory or research unit as his/her thesis director. The thesis supervisor must be qualified to direct research (HDR) or benefit from an exemption.

**“Simple” thesis supervision:** a single thesis supervisor supervises the research work.

**Thesis co-directors:** the two thesis co-directors may or may not belong to the same research unit attached to La Rochelle Université, but with a "main" thesis director as the doctoral student's main supervisor and referent for the Doctoral School.

**International co-supervision:** the doctoral thesis is prepared under the joint supervision of two supervisors, one at La Rochelle Université, the other in another institution abroad authorised to award the doctoral degree. The co-supervision of a thesis is governed by Title III of the Order of 25 May 2016. It must be the subject of an agreement between the two institutions. The student only pays the registration fees in one of the two institutions (often alternatively), carries out his or her training in both institutions and defends the thesis in one of the two institutions. Thanks to cotutelle, the doctoral student obtains a doctoral diploma in each of the two institutions.

**The doctorate with European label:** this is a label that recognises the European dimension. The doctoral diploma is sanctioned by a diploma supplement "Doctor Européen" or "Doctorat Européen". To obtain this label, the following conditions must be met at La Rochelle Université (a) a research stay of at least 3 consecutive months in a European laboratory; (b) writing of at least part of the manuscript in a European language other than French; (c) at least part of the defence must be conducted in a European language other than French and (d) the authorisation for the defence is granted by two European (outside France) HDR (or equivalent) referees other than the referee of the foreign host laboratory.

## 4. Missions during the thesis

As a member of a laboratory, the doctoral student must carry out his/her research on a subject, which is generally proposed by the laboratory. He/she is supervised by one or two research supervisors and sometimes, at most, one or two supervisors (for more details, see the Doctoral School regulations).

In addition, the doctoral student registered at La Rochelle Université **must follow 6 training units of 15 hours each: 2 transversal training courses and 2 specific training courses, the 2 other units can be either transversal or specific or a mixture of both depending on the doctoral student's project.**

Under certain conditions, complementary activities (teaching, expertise, dissemination of scientific and technical information and exploitation of research results) may also be carried out (maximum 64 hours of teaching and/or 32 days of expertise). In all cases, the total duration of complementary activities within the framework of a doctoral contract may not exceed one sixth of the annual working time.

For more information on complementary activities, please contact the Doctoral School

## 5. Specific regulations for contractual doctoral students

The decree n° 2016-1173 of 29 August 2016 governs the contractual doctoral student. It is strongly advised to read it carefully. Some extracts:

- The remuneration is set at € 1768.55 gross/month;
- The duration of the doctoral contract is fixed at 3 years, except for specific extensions;
- A gap year may be granted by the President of the University;
- In addition to research activities, complementary teaching activities may be carried out under certain conditions.

### The thesis charter

It sets out the principles of the respective rights and duties of the doctoral student, his/her thesis director, the laboratory and the Doctoral School. This charter is common to all doctoral students at La Rochelle Université.

See [www.univ-larochelle.fr/Formation-doctorale](http://www.univ-larochelle.fr/Formation-doctorale)

### Doctoral courses

→ **Cross-disciplinary training:** This is common to all doctoral students at La Rochelle Université. They are organised by the cross-disciplinary activities centre and include modules on professional integration, enrichment of general and personal skills, communication and languages and research ethics.

→ **Specific training courses:** These are proposed and provided by the host laboratory in consultation with the doctoral school. The aim of these courses is to deepen the knowledge linked to the research themes of the host laboratory. When the laboratory does not offer specific training, a student can find some formations elsewhere (min. 15 hours for a training course) and consult with your deputy director of the field on its possible validation.

Before the thesis defence, the Doctoral School director checks that the doctoral student has previously validated **6 training units** (including at least 2 transversal training courses and at least 2 specific training courses).

## 6. Training courses offered by the Doctoral School's cross-disciplinary activities division

The current cross-disciplinary training courses have been designed at La Rochelle Université to support the development of doctoral students' cross-disciplinary skills<sup>1</sup>order to :

### Increase their personal skills and competencies

The cross-disciplinary activities unit supports this type of training because a solid personal training of the doctoral student increases his/her employability and personal development. It also helps to strengthen the links between the future researcher/executive and his/her former institution.

