

PARIS
—EST
SUP—



DOCTORAL STUDIES GUIDE

COMPLETING A
DOCTORATE

THE PARIS-EST SUP
COMMUNITY

EUROPE AND
INTERNATIONAL

THE PHD STUDENT ENVIRONMENT

USEFUL INFORMATION
AND RESOURCES

2022 | 2023



UNE COMMUNAUTÉ,
DES SAVOIRS



**BÉNÉDICTE
FRANÇOIS**

Vice President in
Charge of Doctorate



**NATHALIE
LOURENÇO**


Administrative
Manager of the
Doctoral Studies
Department



**JOSUÉ
LIEVIN**

Assistant
Administrative
Manager of the
Doctoral Studies
Department
responsible for the
«skills» approach
and the «quality»
approach.

Dear PhD candidates,

 On behalf of the Postgraduate Studies Department, we would like to wish you an excellent and productive academic year 2022-2023. You have decided to study for a doctorate at one of the Communauté d'Universités et Établissements (ComUE) Paris-Est graduate schools and to work towards the highest academic degree anywhere in France and the rest of the world.

Preparing a doctorate in research and through research is a demanding undertaking. It will enable you to acquire major skills that will be your assets for the future. We are here to help you fulfil your goals and, when the time comes, support you in making the best of this first professional experience.

The roles assigned to the Postgraduate Studies Department and to the graduate schools, the courses provided, the access to documentary resources and, of course, the high level and quality of the research units you belong to, as well as the support of your thesis supervisor, will all contribute to your success.

This year, the catalogue of courses has been overhauled in order to offer you even more seminars to help you write your thesis and reinforce your skills: pedagogical innovations (digitisation and metaverse), scientific ethics and integrity; sustainability; gender equality, prevention and fight against sexual harassment and sexism; career advice; entrepreneurship; brands and patents; well-being and conflict management; languages, etc.

As young researchers, you will take part in scientific events held on the Paris-Est site (research seminars, graduate schools days; "My three minutes thesis" competition; Summer school, new academic year day, doctoral degree award ceremony, thesis prize ceremony, etc.).

Mobility support options are also available. The acquisition of a "European Doctorate" label or doctoral partnership is highly valued.

In this guide, you will find all the information you need to become familiar with this environment: the services available to you throughout your PhD preparation, from the registration procedure to the defence of your thesis, and the best way to participate actively in the institutional life of your graduate school, your institution and, more broadly, of ComUE Paris-Est.

Very best wishes;



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THE PARIS-EST SUP COMMUNITY

PARIS-EST SUP KEY FIGURES



17

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



60 000

Students



1 397

PhD students



890

Holders of Habilitation to direct research (HDR)




3 200

Permanent researchers and research lecturers



41 %

international PhD students



Created in 2007, Communauté d'Universités et Établissements (ComUE) Université Paris-Est brings together 17 institutions characterised by the diversity of their goals and ministerial associations. Together, they form Paris-Est Sup, the higher education and research community covering the eastern part of the Paris region.

As a public scientific, cultural and professional institution (EPSCP), ComUE is overseen by the Ministry of Higher Education and Research.

Historically, the whole Paris-Est Sup site was built around two main geographical areas: Cité Descartes in Marne-la-Vallée and the Créteil /Maisons-Alfort site. It also has numerous offshoots in the region, corresponding to the UPEC and Gustave Eiffel University campuses , as well as at national level with the latter's different campuses.

As part of a shared project, ComUE is responsible for :

- | | | | |
|--|--|---------------------------|---|
| • political coordination on issues of mutual interest, | • providing political representation for its members on issues that fall within its remit, | • shared PhD instruction, | • the emergence and development of common academic and scientific projects, |
|--|--|---------------------------|---|

It contributes to the reputation of its member and partner institutions at local, regional, national and international scale.

THE DOCTORAL SYSTEM OF PARIS-EST SUP

Within the context of the shared PhD instruction, Paris-Est Sup's doctoral support system manages the registration and certification of PhD candidates with this four ComUE member institutions jointly accredited for PhD support: École des Ponts ParisTech, École nationale vétérinaire d'Alfort, Université Gustave Eiffel and Université Paris-Est Créteil.

ComUE Paris-Est supports and manages the common graduate school and is responsible for defining and implementing shared doctoral policy.

MEMBERS AND PARTNERS OF PARIS-EST SUP

4 MEMBER ESTABLISHMENTS

	École des Ponts ParisTech	www.enpc.fr
	EnvA - École nationale vétérinaire d'Alfort	www.vet-alfort.fr
	Université Gustave Eiffel	www.univ-gustave-eiffel.fr
	UPEC - Université Paris-Est Créteil Val de Marne	www.u-pec.fr

13 PARTNER ESTABLISHMENTS

	Anses - Agence nationale de sécurité sanitaire de l'alimentation, de l'environnement et du travail	www.anses.fr
	AP-HP - Assistance Publique-Hôpitaux de Paris	www.aphp.fr
	Cerema - Centre d'études et d'expertise sur les risques, l'environnement, la mobilité et l'aménagement	www.cerema.fr
	CHIC - Hôpital Intercommunal de Créteil	www.chicreteil.fr
	CSTB - Centre scientifique et technique du bâtiment	www.cstb.fr
	EFS - Établissement français du sang	www.dondusang.net
	ENSA PB - École nationale supérieure d'architecture de Paris-Belleville	www.paris-belleville.archi.fr
	ESTP Paris - École spéciale des travaux publics, du bâtiment et de l'industrie	www.estp.fr
	FCBA - Institut technologique forêt cellulose bois-construction ameublement	www.fcba.fr
	IGN - Institut national de l'information géographique et forestière	www.ign.fr
	Inserm - Institut national de la santé et de la recherche médicale et de la recherche médicale	www.inserm.fr
	LRMH - Laboratoire de recherche des monuments historiques	www.lrmh.fr
	Agence nationale de santé publique	www.santepubliquefrance.fr

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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

Paris-Est Sup 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.



