

DOCTORAL CHARTER

Name:

Doctoral programme and specialization if applicable:

Thesis supervisor:

Research center:

In accordance with applicable laws and regulations¹, theses at Sciences Po are pursued through the Doctoral School.

The goal of this charter is to specify the organizational rules and ethical principles related to education and relationships between members of the academic community within the Doctoral School's PhD programmes, especially with regard to PhD students and their thesis supervisors. It reflects the common framework of the Doctoral School while taking into account the specificities of each discipline and individual situations, and draws on current best practices to ensure research quality.

If the thesis is a joint one, Sciences Po commits to take action so that joint programme partners respect the principles established in this charter.

1. THE PHD, AN ACADEMIC AND PROFESSIONAL PROJECT

The doctoral programmes of Sciences Po's Doctoral School are governed by high academic and ethical standards.

Admissions

Candidates are selected on the basis of their academic results, project relevance, aptitude for research, motivations, and their choice's consistency with the career they are considering.

¹ Amended decree of 25 May 2016 setting the national framework for training and the conditions for awarding a nationally recognized doctoral degree.

Goal

The thesis is an intellectual and personal project that requires strong and sustained commitment throughout its development. This project, whose feasibility must be demonstrated upon approval of the thesis topic, must seek to make a significant and original contribution in a research area, to provide the PhD student excellent training in research professions and to contribute to personal accomplishment in the production of cutting-edge knowledge.

The awarding of a doctoral degree recognizes the academic excellence of the conducted research and the solidity of the researcher skills acquired by the PhD student.

Commitments

The Doctoral School, research centers and thesis supervisors commit to individually and collectively assist PhD students in their efforts.

The Doctoral School commits to assisting PhD students with their professional development by providing them with professional training and the most complete information possible on academic and non-academic careers in their given field.

PhD students commit to signing this charter and completing and signing the form for the individual training agreement. Furthermore, PhD students commit to informing the Doctoral School about their professional situation during the programme and for a period of five years after they obtain their PhD so that the Doctoral School can give PhD students a clear idea of professional opportunities.

The thesis supervisor and Doctoral School help PhD students secure funding. They inform PhD students of the resources available to prepare their thesis (including doctoral contracts, FNSP funding, scholarships and regional, corporate and association grants and research and travel assistance).

PhD students must comply with Sciences Po's rules and meet academic requirements. They commit to a work timeline and pace and make gradual progress, except in the case of unforeseeable difficulties linked to emergencies or the thesis topic. They commit to immediately informing their thesis supervisor and/or the director of doctoral studies in their discipline of difficulties that might hinder their progression within their doctoral programme.

2. THESIS PROGRESSION

The PhD registration specifies the project, title and thesis supervisor.

The registration also specifies the name of the research center that agreed to host the PhD student, integrate the student into its academic community and associate the student with its activities. To the extent possible, the PhD student is provided a workspace and access to the research center's documentation, attends conferences and is regularly

invited to participate in and present his/her research at academic meetings (seminars, “PhD conferences”, etc.).

The research center thus plays an essential role in the academic training and socialization of PhD students as young research professionals. From this perspective it is preferable that a real relationship exist or be established between the host unit and the thesis supervisor.

The PhD student respects the rules of community life of the research center and of the Doctoral School. PhD students’ activity in the center is completely oriented towards the advancement of their thesis. Tasks related to teaching, assisting and academic activities are entrusted to them within legal limits, and these activities must always directly or indirectly contribute to the progression of the thesis. In accordance with applicable regulations, the Doctoral School indicates the maximum number of teaching, assisting, etc. hours that can be requested in each doctoral programme.

PhD students are full members of Sciences Po’s academic community. As such, they maintain collaborative academic relationships with teachers and researchers. A thesis supervisor, and possibly secondary supervisors, personally mentor PhD students and may suggest complementary work and reading.

Thesis supervisors must devote the time needed to provide effective thesis mentoring. They organize regular and frequent meetings to efficiently guide the PhD student’s work and provide opportunities for the student to discuss new possible directions in light of the results obtained thus far. To this end, a thesis supervisor cannot mentor more than 7 PhD students at the same time. The Doctoral School informs the students enrolled in these doctoral programmes of the number of theses currently supervised by the prospective supervisor.

Regular monitoring of PhD students’ work implies that the students are regularly asked to provide updates on the status of their research, to speak at seminars and to regularly present outlines, chapters and thesis parts. These presentations are opportunities for corrections, suggestions, advice and encouragement from the thesis supervisor and broader academic community.

PhD students must submit an annual report on their ongoing research to their thesis supervisors and the director of doctoral studies for the given discipline. The director of doctoral studies for each discipline determines the form of this report (activity report, thesis chapter, research paper). PhD students must also maintain regular contact with their thesis supervisors.