These courses include language courses (refresher courses in English, writing scientific texts in English, conversation in English, courses in French as a foreign language) and communication courses (participation in and/or organisation of the "festival du film (pas trop) scientifique": production of a short film, participation in the "Ma Thèse en 180 secondes" competition and presentations (oral and poster) at the "Colloque des Doctorants de 2<sup>ème</sup> année")

### Professionalization and access to the business world

These courses aim to valorise the know-how and skills acquired during the thesis and learn how to protect new discoveries. The courses offered are: intellectual property and valorisation and new thesis chapter (skills assessment). Other courses allow for a doctoral-company face-to-face meeting (CRÉATHON), organised by Campus Innov and the La Rochelle Université Foundation.

### Basic Research and Education

These courses enable doctoral students to focus their research ("Specialised documentary research" in cooperation with the University Library) and to develop their teaching skills at university level. An open course on "innovative pedagogy" is proposed in this sense.

This training offer is summarised in Table 1. Cross-curricular training is provided in the form of teaching units (TU). All the UEs have an hourly volume of 15 hours. Doctoral students must take at least two of these courses. Details of these courses are given on the following pages.

The opening of certain courses is subject to the number of registered doctoral students. Other courses may be offered during the academic year. Please check with the doctoral school secretariat.
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[www.univ-larochelle.fr/Formation-doctorale](http://www.univ-larochelle.fr/Formation-doctorale)

<sup>1</sup> As salaried staff of La Rochelle University, doctoral students under doctoral contract may also access any training offered by the HRD



Table 1 - Cross-curricular training offer proposed by the Pôle des Activités Transversales. The shaded courses are in progress, the other courses could open from the 2<sup>nd</sup> quarter of the academic year 2021/2022.

TRAININGS	EU	Title of training (15h minimum)	Recommended year of PhD
General training	EU-1	Research ethics	1
Personal skills			
	EU-2	English 1 (refresher course)	1
	EU-3	English 2 (scientific writing)	1
	EU-4	English 3 (conversation)	1
	EU-5	FLE course - duration according to DELF/DALF level	1,2
	EU-6	Participation/organisation of the "Festival du film (pas trop) scientifique"	1,2,3
	EU-7	2 <sup>nd</sup> year doctoral students" conference	2
	EU-8	MT180" participation	1,2,3
Professionalization and access to the business world			
	EU-9	Intellectual property and valorisation	2,3
	EU-10	LaTeX: writing scientific documents	1,2,3
	EU-11	New thesis chapter (skills assessment)	3
Research and Education			
	EU-12	Specialised literature search	1
	EU-13	Research funding	3
	EU-14	Training in university pedagogy	1,2

The schedule of these courses can be found at [www.univ-larochelle.fr/Formation-doctorale](http://www.univ-larochelle.fr/Formation-doctorale)

Other cross-disciplinary training courses to which La Rochelle Université doctoral students have access are offered at the **URFIST**: <http://weburfist.univ-bordeaux.fr/>

The courses open with a minimum enrolment of 12 students, except in special cases (FLE, Film Festival, MT180, Créathon and New Thesis Chapter).

## Focus on the courses open at La Rochelle Université for 2021/2022

<b>EU2</b>	<b>15h</b>	<b>English 1 (refresher course)</b>	<b>Frank Healy</b>
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**Organisation of the training:** 3h/day spread over one week

**Dates:** early January.

**Monitoring:** attendance and exit test.

**Objectives:**

The main objective of this course is to help students overcome their English language barriers.

**Contents:**

This module is designed for anyone who has difficulty with spoken and written English. We will look at the most common problems and, through listening and conversation exercises in small groups, we will try to improve the students' level and give them confidence.

**For whom?**

PhD year 1-3. For a doctoral student whose aim is to improve his/her level of English.

**The plus of the module:**

The students meet with other students of approximately the same level.

**Evaluation methods:**

Attendance, work and involvement of the student.

The student's writing level according to the CEFR (Common European Framework of Reference for Languages).

<b><i>EU3</i></b>	<b>15h</b>	<b><i>English 2 (scientific writing)</i></b>	<b><i>Frank Healy</i></b>
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**Organisation of the course:** 3 hours per week.

**Dates:** early January.

**Maximum number of participants:** 20

**Required work and follow-up:** (Project, report, minutes, presentation) :

- Work on articles to be published, or thesis chapters in English.
- Students will be asked to write a number of abstracts, articles or other texts depending on their starting level.
- Some of the work could be done by e-mail (sending documents to the tutor, returning corrected documents).