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



CO-ACCREDITED ESTABLISHMENTS



- Director : **Claire Oger**
- Assistant Director : **Anne-Emmanuelle Veïsse**
- Administrative assistant : **Latifa Belbou**

Contact : **ed-cs@paris-est-sup.fr**

Phone : **01 45 17 66 67**



REPRESENTATIVES OF DOCTORAL STUDENTS

Gabriel Redon (CRHEC), Garcia Yohann (Ceditec), Salomé Dahan (Imager), Simona Locic (LIS), Clarisse Madiot (Lirtes), Dania Haidar (Imager), Marie Fontaine-Gastan (ACP) et Constance Robert-Murail (LISAA).



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

2020-2021

236 PhD students

26 theses defended

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...).



CO-ACCREDITED ESTABLISHMENTS



- Director: **Gaëlle Lissorgues**
- Assistant Director: **Rami Langar, Jean-Philippe Chancelier et Patrick Siarry**
- Administrative assistant: **Mariam Sidibe**

Contact: **ed-mstic@paris-est-sup.fr**

Phone: **01 64 15 38 49**



REPRESENTATIVES OF DOCTORAL STUDENTS

Quentin Duchemin (LAMA), Mahdi Hamidouche (ESYCOM), Ayuso Ventura (Lama), Jean Chartier (Lama/Ligm), Morgane Joly (LIGM).



AREAS OF SPECIALISM

Électronics, optronics and systems, computer science, mathematics, science and technology of geographic information, signal, image and automatic.

2020-2021

248 PhD students

48 theses defended



Organisations, Marchés, Institutions

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



CO-ACCREDITED ESTABLISHMENTS



Université
Gustave Eiffel



UNIVERSITÉ
PARIS-EST
VAL DE MARNE



- Director: Rémi Bourguignon
- Assistant Director: Philippe Brunet
- Administrative assistant: Stéphanie Ben Abria

Contact: ed-omi@paris-est-sup.fr

Phone: 01 45 17 44 45



REPRESENTATIVES OF DOCTORAL STUDENTS

Viviane Du Castel (LIPHA), Alexander Block (LIPHA), Stanley Pietrzak (MIL) et Nordine Latreche (MIL).



AREAS OF SPECIALISM

Law, practical philosophy, management sciences, economics, political sciences, sociology.

2020-2021

253 PhD students

40 theses
defended

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



CO-ACCREDITED ESTABLISHMENTS



- Director : **Xavier Chateau**
- Assistant Director : **Valérie Langlois**
- Administrative assistant : **Tianamalala Ramaroson**

Contact : **ed-sie@paris-est-sup.fr**

Phone : **01 64 15 38 52**



REPRESENTATIVES OF DOCTORAL STUDENTS

Julie Fouilloux (ICMPE), Thierry Houndonougbo (MAST), Christelle Nabintu Kajoka (Leesu), Paul Regnault (MSME).



AREAS OF SPECIALISM

Chemistry, civil engineering, coastal engineering, process engineering, geomaterials, geotechnics, mechanics, fluid mechanics, physics, engineering sciences, universal and environmental sciences, materials sciences, environmental sciences and techniques, structures and materials, thermics.

2020-2021

290 PhD students

68 theses defend

Sciences de la Vie et de la Santé

Life and Health Sciences (SVS) trains researchers in the fields of eco-physiology, physiopathology, biotherapies and the molecular and cellular bases of biology.



CO-ACCREDITED ESTABLISHMENTS



- Director: **Pascale Fanen**
- Co-director: **Ilaria Cascone**
- Administrative assistant: **Brigitte David**

Contact: **ed-svs@paris-est-sup.fr**

Phone: **01 45 17 13 33**



REPRESENTATIVES OF DOCTORAL STUDENTS

Julie Brouillet, Vanessa Marques Da Silva, Yaël Levy, Maëlle Briottet, Lou Zaidan, Dounia Chaïer.



AREAS OF SPECIALISM

Cellular and molecular biology, neuroscience, pathology and clinical research.

2020-2021

146 PhD students

34 theses defended

Ville, Transports et Territoires

City, Transport and Territories (VTT) is multidisciplinary and closely associates engineering sciences with human and social sciences.



CO-ACCREDITED ESTABLISHMENTS



Université
Gustave Eiffel



UPEC
Compétence - Action



UNIVERSITÉ
PARIS-SACLAY
Centre de Paris



* Délivrance conjointe du diplôme de doctorat avec l'École nationale supérieure d'architecture de Paris-Belleville.

- Director: **Bruno Barroca**
- Co-director: **Nadia Arab, André Lortie**
- Administrative assistant: **Sonia Dukic**

Contact: ed-vtt@paris-est-sup.fr

Phone: **01 64 15 36 24**



REPRESENTATIVES OF DOCTORAL STUDENTS

Léa De Frémont (LVMT), Gaïa Marchesini (Lab'urba), Federico Diodato (OCS), Delphine Bresson (Ipraus), Alice Graceffa (Lab'Urba).



AREAS OF SPECIALISM

Spatial planning, urban planning, architecture, urban engineering, geography, economics, sociology, transportation.

2020-2021

178 PhD students

28 theses defended

Agriculture, Food, Biology, Environment, Health (ABIES) covers the fields of animal and plant sciences, nutrition and health.



CO-ACCREDITED ESTABLISHMENTS



- Director: **Alexandre Péry**
- Paris-Est Sup referent: **Henri-Jean Boulouis**
- Administrative assistant: **Brigitte David**

Contact: **ed-abies@paris-est-sup.fr**

Phone: 01 45 17 13 33



AREAS OF SPECIALISM

Life and health sciences, agronomic, ecological and landscape sciences, environmental sciences, food and bioproduct sciences and processes, engineering sciences, mathematics, computer science, physics applied to life and the environment, economic, social and management sciences, applied to agricultural and environmental issues as well as to development problems.

2020-2021

15 PhD students

2 theses defended



ÉCOLE DOCTORALE Santé Publique

Santé Publique (SP) is fundamentally interdisciplinary with 5 specialties and includes some thirty host teams in Île-de-France, including three in Paris-Est.



