

PARIS
—EST
SUP—



ÉCOLE
NATIONALE
VÉTÉRAIRE
ALFORT
Paris - 1749



Université
Gustave Eiffel



UNIVERSITÉ
PARIS-EST CRÉTEIL
VAL DE MARNE

DOCTORAL STUDIES GUIDE

COMPLETING A
DOCTORATE

THE PARIS-EST SUP
COMMUNITY

EUROPE AND
INTERNATIONAL

THE PHD STUDENT ENVIRONMENT

USEFUL INFORMATION
AND RESOURCES

2024 | 2025



UNE COMMUNAUTÉ,
DES SAVOIRS



Dear PhD candidates,

On behalf of the Postgraduate Studies Department, we would like to wish you an excellent and productive academic year 2023-2024. 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 training catalog has been revised to better meet your expectations.

The "Building your thesis" and "Career development" categories have been expanded, and a greater number of courses are offered in English.

What's more, the courses on offer are now part of the "Compétences approach" initiated by the ComUE. They mention the associated RNCP skills, enabling you to make an informed choice about your training path.

As a young researcher, you can take part in scientific events organized on the Paris-Est site (research seminars, doctoral school day, "My thesis in 180 seconds" competition, back-to-school day, thesis award ceremony, etc.).

Mobility assistance schemes are also available. Obtaining the "European Doctorate" label or a co-supervision agreement is also encouraged. In this guide, you'll find all the information you need to get to grips with the environment in which you'll be evolving: the services available to you throughout your doctoral career, from the registration procedure to the defense of your thesis, and the best way to play an active part in the institutional life of your doctoral school, your institution and, more broadly, the ComUE Paris-Est.

Very best wishes,

BÉNÉDICTE FRANÇOIS

Vice President in charge of Doctorate



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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



1 332

PhD students



1013

Holders of Habilitation to direct research (HDR)




3 200

Permanent researchers and research lecturers



38 %

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 or six in part-time (order of August 26, 2022 amending the order of May 25, 2016 establishing the national framework for training and the procedures leading to the award of the national doctoral diploma).

The monitoring of PhD students is organised by the administrative assistant in the doctoral school concerned, under the coordination of the Department of Doctoral Studies.



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 : **Yannety Puisard**

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

Phone : **01 45 17 66 67**



REPRESENTATIVES OF DOCTORAL STUDENTS

Coline Robert Mestais (CEDITEC), Jeanne Devèze (LIRTES), Jean-Baptiste Adjibi (LIS), Ludovic Pégourié (LIRTES), Arthur Lin (DICEN-IDF), Sylvain Miklohoun (LIRTES), Alice Bouchey (LISAA), Agatino Lo Castro (LIS)



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.

2023-2024

227 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 : **Latifa Oukhellou**
- Assistant Director : **Eric Fusy, Jean-Philippe Chancelier et Samer Mohammed**
- Administrative assistant : **Mariam Sidibe**

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

Phone : **01 49 32 91 18**



REPRESENTATIVES OF DOCTORAL STUDENTS

Thomas Baudin (ESYCOM), Elise Bayraktar (LAMA), Hocine Amine Belaid, (ESYCOM), Jonathan Hornewall (CERMICS), Innocentia Bénédicte Sossou, (LAMA)



AREAS OF SPECIALISM

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

2023-2024

244 PhD students

59 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



- Director : **Abdelmajid Amine**
- Assistant Director : **Gabrielle Bouleau**
- Administrative assistant : **Marie-Pierre Petit**

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

Phone : **01 45 17 44 45**



REPRESENTATIVES OF DOCTORAL STUDENTS

Sarah Hadjadj (MIL), Kamilia Aouaa (IRG), Bernard Duffort (IRG), Juliette Magnière (IRG), Lucile Bouré (LIPHA)



AREAS OF SPECIALISM

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

2023-2024

227 PhD students

30 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 : **Michaël Peigney**
- Assistant Director : **Sabrina Belbekhouche**
- Administrative assistant : **NC**

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

Phone : **01 49 32 91 19**



REPRESENTATIVES OF DOCTORAL STUDENTS

Stéphanie Chedid (ICMPE), Charlotte Dianoux (IESS), Abdelhamid HAKKOUM (MSME), Hassan HAYEK (ICMPE), Pierre Martinache (LEESU)



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.