**Objectives:**

- To improve the techniques of writing scientific texts (abstract, article or thesis).
- Through workshop work on their own technical writing, to consolidate and even improve the reading and writing skills already acquired.
- To make students aware of their writing problems and give them an adequate methodology.

**Contents:**

- The student's area of research (from English sources).
- Scientific writing techniques in English.
- Language problems specific to each.

**For whom:** PhD year 2/3

**The advantage of this module is that** the course takes the form of a workshop during which students work on their own texts.

**Evaluation methods:**

The student's attendance, work and involvement. Student's level of writing according to the CEFR (Common European Framework of Reference for Languages).

<b><i>EU4</i></b>	<b>15h</b>	<b><i>English 3 (English conversation)</i></b>	<b><i>Frank Healy</i></b>
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**Organisation of the training:** 3 hours/week.

**Dates:** early January.

**Work required and follow-up:**

Preparation of English-language press reviews. Participation in debates. Participation in role plays. Oral presentations on various topics.

**Objectives:**

In the professional scientific environment, there is clearly a need to master the technical English of one's speciality, but it is also important to be able to communicate on more general topics: the famous "small talk", which is very important in the image one gives of oneself. The aim of this module is therefore to improve students' ability to hold a conversation in general English.

**Contents:**

Role plays, presentations, press reviews, audio/video/written material on general topics.

**For whom?**

PhD year 1-3. For a PhD student aiming to improve conversational English.

**The plus of the module:** learning everyday English.

**Evaluation methods:**

Attendance, work and involvement of the student.

The student's writing level according to the CEFR (Common European Framework of Reference for Languages).

<b>EU5</b>	<b>15h</b>	<b><i>French as a Foreign Language (FLE)</i></b>	<b>CUFLE</b>
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**Objectives:**

The courses encourage the acquisition of linguistic knowledge but also of cultural knowledge, because to master a language and be able to exchange in it, one must also know its culture. The teaching staff and the administration are attentive to the needs of the students.

The DUEF aims not only to master the written and spoken French of everyday life, but also to reach the level of French necessary to undertake studies in a French university.

The DELF certifies the French language skills of foreign candidates and French nationals from non-French-speaking countries who do not hold a French public secondary or higher education diploma.

These diplomas are prepared by the Centre Universitaire de Français Langue Étrangère (CUFLE).

**Contents:****For whom?**

PhD year 1-3. For a doctoral student aiming to improve his/her French.

**The plus of the module:** French language and culture

**Evaluation methods:**

Attendance, work and involvement of the student.

Student's level of writing according to the CEFR (Common European Framework of Reference for Languages). DUEF A2, B1, B2 and C1.

<b>EU6</b>	<b>h variable</b>	<b><i>Not Too Scientific Film Festival</i></b>	<b>ADOCS</b>
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**Organisation of the training:** see ADOCS.

**Dates:** see with ADOCS (Fête de la Science week).

**Objectives:**

The objective is for young researchers (doctoral students or young doctors) to present their work to a large audience, by means of a film of about 5 minutes. No writing constraints are imposed, and there is total freedom in both form and content. The only requirement is that the films be popular: they must be short, lively and entertaining.

**Modalities:**

The future directors will be trained in script development, directing and filming techniques during the month of May. They will shoot with actors of their choice. The equipment needed for the filming will be lent to them and help with editing will be provided by the University's @ctice unit. They will also take part in the events planned for the distribution of the films (in high schools, gala evening, science festival, etc.), usually organised during the Fête de la Science in October.

**To apply, please send an email to**

[adocs@univ-lr.fr](mailto:adocs@univ-lr.fr)

indicating name, surname, field of research and title of the short film (even if provisional), before April of the current year.

**To view films from previous editions:**

<http://adocs.univ-lr.fr/index.php/festival/palmares>

**Modalities of activity validation:**

Send a request for validation to the Director of the Doctoral School indicating name, surname, title of the short film and/or editing activities and the estimated number of hours invested in the event.

<b><i>EU7</i></b>	<b>h variable</b>	<b><i>My Thesis in 180 seconds (MT180)</i></b>	<b><i>Fernando PDoctoral SchoolRAZA</i></b>
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**Organisation of the training:** competition

**Dates:** La Rochelle final (March/April), regional final (April), national final (June), international (September)

**Objectives:**

This competition allows PhD students to present their research topic in simple terms to the general public. They have 3 minutes, not a second more, to present their thesis! This is a unique opportunity for them to improve their communication skills and to disseminate their research in the public space.