CO-ACCREDITED ESTABLISHMENTS



UNIVERSITÉ
PARIS-EST CRÉTEIL
VAL DE MARNE

université
PARIS-SACLAY



- Director: **Florence Mènegaux**
- Co-director: **Sylvie Bastuji Garin**
- Administrative assistant: **Brigitte David**

Contact: **ed-sp@paris-est-sup.fr**

Phone: **01 45 17 13 33**



AREAS OF SPECIALISM

Epidemiology, biostatistics, clinical research, statistical genetics, health economics and social sciences.

2020-2021

31 PhD students

10 theses defended

THE DEPARTMENT OF DOCTORAL STUDIES

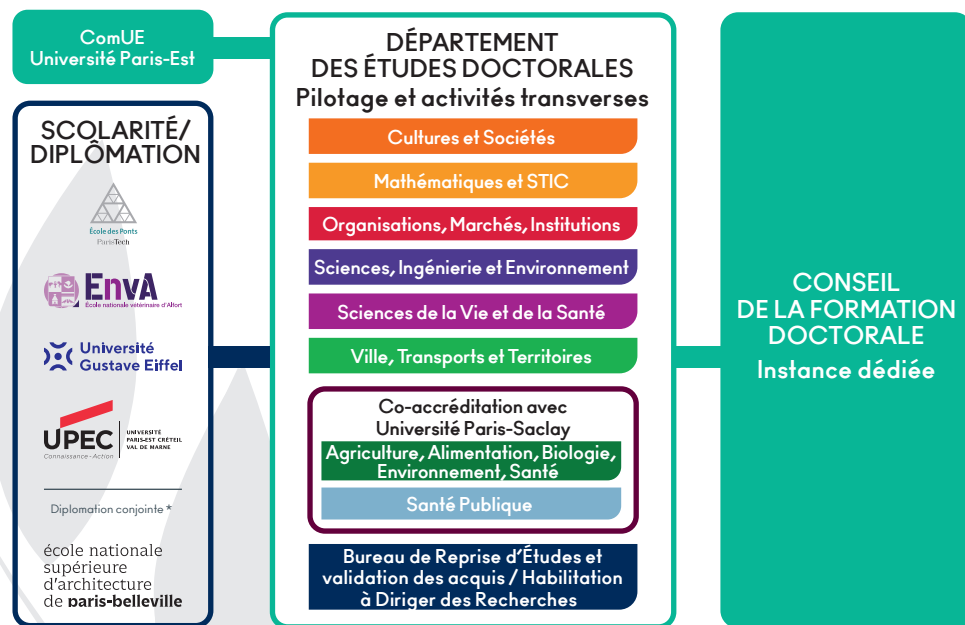
The Department of Doctoral Studies (DED) ensures that PhD students are well integrated into their research teams and prepares them for professional life. It organises Université Paris-Est's transversal doctoral courses which are designed to ensure that students acquire proficiency in languages, an all-round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

The Department of Doctoral Studies also proposes cross-disciplinary training (languages, general culture, entrepreneurship, teaching, etc.) for approval by the CFD. It then organizes the courses selected by the Doctoral Education Council.

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

Contact: ded@paris-est-sup.fr

THE PARIS-EST SUP DOCTORAL COLLEGE




*Diplomation conjointe avec l'Université Gustave Eiffel ou l'École des Ponts ParisTech

> ACC&SS PARIS-EST, EURAXESS HELP CENTRE

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


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:

 Information and registration : access@paris-est-sup.fr




> COMMUNITY LIFE


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 Paris-Est Sup alumni and current PhD students.



 Contact: contact@redoc-paris-est.fr

 Website: <http://redocparisest.wordpress.com>

Doctoral students also have access to the student associations of their institution of registration.

 Website: <https://www.paris-est-sup.fr/campus/associations/>

.....

> INSTITUTIONAL LIFE

THE REPRESENTATION OF PHD CANDIDATES ON INSTITUTIONAL BODIES

PhD candidates are represented on the council of the graduate school they belong to according to the procedures set by its internal rules.

A representative of PhD candidates for each graduate school sits on Paris-Est Sup's PhD Training Council, which sets the shared policy for doctoral training and ensures that it is implemented.

Within ComUE Paris-Est, representatives of the students and PhD candidates are also elected by indirect suffrage to ComUE'S BOARD OF DIRECTORS, which decides on the institution's policy by deliberation..

PhD candidates also have seats on the bodies of the institution with which they are registered :

- Academic Council, student parliament or education and university life committee at Université Gustave Eiffel and UPEC;
- Teaching and Research Council at École des Ponts ParisTech;
- Education and Student Life Council at Alfort National Veterinary School.



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COMPLETING A DOCTORATE



Throughout your PhD preparation, you will be able to maintain contact with your graduate school's administrative assistant, who will provide you with the information you need and support you at every step.

The PhD course lasts three years full-time and six years part-time. An additional year can exceptionally be granted subject to the submission of a request providing reasons and with the approval of your thesis supervisor and the director of the research unit.

The points that follow feature in the internal rules of the graduate school to which your support team is attached.

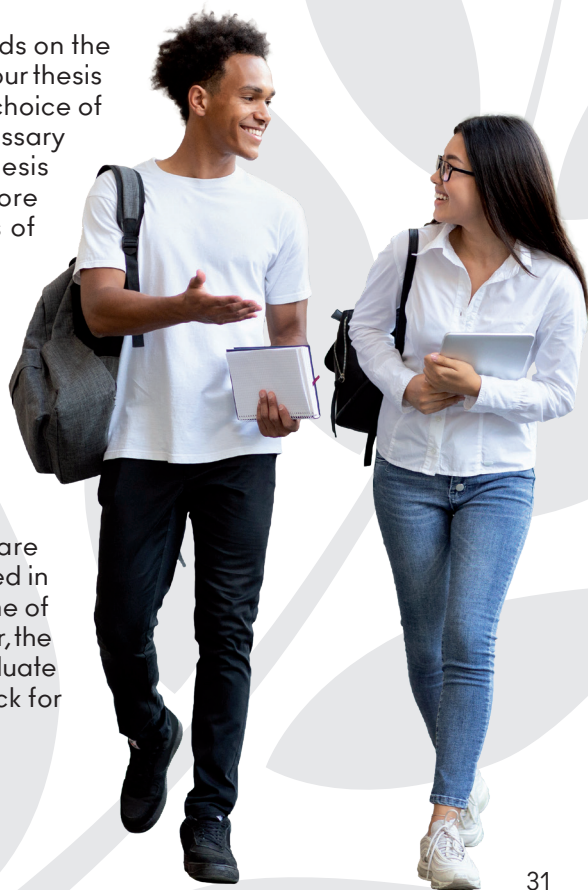
Please make sure that you read and understand them.

