

## SET UP FORM FOR A JOINT SUPERVISION THESIS

To be completed by the thesis supervisor.

This form must be fully completed before the PhD student's administrative registration at UPEC and sent exclusively by e-mail to : [doctorat@u-pec.fr](mailto:doctorat@u-pec.fr)

### I - INFORMATION ABOUT THE PARTNER INSTITUTION

#### 1- Partner Institution

Institution Name :

Address:

Country :

Name of the President/Rector/Dean of the institution :

First Name of the President/Rector/Dean of the institution :

#### 2- The Doctoral School/Department:

Name of the Doctoral School/Department:

Address:

Country :

Name of the Director:

First Name of the Director:

Email :

Phone number :

#### 3- Department in charge of the administrative follow-up of joint supervision thesis (required)

*Must be different from the Thesis Director*

Civility : Mrs                      Mr.

Name :                                      First Name :

Address:

Email :

Phone number :

## **2- Information about the template for the joint supervision convention**

Does the Partner Institution specifically request to use its own agreement template ?

YES            NO

## **II. ADMINISTRATIVE INFORMATION**

### **1- Information about the dates of the first-year registration in Thesis**

- At UPEC :                    /20
- At the Partner Institution :                    /20

If the doctoral student is already registered in the Partner Institution, **please attach (mandatory) his/her schooling certificate certifying his/her registration in the first year of doctoral studies.**

### **2- Application to the Doctoral School**

Is the PhD Student already registered in the application platform (ADUM) for his/her PhD application at UPEC ?

YES            NO

If « **NO** », please ask your doctoral Student to contact the manager of the Doctoral School as soon as possible in order to start the registration necessary steps and check integration conditions.

### **3- Thesis information**

Specialty of the Thesis at UPEC:

Specialty of the Thesis at the Partner Institution :

Title of the Thesis:

Title of Thesis in English (if applicable) :

#### 4- Distribution of planned stays

Research work is accomplished in both institutions. The time spent by the doctoral Student in each of the two institutions is realised by alternative periods. As far as possible, the time of study in one of the two countries should not be less than 1/3 of the total duration of the PhD. A projected schedule must be written. Any modification of the projected schedule must be the subject to a joint supervision amendment.

Number and duration of planned alternative periods for the preparation of the joint supervision Thesis in each of the two institutions (30% minimum in each institution = 12 months)

▪ **At UPEC :**

- to
- Total of months

▪ **At the Partner Institution :**

- to
- Total of months

#### 5- Distribution of payment of registration fees

Each year, the doctoral Student will pay registration fees only in one of the two Partner Institutions ; the Partner University must then, upon presentation of supporting documents, exempt the student from registration fees during this period. (In principle, this exemption can only be obtained at the time of registration, when the co-supervision agreement is duly signed by all members). A tolerance will be applied the first year upon presentation of the setting up form and proof of abroad payment, but no ulterior exemption will be authorized without the signature of the joint supervision).

The fees will be paid as agreed below per year (specify years and university. For example: 1st year: 2020/2021 – UPEC).

	University year	Registration fees paid at ...
<b>1st year</b>	20 / 20	
<b>2<sup>nd</sup> year</b>	20 / 20	
<b>3rd year</b>	20 / 20	
<b>4<sup>th</sup> year (if applicable)</b>	20 / 20	

## 6- Authorization for registration beyond the 3rd year of the Thesis :

Does the Partner Institution authorize registration beyond the 3rd year ?

YES                  NO

If YES : how much more time ?    1 year                  2 years                  Other (please specify):

## 7- Doctoral financing plan

The obligation of doctoral financing depends on the Doctoral School of the student. In the case where dedicated funding for the thesis is not required, it is however necessary to obtain minimal funding for mobility in relation with the joint supervision and the stays in France.

	Dates of stay in France	Type of financing	Monthly amount in euros
1	From                  to		€
2	From                  to		€
3	From                  to		€
4	From                  to		€

## 8- Projected accommodation for the Doctoral Student during his stay in France

The availability of University housing in France is extremely limited and cannot be the default option for the doctoral Student accommodation. In the case of private accommodation, the doctoral Student must be informed as soon as possible of the high cost of renting in the Paris area.

Doctoral student address during his/her stay in France:

## 9- Health insurance and civil liability:

**The contracting of a health insurance as well as a civil liability insurance is required in France.**

Doctoral student health insurance:

- At UPEC :
- At the Partner Institution:

Insurance company in which the liability insurance is subscribed :

Liability insurance coverage period from                  to

### III. PEDAGOGIC INFORMATION

#### 1- Doctoral training

Doctoral Students registered at UPEC must comply with the pedagogical requirements asked by their Doctoral School. In the case of joint supervision, it is advised to plan a training program that meet the pedagogical requirements of both thesis institutions. It is recommended to contact the Doctoral School to develop a training plan for the joint supervised doctoral Student.

The doctoral student must validate **90 hours of complementary training in proportion to the time he/she will spend in France**: 45 hours of training = 18 months in France → (n/36) X 90 hours, if "n" months in France.

The doctoral student must follow a training on **research ethics and scientific integrity (30 hours minimum)**.

	Training courses planned at UPEC		Training courses planned at the partner institution	
	Training title	No. of hours	Training title	No. of hours
1	Research ethics and scientific integrity			
2				
3				

Training outside UPEC and partner institution		
	Training title	No. of hours
1		
2		
3		

## **2- Information concerning the publication, exploitation and protection of the thesis subject**

May the Research work lead to a patent or requires special attention to intellectual property ?

YES                      NO

If YES, the specific terms and conditions for each institution must be mentioned.

For UPEC, please contact the Technology Transfer Office (Pôle Transfert Innovation of the Direction de la Recherche et de la Valorisation) for feedback and assistance in writing : [transfert-innovation@u-pec.fr](mailto:transfert-innovation@u-pec.fr)

Specific conditions required by UPEC:

Specific conditions required by Partner Institution (including specific conditions related to the final submission of the Thesis) :

## **3- Information about the Thesis defense**

Expected Thesis defense year :

Country :

Please detail financing modalities for travel fees related to the Thesis defense (for the jury members and the doctoral Student):

Is a Thesis defense by videoconference planned ? :                      YES                      NO

Language in which the Thesis will be written:

Language in which the abstract will be written:

\* If the language in which the Thesis is written is not French, a substantial summary of the Thesis must be written in French.

Language in which the Thesis will be defended:

Language of the oral presentation of the abstract of the Thesis defense :

\* If the language in which the thesis is defended is not French, a substantial summary in French must be orally presented.

Is a defense behind closed doors planned ?                      YES                      NO

### **▪ Informations about the Thesis defense report**

A version of the Thesis defense report must be available in french: either the original Thesis report or a translated version of the original report. The report(s) must be signed by all the jury's members.

Language of the Thesis defense report:

Language of translation of the Thesis defense report:

▪ **Informations about the jury**

The jury is jointly chosen by the Partner Institution in accordance with the legislation applicable in the concerned countries and approved by the President of UPEC and the President/Director/Dean of the Partner Institution.

The jury must include between **4 and 8 people maximum**. It is constituted on the basis of a balanced proportion between members of each institution and external members of Partner Institutions. The Thesis directors must be physically present.

Number of UPEC members:

Number of members of Partner University :

Number of members exterior to the two institutions:

Possible particularities of the defence conditions specific to the partner country (potentially incompatible with French legislation) :

▪ **Name of the doctoral degree which will be awarded at the end of the Thesis**

	UPEC	Partner Institution
PhD title and speciality		

It is not possible to issue a single joint diploma. The awarding will be done on the basis of a double diploma.