The My thesis in 180 seconds competition is inspired by the *Three minute thesis* competition, first organised in 2008 by the University of Queensland, Australia. Each participant has to give a clear and understandable, yet convincing presentation of their research project to a diverse lay audience in three minutes.

**Modalities:**

A coach will accompany you throughout to prepare your presentation. You must present in French.

**Three prizes are awarded for each final**

**Modalities of activity validation:**

Participation in this competition is highly recommended as it allows you to put your speaking skills into practice for an uninformed audience while demonstrating your scientific qualities. Send a request for validation to the Director of the Doctoral School indicating name, first name, title of your presentation, if you were a finalist and estimated hours invested in the event.





<b>EU8</b>	<b>1 day</b>	<b><i>2<sup>nd</sup> year PhD students' conference</i></b>	<b>Fernando PDoctoral SchoolRAZA</b>
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**Organisation of the training:** conference (scientific paper writing, oral presentation and poster presentation).

**Dates:** May.

**Objectives:**

The main objective is to make the research carried out by doctoral students better known, both inside and outside the university. It is therefore a question of communicating about one's thesis work through :

- Writing a 2-page abstract. All abstracts will be compiled into a booklet and handed in on the day of the conference.
- The development of a poster. The posters are displayed in the hall of the university library.
- An oral presentation (5 min or MT180 format = 3 min)

Articles, posters and oral presentations are intended for ULR doctoral students and researchers in all disciplines, but also for a wider public. It is therefore an exercise in scientific popularisation.

**Three prizes are awarded:** Best oral. Best poster. Doctoral students' prize

**Modalities of activity validation:**

Participation in this conference is compulsory and is part of the training. A request for validation must be sent to the Director of the Doctoral School indicating name, first name, title of the scientific work presented and the estimated number of hours invested in the event.

<b>EU9</b>	<b>15 h</b>	<b><i>Intellectual property and valorisation</i></b>	<b><i>Jean Marc WALLET</i></b>
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**Organisation of the course:** 2<sup>nd</sup> semester

**Dates:** to be defined

**Objectives:**

To make doctoral students aware of the principles of intellectual property and the functioning of research promotion. To help better understand the knowledge economy in a technological environment and to transmit elements of general culture for future professionals, whether they are researchers (in the public or private sector), engineers, project managers, etc.

The topics covered will be varied and likely to be of interest to all PhD students:

- Who owns the results and the research?
- How to reconcile publication of work and protection of results?
- Signature of articles and authorship of findings.
- Online publication of work in open archives.
- The constraints of a research project in partnership with industry.
- Knowledge transfer through business creation...

**Contents:**

The main themes will be

- Knowledge economy: concepts and phenomena.
- Valorisation of research: first approach, ULR system.
- Protection of creations (copyright): general presentation, comparison with information and communication technologies.
- Law of creators and inventors in a professional context: student creators/inventors, employees, civil servants.
- Valorisation of university research results.
- Contracts (collaboration, service), creation of innovative companies.

Concrete cases will be presented in class, with practical documents used by professionals.

**Evaluation methods:** Presentation note

<b>EU10</b>	<b>15h</b>	<b><i>LaTeX scientific writing</i></b>	<b><i>Benoit Simon-Bouhet</i></b>
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**Organisation of the course:** 2<sup>nd</sup> semester

**Dates:** Over two days 7 and 8 January; (8.30am-12.30pm and 1.45-5.45pm)

**Objectives:**

To provide participants with the necessary skills to produce scientific documents of excellent typographical quality that meet academic standards for writing theses, scientific articles, reports and dissertations.

**For whom:** all PhD students

**Contents :**

The contents are adapted to ensure the writing of scientific texts and dynamic reports.

**Evaluation methods:** Participation

<b>EU11</b>	<b>6 to</b>	<b><i>New Thesis Chapter (skills assessment)</i></b>	<b><i>Frédérique Deloffre-Vye</i></b>
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**Organisation of the course:** 2<sup>nd</sup> semester

**Dates:** to be defined

**Objectives:**

The programme "Valorisation of competences - a new chapter of the thesis" helps doctoral students at the end of their thesis to take stock of their competences and to valorise them.

**For whom:** exclusively 3<sup>rd</sup> year PhD students

**Contents :**

It is a real inventory and a highlighting of the skills that were necessary for the successful completion of the thesis. It has no academic character and does not enter into the evaluation of the thesis, nor into the obtaining of the diploma.