➤ DOCTORAL AND ETHICS CHARTERS


The preparation of a PhD thesis depends on the agreement reached between you and your thesis supervisor. This agreement covers the choice of subject and the working conditions necessary to the progress of the research. The thesis supervisor and candidate are therefore bound by respective rights and duties of the greatest stringency.

The doctoral charter defines these reciprocal undertakings by reference to the ethical principles that underpin the rules and to already existing practices, while respecting the diversity of disciplines and institutions.

The institution undertakes to act in such a way that the principles it sets are respected in the case of theses prepared in a joint institutional framework. At the time of registration, you and your thesis supervisor, the director of your host team and of your graduate school, together sign the text of the dock for charter established by Paris-Est Sup.



A specific ethics charter specifies, for all the institutions on the site, the obligations of PhD candidates with respect to scientific accountability and integrity, issues of plagiarism and data falsification and intellectual property and data usage rights. Each candidate must sign this charter when registering. In addition, compulsory training will be provided by the Graduate Studies Department to make all PhD candidates aware of the importance of these rules.

 Download the doctoral and ethical charters of Paris-Est Sup on :
<https://www.paris-est-sup.fr/doctorat/textes-et-documents-de-reference/>

➤ 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 3 years. The committee strives to prevent all forms of conflict, discrimination or harassment.



➤ COURSE RE-ENROLMENT

Course re-enrolment is done entirely online, initially with your graduate school via the Adum Internet platform. Your graduate school's administrative assistant will subsequently ask you to contact the tuition department at your institution in order to finalise your administrative registration.

THE THESIS DEFENSE

The doctorate ends with the defense of the thesis in front of a defense committee.

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 it 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 Paris-Est Sup intranet.

Contact: depot-theses@paris-est-sup.fr

The screenshot shows the homepage of theses.fr. At the top is the logo 'theses.fr' with a blue star icon. Below it are navigation tabs: 'Toutes les thèses', 'Thèses en préparation', 'Personnes', and 'Désactiver l'autocomplétion'. A search bar with a 'Rechercher' button is present. Below the search bar, there are checkboxes for 'Recherche avancée': 'Uniquement les thèses soutenues' and 'Uniquement les thèses soutenues accessibles en ligne'. A link 'Explorer toute la base' with a right arrow is also visible. At the bottom, a small text block states: 'La base de données de theses.fr est en constante évolution. L'ensemble des thèses de doctorat soutenues en France depuis 1985 est signalé.'

 Find out more

www.paris-est-sup.fr/depot-theses

[A propos](#) | [Assistance](#) | [CGU](#) | [Données personnelles](#) | [Mentions légales](#)

abes
Association
de Bibliothèques
de l'Enseignement Supérieur

➤ TRANSVERSAL COURSES

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

DEVELOPING YOUR PHD THESIS

- Undertaking your doctoral plan
- Writing for a PhD research thesis
- Fundamentals of social science research
- Support with thesis writing
- Introduction to data rights (personal data, research data)
- Right of access to archives
- ZOTERO software
- PYTHON training
- Introduction to multivariate data analysis
- Textometric approaches, digital ergonomics
- Digital methods in thermal analysis
- Thesis support – MAST (Materials and structures) events

COMMUNICATION

- Speaking
- Preparing a poster
- Publicising social science research
- Public speaking
- “My thesis in 180 seconds”
- Public speaking and memorisation mapping

SCIENTIFIC INTEGRITY

- Scientific and ethical integrity in research
- Ethics, law, research ethics
- Ethics committees and “the bureaucracy of virtue”
- Research ecosystem
- Accountability in social science research practices
- Education on ecological transition issues
- Filing a patent
- Copyright

PEDAGOGY

- Social science pedagogy
- Developing teaching activities for higher education
- Analysing your first professional teaching practices in higher education
- Pedagogical innovation in higher education
- Innovative pedagogy, course digitisation and introduction to the metaverse

ENTREPRENEURSHIP

- Pépité 3EF compétences
- Choosing a type of individual business or company

LANGUAGES

- French as a foreign language
- English – Academic English module – B1 and B2
- TOEIC – Preparation - Levels B2, B1
- English – Professional English module – B1 and B2
- English – Mock and real TOEIC test (listening & reading)
- Boost your level of oral and written scientific English

GENDER EQUALITY/HANDLING OF SEXUAL HARASSMENT AND SEXISM

- Gender equality in France
- Gender equality in European Union law
- Preventing, fighting and handling sexual harassment and sexism

WELL-BEING AND STRESS MANAGEMENT

- Stress management
- Productivity and time management
- Managing conflicts

CAREER DEVELOPMENT

- Building and activating your network
- Developing your career plan
- Identifying and highlighting your skills
- Créer son e-portfolio de doctorant ou doctorante pour développer sa professionnalité.

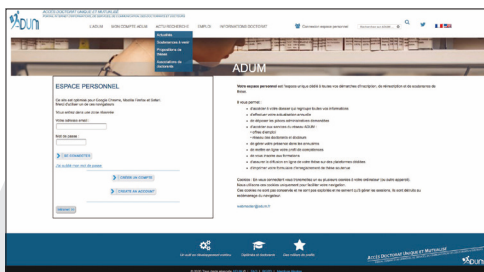
Creating your PhD candidate e-portfolio to develop your professionalism.