2023-2024

308 PhD students

78 theses defend

Sciences de la Vie et de la Santé

Life and Health Sciences 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: **Fatima Clerc**
- Administrative assistant: **Brigitte David**

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

Phone : **01 45 17 13 33**



REPRESENTATIVES OF DOCTORAL STUDENTS

Sadjia Belkhelouat (IMRB), Jeanne Gaspar Lopes (TRePCa), Bryan Jimenez Araya (IMRB), Laury Nguema (IMRB), Chayma Saadan (Gly-CRRET)



AREAS OF SPECIALISM

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

2023-2024

140 PhD students

41 theses defended

Ville, Transports et Territoires

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



CO-ACCREDITED ESTABLISHMENTS



Université
Gustave Eiffel



UNIVERSITÉ
PARIS EST
CRETEIL



- Director: **Bruno Barroca**
 - Co-director : **Nadia Arab et André Lortie**
 - Administrative assistant: **Hélène Béguin-Roblès**
- Contact: **ed-vtt@paris-est-sup.fr**
Phone: **01 49 32 91 20**



REPRESENTATIVES OF DOCTORAL STUDENTS

Mariana Cyrino Peralva Dias (LATTS), Sarah Blouin (IPRAUS), Noémie Suissa (LATTS), Siméon Gonnet (OCS), Adrien Duval (LAB'URBA)



AREAS OF SPECIALISM

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

2023-2024

158 PhD students

39 theses defended



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



CO-ACCREDITED ESTABLISHMENTS



- Director : **Pierre Larraufie**
- 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.

2023-2024

1

PhD student

0

theses
defended



ÉCOLE DOCTORALE

Santé Publique

Santé Publique 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 Menegaux**
- 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.

2023-2024

27 PhD students

11 theses defended

> THE DEPARTMENT OF DOCTORAL STUDIES

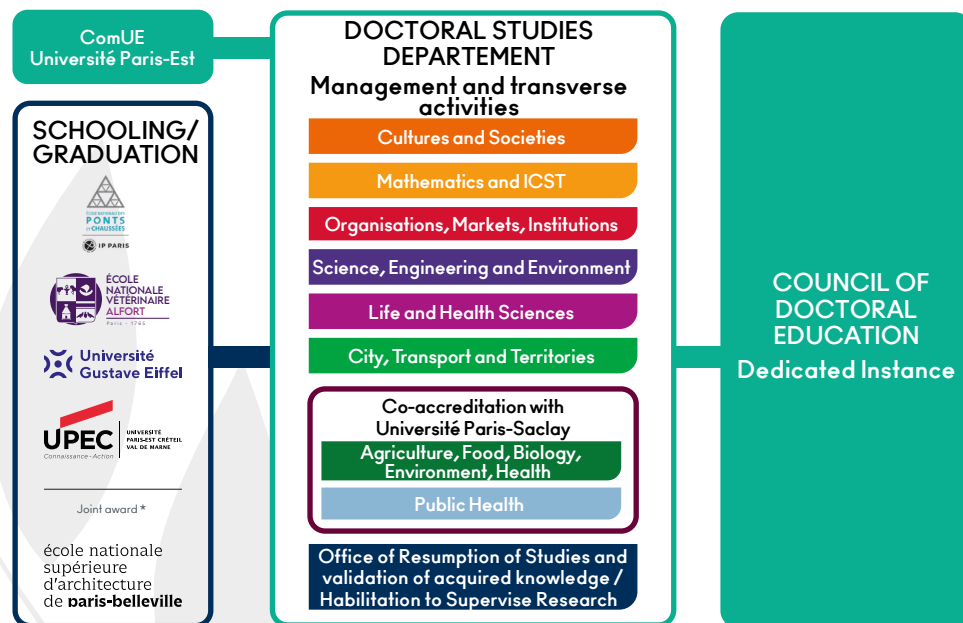
The Department of Doctoral Studies (DED) ensures that PhD students are well integrated into their research teams and prepares them for professional life. It organises Université Paris-Est's transversal doctoral courses which are designed to ensure that students acquire proficiency in languages, an all-round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




*Joint award of the doctoral degree with Université Gustave Eiffel or École des Ponts ParisTech

> ACC&SS PARIS-EST, EURAXESS HELP CENTRE

acc&ss Paris-Est is an EURAXESS service center hosted by Paris-Est Sup and dedicated to international mobile doctoral candidates, researchers, and scholars on the site.


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 organizes French courses, cultural evenings, and outings

 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).*

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



> COMMUNITY LIFE

PhD students at Paris-Est have access to the student associations of their registered institution. Organizing cultural, sports, or even scientific events... Explore the student associations and other clubs that enrich student life at Paris-Est Sup establishments.

 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 nationale des ponts et chaussées;
- 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.