This work includes a critical analysis of the progress of the thesis from a project point of view, an identification and enhancement of the professional skills and competences developed during the thesis, illustrated by examples drawn from its preparation (see in annex: "recommendations for analysis and writing").

The exercise proposed to the doctoral student is carried out with the support of his/her host team and his/her thesis director and with the accompaniment of a mentor generally proposed by the doctoral school. The GBS can, if necessary, help the doctoral school to identify a mentor. The mentor will generally be a human resources consultant. He/she must be external to the research system and have a good knowledge of recruitment practices in companies and the context of professional integration of PhDs. He/she will help the PhD student to identify and valorise the achievements of his/her thesis and to elaborate the new chapter of the thesis. All mentors are trained by the ABG. This analysis leads to a synthesis that can be easily understood by non-specialists in the doctoral student's field of research and exploited by the young doctor to enhance his or her value during a job search. This work mobilises the doctoral student the equivalent of about 6 to 8 days of essentially personal work.

**Assessment methods:** Attendance and quality of the report

<b>EU12</b>	<b>15</b>	<b><i>Specialised literature search</i></b>	<b><i>University Library</i></b>
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**Organisation of the course:** 1<sup>st</sup> semester

**Dates:** to be defined

**Objectives:**

Enable PhD students to :

- Know how to conduct a search for scientific information.
- To appropriate the methodology and tools of documentary research.
- Optimise document management (monitoring, bibliographic management).

**For whom:** 1st year PhD students. 14 people maximum.

**Contents :**

Main documentary research tools: method, sources and tools: library catalogues (Sudoc), documentary portals, search engines (Google Scholar, Scirus), online journal platforms, bibliographic databases, open archives (archives in the sense of "repository", reservoir, warehouse, digital library), documentary monitoring tools (RSS feeds, alerts), presentation of bibliographic standards, presentation and use of bibliographic management software

**Evaluation methods:** Attendance

<b>EU 13</b>	<b>15</b>	<b>Training in university pedagogy</b>	<b>Violaine Charil</b>
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**Organisation of the training:** module composed of five 3-hour workshops:

- How to build a university course?
- How can student learning be assessed in a valid and reliable way?
- What activities should be implemented in a university course?
- How to communicate effectively to a student audience?
- How to create interaction with students, both in class and in lectures?

These workshops are interdependent: each one provides prerequisites for the following workshop. The module can be the subject of a personalised accompaniment with a pedagogical advisor from the pedagogical support service, at the request of the doctoral student. This accompaniment allows to meet the needs and the precise context of the doctoral student with teaching activities.

**Dates:** to be defined

**Objectives:**

Plan a university course adapted to their student audience and teaching context.

Build a valid and reliable evaluation system, adapted to the pedagogical objectives of the course.

Build learning activities adapted to the objectives of the course.

Capture and maintain students' attention during lectures, supported by slideshows to enhance learning.

Designing an interactive scenario for a course, adapted to the audience and the teaching context

**For whom:** doctoral students wishing to teach at university

**Contents :**

5 modules (see above)

**Evaluation methods:** variable

## 7. Thesis defence

The president of the university authorises the defence of the thesis **after receiving the opinion of the director of the Doctoral School on the proposal of the thesis director.**

Procedure and timetable: A methodological sheet will be given to you when you register for the final year of your thesis.

## 8. Doctoral students' events

### Doctoral students' first meeting of the year

Organised at the beginning of the academic year, this meeting is a moment of conviviality and integration for new doctoral students. The aim is to provide general information about the doctoral school and the organisation of doctoral training. The various services that La Rochelle Université offers to its doctoral students are also presented.

### "My thesis in 180 seconds" competition

This competition allows PhD students to present their research topic in simple terms to the general public. They have 180 seconds, not one more, to present their thesis topic! This is a unique opportunity to improve their communication skills and to present their research to an audience. The winners participate in a regional, then national and finally international (in French) final. Prior to the presentation, individual training by a professional actor is offered to the candidates. The presentation takes place in the spring (April, depending on the spring holiday period).