The list of courses available to PhD candidates is available in the online catalogue on ADUM :

 www.adum.fr

> Log in to your private space

> catalog



 Contact :

formations.ded@paris-est-sup.fr

COURSE REQUIREMENTS

- Minimum 90 hours of courses over the whole thesis preparation, including at least 30 hours of vocational training or, for candidates training to be teachers, at least 30 hours of pedagogy courses.

Out of these 90 hours of PhD training, at least 30 hours must come from crosscutting courses provided by the Graduate Studies Department

- Scientific integrity: the purpose of this course is to familiarise students with the principles, questions and practices of ethical and responsible research. It teaches PhD candidates to think about their own research activities.

DOCTORATE PORTFOLIO

You are required to maintain a personalised list of all your activities during your training (teaching, dissemination of scientific culture, technology transfer, etc.). This portfolio will help you highlight the skills you have developed while preparing your thesis, by reference to the skills criteria for successful PhD candidates at Paris-Est Sup. This set of criteria was developed to match the RNCP (National Directory of Professional Certifications) in order to optimise career opportunities for PhD holders.



Find out more

www.paris-est-sup.fr/portfolio



OTHER COURSES

The Paris-Est Sup member institutions also offer their PhD candidates courses, subject to the agreement of the educational director, thesis supervisor and the director of the graduate school :

- Université Paris-Est Créteil Val de Marne Master 2 course
- Université Gustave Eiffel Master 2 course
- École des Ponts ParisTech engineering course
- The École des Ponts ParisTech Master 2 course
- École des Ponts ParisTech lifelong learning

Some courses proposed by institutions outside Paris-Est Sup can also be undertaken, with the approval of the director of your graduate school.

PhD candidates with doctoral contracts also have access to the training courses provided to staff in their institution of registration.

Course accreditation

These courses that do not feature in the online catalogue can be accredited with the agreement of your thesis supervisor and the director of your graduate school, on presentation of a certificate of attendance.

SCHEMES OFFERED BY MEMBER INSTITUTIONS

The force structures co-accredited for Paris-Est Sup's PhD training offer schemes and tools to their PhD candidates during their research work.



SCHEMES AT UNIVERSITÉ PARIS-EST CRÉTEIL

THE JOINT UNIVERSITY CAREER INFORMATION AND GUIDANCE SERVICE

The joint university career information and guidance service - Career development office (SCUIO-BAIP) at UPEC's Student Innovation and Entrepreneurship Centre (MIEE) offers PhD candidates registered with UPEC support in their research-based training plan in partnership with Association Bernard Gregory www.abg.asso.fr :

- Personalised meetings about thesis plans (assessment of training progress, personal assessment, methodological approach, skills approach, etc.);
- Materials, workshops, events on employment, personalised interviews backed by psychological tests in preparation and support for integration into work.

MIEE's Entrepreneurship Hub also support PhD candidates in achieving their entrepreneurship goals. National student entrepreneur status (SNEE) is open to PhD candidates. Under this scheme, they can receive mentoring to carry out their entrepreneurial plan, methodological workshops, networking, co-working spaces, etc.



Contact: pe-miee@u-pec.fr

ONLINE TOOLS AVAILABLE TO PHD CANDIDATES

- **RESEAU PRO** : the professional social media platform restricted to graduates of UPEC : <https://reseauupro.u-pec.fr>
- **PEC** : la platform dedicated to identifying, formalising and mobilising experience and skills: www.pec-univ.fr/

- **PROFESSIONAL MEMOS:** worksheets recording the essential personal communication associated with looking for a job; accessible in the Advice section of the <https://reseaupro.u-pec.fr> website
- **CV MIDDAYS:** Personalised advice workshops on preparing CVs and cover letters (practical information and dates on the UPEC website)
- **PROFESSIONAL GET-TOGETHERS:** meetings with recruiters, accessible in the News section at <https://reseaupro.u-pec.fr>
- **MY LEARN:** online support with Soft Skills: soon on the EPREL 2 platform ((EPREL 1 <https://eprel.u-pec.fr/eprel/>)
- Personalised answers to problems encountered by contacting: cesure@u-pec.fr et engagement@u-pec.fr


REGULAR MIEE EVENTS

The MIEE events (themed lectures on topical issues where experts discuss and exchange points of view) provide a valuable addition to the knowledge and skills of PhD candidates. These events also provide an opportunity for candidates to orally present their work. They are organised with numerous partners in the work and research world, who offer opportunities for a variety of careers.

TALKING TO HIGH SCHOOL PUPILS AND STUDENTS

PhD candidates can also take advantage of occasional opportunities to talk about their research practice to high school pupils and students at UPEC. Or else they can take on a more regular commitment to SCUIO-BAIP's career guidance and advice activities by becoming paid student ambassadors.

 Contact SCUIO-BAIP : orientation@u-pec.fr

 Contact Entrepreneurship Pole : pe-miee@u-pec.fr




OPPORTUNITIES AT UNIVERSITÉ GUSTAVE EIFFEL

All the services and opportunities available to students and PhD candidates at Université Gustave Eiffel can be accessed on the dedicated website: **vie-etudiante.univ-gustave-eiffel.fr**

THE UNIVERSITY HEALTH SERVICE (SSU)

The University Health service (SSU) is a place where you can get support, advice and information about health. It provides access to medical visits in different fields of physical and mental health. PhD candidates with disabilities can also obtain support from the disability unit, which offers different types of assistance to facilitate the educational process for people with disabilities.

 Contact Medical Hub : **ssu@univ-eiffel.fr**

 Disability unit : **accueilhandicap@univ-eiffel.fr**

THE SOCIAL SUPPORT SERVICE

The Social Action Service is open to provide support, assistance and information from Monday to Friday through individual interviews by appointment at the office, by phone or video. Before each interview, the service carries out a preliminary exchange with the social worker, organised by the secretariat. This allows you to obtain quick information on your rights as well as the necessary administrative forms before the main interview.