After the second thesis year PhD students must give concrete and meaningful signs of their ability to complete the research within the deadlines set by the Doctoral School (see section 3). The assessment of the PhD student’s progress will notably take into account the difficulty of the thesis subject, the problems encountered during data collection and the constraints linked to methodological choices. The PhD student and thesis supervisor commit to immediately informing the director of doctoral studies for the given discipline (or the director of the Doctoral School if the thesis supervisor is the director of doctoral studies), or one of the two mediators appointed by the director of the School if applicable, of any difficulty that might arise during the thesis monitoring.

An individual monitoring committee is established for PhD students within their research center, in accordance with the terms set by the Board of the Doctoral School. The committee ensures the prevention of any form of conflict, discrimination and harassment.

son 3. THESIS DURATION

The reference duration for a thesis is three years. Annual reenrollment decisions are made by the head of the institution on the basis of a recommendation from the director of the Doctoral School, following a recommendation from the thesis committee in light of the activity report and of the evaluation provided by the thesis supervisor, and if applicable in light of the individual monitoring committee.

The head of the institution can extend the length of doctoral training for a student who is behind on the basis of a reasoned request from the PhD student.

If the PhD student took maternity, paternity, child welcoming or adoption leave, parental leave, or sick leave that is longer than four consecutive months, or a leave of at least two months after a workplace accident, the thesis preparation time is extended at the PhD student's request.

Exceptionally, the PhD student may submit a one-time-only reasoned request for an uninterrupted break of up to one year, subject to approval by the head of the institution and endorsement by the thesis supervisor and head of the Doctoral School. During this period, the PhD student temporarily suspends training and research work, but may remain enrolled at the institution if desired. This period does not count towards the thesis duration.

If the PhD student encounters particular and unpredictable difficulties linked to the thesis topic (for example, difficulty accessing a field or archives), the head of the institution can grant a renewable one-year extension at the request of the head of the Doctoral School, based on a recommendation from the director of doctoral studies and the thesis supervisor. It is the PhD student's responsibility to make a reasoned request for an extension.

The prolongation of the thesis beyond three years does not mean that the PhD student will automatically continue to receive any previously secured funding; however, the Doctoral School will help the PhD student explore all funding options.

After informing the PhD student, the thesis supervisor submits a proposal to the head of the institution on the composition of the defense jury and the defense date, in accordance with the law and the institution's rules. A private defense can precede the public defense.

4. RE-ENROLMENT AND DEREGISTRATION

The pursuit of studies and of the thesis requires an annual renewal of administrative registration. Failure to reenroll and pay the corresponding fees and dues within the deadlines results in the PhD student's *administrative deregistration*. The PhD student is informed of the deregistration.

If the PhD student consistently fails to meet commitments, a *pedagogical deregistration* process may be initiated. The director of doctoral studies in the given discipline (or, if this happens to also be the thesis supervisor, the director of the affiliated center, or any other professor – or equivalent in the discipline – designated by the director of the Doctoral School) will separately receive oral or written communications from the PhD student and thesis supervisor to determine why the thesis no longer seems to be on track.

If the director of doctoral studies deems deregistration to be appropriate, s/he informs the thesis committee of the decision. S/he also informs the PhD student that the

latter has three weeks to send written remarks to the thesis committee and has the right to solicit advice from the thesis supervisor, director of doctoral studies and PhD student representatives on the Board of the Doctoral School. If the thesis committee validates the deregistration proposal, it is transmitted to the director of the Doctoral school, and the head of the institution, in the event of deregistration, expressly notifies the PhD student.

5. ETHICS

The Doctoral School is a multidisciplinary, open and international academic community. It promotes freedom of expression and thought, tolerance and respect for diverse approaches and opinions within its confines. In accordance with applicable laws and regulations, it ensures respect for the academic freedoms and ethical principles governing the academic world.

In accordance with Sciences Po's general policy and applicable law, the Doctoral School commits to fighting discrimination against people on the basis of religion, politics, sexual orientation, origin, gender, disability, age, etc. The Doctoral School also commits to fight against harassment.

Plagiarism and the use by a PhD student of results or data obtained by others or together with others without authorization and/or attribution, will cause the initiation of deregistration as described above and may result in disciplinary measures and legal procedures. Members of the research center, the academic community and the thesis supervisor must scrupulously respect authorship of the work, research and discoveries made by the PhD student.

Any ethical issue will expeditiously be brought to the attention of the director of the Doctoral School for mediation.

Date:

The PhD student

The director of doctoral studies

The director of the research center

The thesis supervisor

The director of the Doctoral School