**Three prizes** are awarded to the best presentations.

### 2<sup>nd</sup> year PhD students' conference.

**Participation** in this conference is **compulsory** and is part of the training. It takes place in May/June. The main objective is to make the research carried out by doctoral students better known, both inside and outside the university. It is therefore a question of communicating about one's thesis work (popularisation of science) through :

- writing a 2-page summary (all summaries are collected in a booklet)
- the creation of a poster (posters are displayed in the hall of the university library)
- an oral presentation (short, 5 minutes or "My thesis in 180 seconds" mode, 3 minutes)

**Three prizes** are awarded: the prize for the best oral presentation, the prize for the best poster presentation and the doctoral student prize



### Doctoral graduation ceremony.

Through this event, La Rochelle Université aims, on the one hand, to honour its new PhDs and, on the other, to raise awareness of and promote training through and for research. This ceremony takes place under the aegis of a sponsor, in the presence of representatives of the university's management, the directors and deputy directors of the doctoral school, the thesis directors, external personalities and members of the graduates' families and friends.

## 9. Practical information

### Doctoral School

La Rochelle Université

Orbigny Building - (2<sup>nd</sup> floor)

Avenue Michel Crépeau 17042 La Rochelle cedex

Doctoral School website: <https://www.univ-larochelle.fr/recherche/doctorat-et-hdr/doctorat/>

Contact: [ecole-doctorale@univ-lr.fr](mailto:ecole-doctorale@univ-lr.fr)

### Secretariat

Jennifer DE LA CORTE GOMEZ, 05 46 45 83 41

[ecole-doctorale@univ-lr.fr](mailto:ecole-doctorale@univ-lr.fr)

Isabelle HIRSCH, 05 46 45 87 12

[ecole-doctorale@univ-lr.fr](mailto:ecole-doctorale@univ-lr.fr)

### Associations of interest to doctoral students

- ADOCS (Association of PhD students and young doctors of La Rochelle Université)

Contact [www.adocs.univ-lr.fr](http://www.adocs.univ-lr.fr) and [adocs@univ-lr.fr](mailto:adocs@univ-lr.fr)

The association encourages meetings and exchanges between doctoral students from different disciplines around cultural projects and events. Numerous evenings and cultural or sporting outings are organised throughout the year.

Several scientific culture projects have been or are still being carried out by ADOCS, aimed at the general public and schools. Among these, the [not too] scientific film festival, a first in France at the time of its creation by ADOCS in 1999!



Finally, ADOCS is also a network of former PhDs from La Rochelle Université and a desire to create a strong link with the socio-economic world: innovation, project management, rigour and deadline management are keywords shared by companies and PhDs!

Membership of the ADOCS is possible for any doctoral student or doctor on a fixed-term contract at La Rochelle Université. It is done by paying an annual fee, the amount of which is set by the Board. The membership fee is 5 euros in 2020. To join, you just have to pay this amount to a member of the Bureau. It is always possible to join directly at an event.



- Association de la Fondation Etudiante pour la Ville (AFEV)

Contact [www.afev.org](http://www.afev.org)

AFEV is an association whose creation stems from the desire to fight against inequalities and relegation in working-class neighbourhoods in France, by creating, alongside public policies, spaces for civic engagement for young people in general and students in particular. AFEV is the first network of student intervention in working-class neighbourhoods. It carries out awareness-raising campaigns for the general public: the Day for the Refusal of School Failure, the Observatory of Solidarity Youth, the Observatory of the Social Responsibility of Universities, the European Forum of Committed Youth, Lab'Afev, the ZEP Blog...



## 10. Services for doctoral students

### The 'BU' (University Library)

Contact 05 46 45 68 88

You will find all the information on the website: <https://bu.univ-larochelle.fr/> Borrowing documents requires registration at the library, on presentation of the student card.

Inter-library loan (ILL): A paying service, which allows you to borrow documents that are not in the La Rochelle library. The costs are covered by the laboratory, with its agreement.

Electronic documentation: includes all documents that can be consulted online (journals, books, encyclopaedias, etc.) and bibliographic databases.

Remote access: from ENT, heading [Documentation] > Doc. Electronic.



### Culture

Contact

Espace Culture Maison de l'étudiant, 3 passage Jacqueline de Romilly

05 16 49 67 76

[culture@univ-lr.fr](mailto:culture@univ-lr.fr)

The Espace Culture-Maison de l'étudiant offers artistic and cultural workshops, theatre, stage writing, photography, astronomy, electropop choir... 12 weekly workshops, on weekends or every two weeks, led by professional speakers and artists, which result in public productions, notably during the annual spring festival "Les étudiants à l'affiche". Free registration at the Maison de l'Etudiant or at the beginning of the cultural and associative year.