 Contact Social Action Service : **actionsociale@univ-eiffel.fr**

STUDENT LIFE SERVICE

The student life service offers:

- Support for student organisations and projects;
- Information on facilities relating to housing (platform, residences, etc.);
- Digital assistance, notably computers on loan;
- Artistic and cultural events.



Contact Student and association initiatives:

quentin.boulic-maillard@univ-eiffel.fr



Contact Housing : logement@univ-eiffel.fr



Contact Arts & Culture Mission : culture@univ-eiffel.fr

THE CAREER GUIDANCE AND INTEGRATION SERVICE

This service can help you move into a career or into the world of work. It provides support and advice if you have ideas for a business.



Contact : sio@univ-eiffel.fr ; entrepreneuriat@univ-eiffel.fr

SCHEMES AT ÉCOLE DES PONTS PARISTECH

École des Ponts ParisTech offers non-EU foreign PhD candidates an online personal support service to help them with administrative procedures: visas, home and civil liability insurance, bank account opening, mobile phone packages, electricity account, transport card, creation of an Ameli – CPAM account.

 Find out more : <https://school.feelfrancais.com/>

Initial and subsequent registration at the School is done entirely online, using the Adum tuition management platform. The timetable for initial and subsequent registration is available on the École des Ponts ParisTech website.



A background pattern of stylized, overlapping leaves in various shades of green, creating a sense of depth and movement. The leaves are elongated and pointed, with some showing lighter green veins.

EUROPE AND INTERNATIONAL



> 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.
- Paris-Est Sup funded 9 joint supervision bursaries in 2021.



> INTERNATIONAL MOBILITY SUPPORT

- Paris-Est Sup 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.
- Paris-Est Sup funded 20 mobility grants in 2021.
- 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.

The Université Gustave Eiffel and the Université Paris-Est Créteil also offer mobility grants to their doctoral students. This financial aid, granted under certain conditions, allows them to finance their stay abroad.

 Contacts : International relations departments of universities :
international@univ-eiffel.fr – aidealamobilite@u-pec.fr

➤ 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. The doctorate is prepared for at least one term in a European country other than the country where the thesis is going to 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 defense committee 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.

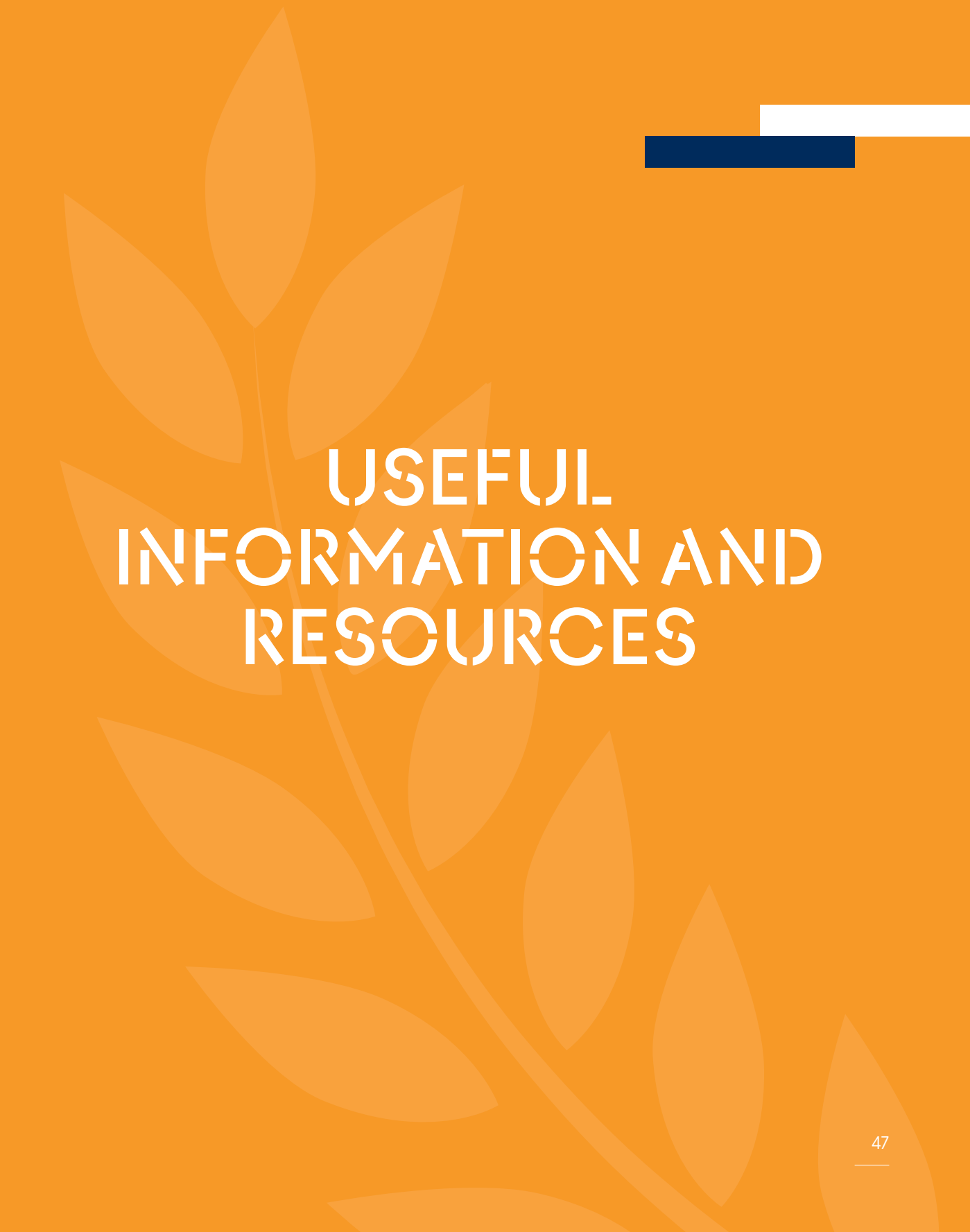
The label does not appear on the PhD certificate but, as an annex to this document, it forms a powerful tool for showcasing doctoral training around the world.