- Pass'Culture Étudiant: FREE, it allows you to discover more than 200 shows, exhibitions, concerts and films in all the partner cultural venues, at very special rates. Science and culture: La Rochelle Université proposes actions for the dissemination and promotion of scientific culture, the aim of which is to build bridges between science and the general public, and to promote the scientific disciplines. In particular, La Rochelle Université coordinates the Fête de la Science in October each year.



- Student involvement, community life and project support: The Maison de l'Étudiant provides information on cultural events in the city and at the university, as well as on student and community life.
- Cultural agenda: Throughout the year, the University's cultural agenda gives pride of place to artistic, cultural and scientific events (screenings, meetings, shows). These events are organised in conjunction with the cultural players in the region (structures, local and regional festivals, etc.) in line with university training and research. Free admission.

## The MRIP (Maison de la Réussite et de l'Insertion Professionnelle)

### Contact:

2, passage Jacqueline de Romilly, 17000 La Rochelle 05 46 45 26 77 [orientation@univ-lr.fr](mailto:orientation@univ-lr.fr)

MRIP provides daily support on various issues relating to professional integration and entrepreneurship. Guidance, integration and continuing education advisors are available every day to meet you, inform you and help you with :

- the different training paths in France, Europe and internationally and the possible bridges between diplomas and higher education institutions,
- the methods (interventions, workshops, teaching) put in place to facilitate your entry into professional life...
- the creation of activity,
- mechanisms for the validation of experience and lifelong learning.

## The Health and Safety Department

### Contact

Technoforum, Monday - Friday 05 46 45 72 12 [hygiene-securite@univ-lr.fr](mailto:hygiene-securite@univ-lr.fr)

Everyone's safety is everyone's business.

When you arrive at the university, the prevention of occupational risks must be an integrated concern in all your activities. Various structures dedicated to prevention exist to help you in this collective process.

**All doctoral students** must ask their department head and/or direct supervisor about good working practices, safety rules and what to do in the event of an accident or disaster. You can contact the prevention assistant of your research unit at any time.



In particular, be aware of the general medical emergency instructions, the general and specific instructions in case of fire, and identify in advance the evacuation routes and the location of the emergency exits.

General safety training (fire extinguisher handling, gestures and postures, screen work, etc.) is organised by the HSE department during the year. You are invited to participate.

In addition, depending on your activities, you may be required to take specific and compulsory safety training courses (chemical risks, biological risks, electrical authorisation, etc.). Contact your department's prevention assistant or the HSE department to find out what your obligations are in this area.

### The University Health Service (SDSU)

44, avenue Albert Einstein - 17000 La Rochelle 05-46-45-84-46 [secretariat-sdsu@univ-lr.fr](mailto:secretariat-sdsu@univ-lr.fr)

A team at the service of doctoral students composed of: two doctors, two nurses, two clinical psychologists, two social workers and a secretary.

- Health service: preventive nursing check-ups, care, vaccinations, reception for medical appointments, advice,
- General medical consultations: care, listening sessions, nutrition, certificates, medical support for departures abroad (advice, prescriptions, vaccinations) ...
- Planning consultations (gynaecology, contraception).
- Accommodation of students with disabilities (study and examination facilities, etc.)
- Individual psychological support and follow-up.
- Student Social Services:

Information on students' rights, funding, listening, help and advice, referral to appropriate structures (CAF, CROUS, etc.).

### The "DRI" (International Relations Directorate)

- La Rochelle Université encourages student mobility, cooperation agreements and collaboration between research laboratories. The International Relations Department implements the institution's policy on international relations: it provides support to all those, students and teachers, who work to promote the international dynamism of La Rochelle Université.
- This support can take several forms: administrative support, financial aid for mobility, language preparation.
- The ERASMUS+ programme promotes exchanges in Europe, and includes study visits and work placements;
- La Rochelle Université has privileged partnership areas: The Asia-Pacific zone, a specificity and wealth of La Rochelle Université, Europe (European Education and Training Area) The American continent (North, South and Central America) and especially Brazil.
- Only mobility projects that fall within the framework of an agreement between La Rochelle Université and the partner university are eligible for financial aid. The agreements mention the flows according to the level of study, and include the PhD level.

(ex) Faculty of Arts, Monday - Friday: 09:00 - 12:30; 13:30 - 16:00 [dri@univ-lr.fr](mailto:dri@univ-lr.fr)

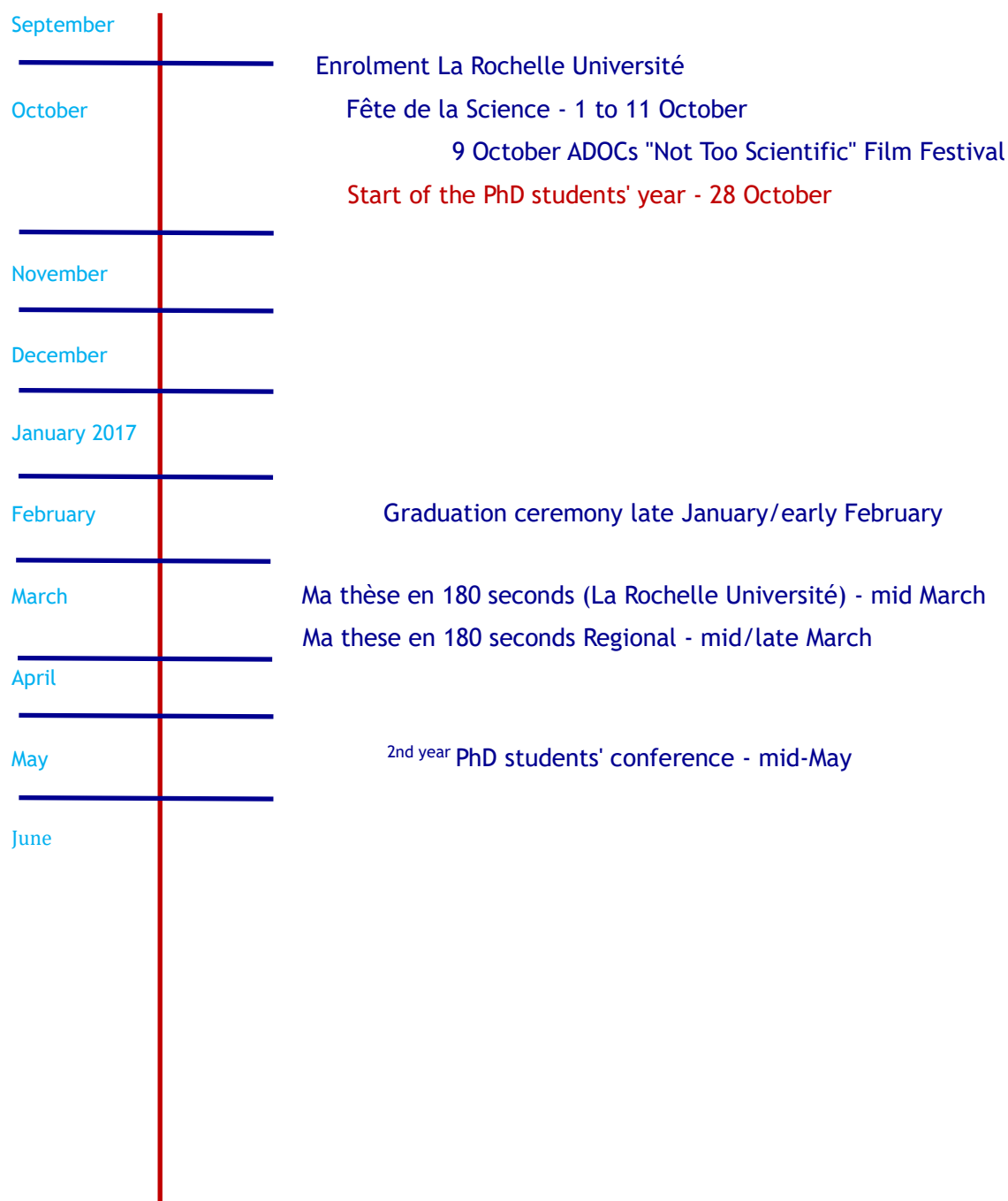
## SUAPSE" (University Service for Physical, Sports and Expressive Activities)

**Contact** Gymnase Bongraine, Boulevard de la République, 17440 AYTRE, tel: 05 46 45 18  
[www.suapse.univ-lr.fr](http://www.suapse.univ-lr.fr)

The University Service for Physical, Sports and Expressive Activities is a joint service of the university. It organises and manages a wide range of physical, sporting and expressive activities. For leisure, competition or evaluated practice, you will find, we hope, something to complete and fill your life as a student...



## Schedule 2021- 2022



*Document produced by the Doctoral School*



**D'ici  
on voit  
+ loin !**

La Rochelle Université



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