This label is offered by the ComUE Paris-Est and is therefore reserved for PhD students who have chosen to enroll in..

- **Practical arrangements:**

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



The page has a solid orange background. In the top right corner, there are two horizontal bars: a white one on top and a dark blue one below it. A faint, stylized leaf pattern is visible across the entire page. The main title is centered in white, bold, sans-serif capital letters.

USEFUL INFORMATION AND RESOURCES



THE WEBSITES



Find all the information on the doctorate and the news of Paris-Est Sup and its institutions :

Paris-Est Sup : www.paris-est-sup.fr
École des Ponts ParisTech : www.enpc.fr
EnvA : www.vet-alfort.fr

Université Gustave Eiffel : www.univ-eiffel.fr
UPEC : www.u-pec.fr



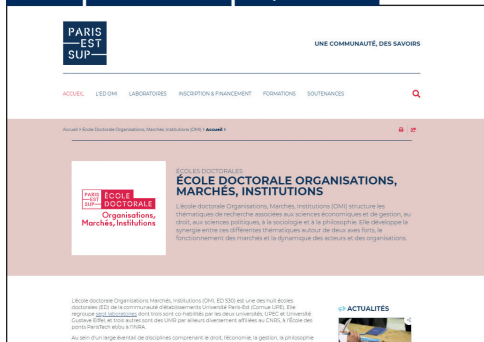
About doctoral schools and their news:



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



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



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



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



SVS (Sciences de la Vie et de la Santé)

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



ABIES (Agriculture, alimentation, biologie, environnement, santé)

www.agroparistech.fr/abies



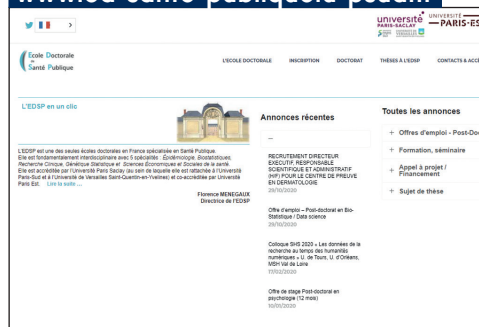
VTT (Ville, Transports et Territoires)

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



SP (Santé Publique)

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



The institutions of Paris-Est Sup are also on the social networks.



The PhD Paris-Est Sup LinkedIn group is for PhD students and PhDs from Paris-Est Sup. It offers a space of visibility to graduates and future graduates and allows them to build or expand their professional network.

www.linkedin.com/groups/8215826



➤ NEWSLETTER

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



You can also subscribe to the newsletter of Paris-Est Sup.

➤ THE IT CHARTER

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

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.

➤ THE SERVICES AVAILABLE IN YOUR RESEARCH CENTRE/HOST RESEARCH TEAM

You are a PhD student at Paris-Est Sup 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 Paris-Est Sup complement those provided by your research unit/team.




SOLSTICE

To help you use the SOLSTICE applications, you can consult the online help. Each application is described with its functionalities:

 aide.paris-est-sup.fr

...or from the drop-down menu of SOLSTICE -> «Help» section.

SOLSTICE 				
ACCUEIL	UPEMAIL	APPLICATIONS	INTRANET	ANNUAIRE
Accueil Gérer son profil Changer son mot de passe	UPEMAIL Agenda Docs collaboratifs Sites Groupes de discussion	Adum FileSender Evento Rendez-vous	Intranet	Consulter les individus Consulter les groupes Consulter les structures Gérer les groupes

➤ 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.



Please note : *The lending conditions are different from one library to another. Opening hours are listed on the library pages of the websites. They are open to all, but electronic resources may have limited access.*

The credentials provided by your host unit/team allow you to access the library resources to which your host institution subscribes. You can consult the online catalog, databases, online journals and e-books.

Some libraries also offer «bibliographic appointments» or training in bibliographic reference management software, either on-site or online.



More informations

Find the presentation of all the documentary services of the member institutions of Paris-Est and the collections offered by doctoral school:



www.paris-est-sup.fr/bibliotheques

IDENTITY FEDERATION



Your Paris-Est Sup 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



RENATER
CONNECTEUR DE SAVOIRS

- Evento, meeting organisation and planning application :



evento.renater.fr

- FileSender, secure transfer of large files :



filesender.renater.fr

- Rendez-vous et 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.



Modalités d'inscription en These

Pour gérer son effectif et valoriser les compétences de ses élèves, Université Paris-Est a mis en place "ADUM", 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 these, 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.
- Consulter les soutenances de these à venir.

ACTUALITES

Etudes doctorales

Equipes d'accueil

Ecoles Doctorales

Spécialités doctorales

Annuaire des thèses

Annuaire des docteurs

Sujets de these en cours

Doctorat

Propositions de thèses

Procédures Inscription

Procédures Ré-inscription

Inscription/ Réinscription

Enregistrement soutenance

Compte personnel

Modules de formation

We highly recommend you to add your Curriculum Vitae (resume) and your photo.

- You can use this file throughout your PhD studies and update it every year, particularly when registering for the following year.
- The administrative registration process is entirely paperless on ADUM. The finalization of the registration will be done in connection with the school service of your institution of assignment.
- 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.

REPORTING SEXIST BEHAVIOR OR SEXUAL HARASSMENT

In accordance with provision 1.5 of the Agreement on professional equality between women and men in the civil service and the circular of November 30, 2019, Paris-Est Sup has setup an equalities section headed by Bénédicte François and Philippe Gambette, the equalities representatives for ComUE Paris-Est. The arrangements set out in the institution's Gender Equality action plan are applied in addition to the measures established by the member institutions of Paris-Est Sup.

COMUE PARIS-EST SUP

In cases where ComUE Paris-Est Sup is the institution where you are registered, you can send a notification to : **mission-egalite@paris-est-sup.fr**, which will be redirected to the email addresses of the equalities representatives.

MEMBER SITUATIONS


Find the information and contact details for each member institution of Paris-Est Sup if the people concerned belong to those institutions :

- Université Gustave Eiffel

 <https://mission-egalite.univ-gustave-eiffel.fr/>

 Contact : **vieetudiant.e.harcelement@univ-eiffel.fr**

- Université Paris-Est Créteil (UPEC)

 <https://www.u-pec.fr/fr/universite/strategie-et-grands-projets/mission-egalite-femmes-hommes>

 Contact : **egalite@u-pec.fr**




- École des Ponts ParisTech

 <https://paristech.fr/fr/legalite-femmes-hommes>

- École nationale vétérinaire d'Alfort (EnvA)

 <https://www.vet-alfort.fr/actualites-de-l-ecole/alfort-l-enva-s-engage-pour-l-inclusion-et-la-diversite>

OTHERS RESSOURCES AND CONTACTS

- To report any marital abuse, gender-based violence or sexual harassment, go to
 <https://www.service-public.fr/cmi>
- Websites :
 stop-violences-femmes.gouv.fr
 stop-harcèlement-sexuel.gouv.fr
- The Collective against Sexual Harassment in Higher Education (Clasches).
- Dial 3919, a free dedicated phone number, which guarantees anonymity; 116006, a single number for all victims, regardless of the type of aggression or harm.

GUIDES AND HANDBOOK

- Collectif Ponts Safe Place, *Guide contre le harcèlement sexuel à l'usage des étudiant.e.s* du campus Descartes (2016).
- CLASCHEs, *Le harcèlement sexuel dans l'enseignement supérieur et la recherche. Guide pratique pour s'informer et se défendre*. 3^e édition (2020).
- ANEF, CLASCHEs, CPED, *Le harcèlement sexuel dans l'enseignement supérieur et la recherche*, Vade-mecum à l'usage des établissements (édition 2017).
- IGESR, *Les enquêtes administratives susceptibles de suites disciplinaires*, Vade-mecum à l'usage des inspecteurs généraux (4^e édition, juin 2021).

USEFUL CONTACTS

DEPARTMENT OF DOCTORAL STUDIES

• Vice-president in charge of the doctorate :	Bénédicte François
• Administrative Manager :	Nathalie Lourenço : 01 64 15 30 06/01 45 17 44 33
• Administrative Co-Manager :	Josué Liévin : 01 64 15 31 53
• Administrative Assit. Manager :	Véronique Saunier-Bisch : 01 64 15 36 83 – Laetitia Tocko : 01 64 15 31 73 – ded@paris-est-sup.fr
• BREVA/HDR :	Stéphane Bouton : 01 64 15 30 48/01 45 17 44 43
Assist admin. :	hdr@paris-est-sup.fr/vae-doctorat@paris-est-sup.fr

DOCTORAL SCHOOLS



CS (Cultures and Societies)

• Director :	Claire Oger
• Co-Director :	Anne-Emanuelle Veïsse
• Administrative Assist. :	Latifa Belbou : 01 45 17 66 67/ed-cs@paris-est-sup.fr



OMI (Organisations, Markets, Institutions)

• Director :	Rémi Bourguignon
• Co-Director :	Philippe Brunet
• Administrative Assist. :	Stéphanie Ben Abria : 01 45 17 44 45 ed-omi@paris-est-sup.fr



VTT (City, Transport and Territories)

• Director :	Bruno Barroca
• Co-Director :	Nadia Arab, André Lortie
• Administrative Assist. :	Sonia Dukic : 01 64 15 36 24 ed-vtt@paris-est-sup.fr



Sciences de la Vie
et de la Santé

SVS (Life sciences and health)

- Director: **Pascale Fanen**
- Co-Director: **Ilaria Cascone**
- Administrative Assist.: **Brigitte David**: 01 45 17 13 33/ed-svs@paris-est-sup.fr



Sciences, Ingénierie
et Environnement

SIE (Science, Engineering and Environment)

- Director: **Xavier Chateau**
- Co-Director: **Valérie Langlois**
- Administrative Assist.: **Tianamalala Ramarason**:
01 64 15 38 52/ed-sie@paris-est-sup.fr



Mathématiques et STIC

MSTIC (Mathematics and ICST)

- Director: **Gaëlle Lissorgues**
- Co-Director: **Rami Langar, Jean-Philippe Chancelier
et Patrick Siarry**
- Administrative Assist.: **Mariam Sidibe**: 01 64 15 38 49
ed-mstic@paris-est-sup.fr



ABIES (Agriculture, Food, Biology, Environment, Health)

- Director: **Alexandre Péry**
- Paris-Est Sup referent: **Henri-Jean Boulouis**
- Administrative Assist.: **Brigitte David**: 01 45 17 13 33
ed-abies@paris-est-sup.fr



SP (Public Health)

- Director: **Florence Ménegeaux**
- Co-Director: **Sylvie Bastuji-Garin**
- Administrative Assist.: **Brigitte David**: 01 45 17 13 33/ed-sp@paris-est-sup.fr

YOUR CONTACTS IN THE MEMBER INSTITUTIONS OF PARIS-EST SUP



• École des Ponts ParisTech :	scolarite.doctorat@enpc.fr
• EnvA :	deve@vet-alfort.fr
• Université Gustave Eiffel :	scolarite.doctorat@univ-eiffel.fr
• UPEC :	doctorat@u-pec.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

Paris-Est Sup hosts a EURAXESS, a service center dedicated to doctoral students, mobile researchers and their families (voir p. 25).

one email :  access@paris-est-sup.fr

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

- Cité Descartes / Marne-la-Vallée : 01 60 05 40 98 (Monday to Thursday)
Situé à la Résidence Internationale,
9, avenue Blaise-Pascal, 77 420 Champs-sur-Marne
- Créteil / Maisons-Alfort : 01 45 17 13 11 (Tuesday and Friday)
In the building Pyramide, Université Paris-Est Créteil, 5th floor, office 514,
80, avenue du Général de Gaulle, 94000 Créteil



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contact@paris-est-sup.fr