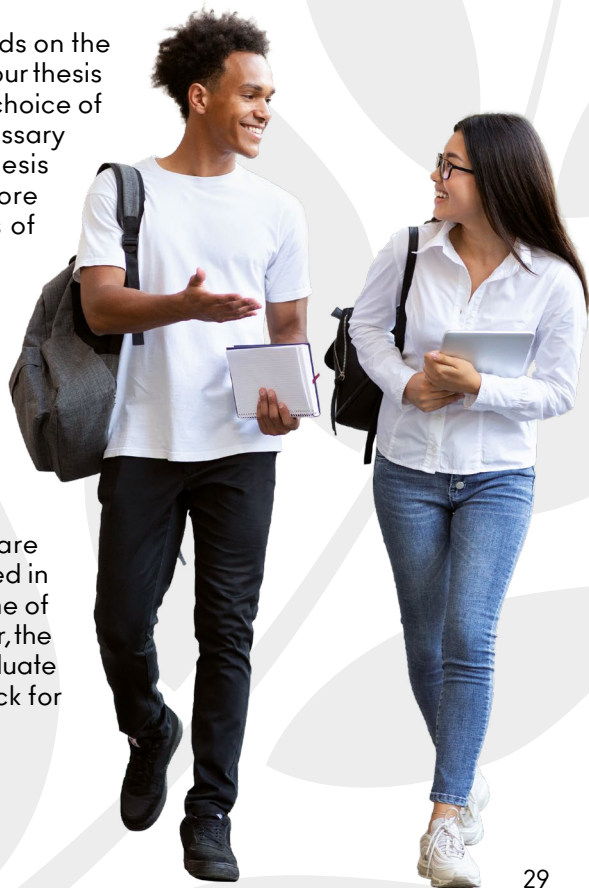
Please make sure that you read and understand them.

➤ 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 charter of Paris-Est Sup on :

<https://www.paris-est-sup.fr/doctorat/textes-et-documents-de-reference/>

 Download the doctoral charter on your doctoral school's website

➤ 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 as well as with the thesis supervisor, 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 the administration of your affiliated institution 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 'Uniquement les thèses soutenues' and 'Uniquement les thèses soutenues accessibles en ligne'. A link 'Recherche avancée' is also visible. At the bottom, there is a link 'Explorer toute la base' and a footer with 'La base de données de theses.fr est en constante évolution. L'ensemble des thèses de doctorat soutenues en France depuis 1985 est signalé.' and 'abes' logo.

Find out more

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

➤ TRANSVERSAL COURSES

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

DEVELOPING YOUR PHD THESIS

- Valorization of research in Humanities and Social Sciences (SHS) and its relation to the professional world
- Fundamentals of research in social sciences part 1
- Fundamentals of research in social sciences part 2
- Thesis writing support
- Introduction to data rights (personal data, research data)
- Right of access to archives
- Creating your workspace using Notion to manage tasks, projects, and notes
- ZOTERO software
- Writing scientific documents with LATEX
- Introduction to multivariate data analysis
- Textometric approaches, digital ergonomics
- Text mining and basics of programming language (NLP)
- Introduction to R for Beginners
- Introduction to Advanced R
- Research writing in a thesis

- The «investigation narrative» : a method support through explanation problem situations

COMMUNICATION

- Writing efficiently (thesis, article, report...)
- Public speaking («My thesis in 180 seconds») and thesis award ceremony
- Public speaking and memory mapping
- Preparing a poster
- Public speaking and popularization the media

SCIENTIFIC INTEGRITY

- Scientific and ethical integrity in research
- Scientific integrity and research ethics in English
- Patent filing
- Copyright module
- Scientific integrity and deontology
- Ethical research methodology

PEDAGOGY

- Humanities and Social Sciences (SHS) pedagogy
- Building pedagogical activities for higher education - session 1
- Building pedagogical activities for higher education - session 2
- Analyzing initial professional teaching practices in higher education - session 1
- Analyzing initial professional teaching practices in higher education - session 2
- Building your career plan
- Building and activating one's network
- Identify and develop your skills in higher education
- Document research
- Sensitization to open science
- Introduction to scientific mediation practices to engage in programs aimed to young people (ages 15-25)

ENTREPRENEURSHIP

- Introduction to entrepreneurial approach
- Business creation

LANGUAGES

- French as Foreign Language (FLE)
- Academic English Module - B1
- Professional English Module - B1
- Academic English Module - B2
- Professional English Module - B2
- English - TOEIC Preparation Module - Level B1- B2
- English - passing the mock and official TOEIC test (listening & reading)
- English - Oral practice module

GENDER EQUALITY/HANDLING OF SEXUAL HARASSMENT AND SEXISM

- Gender equality in European Union law
- Prevention, struggle, and treatment of sexual and gender-based violence
- Gender and careers
- Clashes Association

WELL-BEING AND STRESS MANAGEMENT

- Stress management
- Productivity and time management
- Conflict resolution
- Self-awareness with MBTI
- Mental health

TRANSITION ÉCOLOGIQUE

- Sustainability
- Environmental emergencies (climate, pollution, biodiversity) in contact with domain-specialist scientists

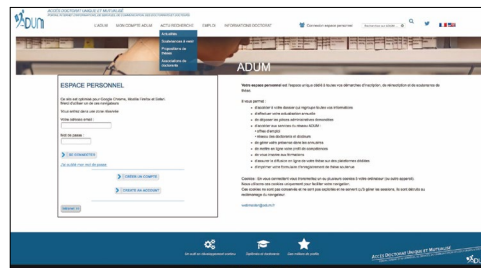
CAREER DEVELOPMENT

- Creating a doctoral e-portfolio to enhance professionalism
- Consulting careers for PhDs
- Increase PhD's employability
- Challenges of international scientific cooperation in the Latin American region
- Roundtable discussion (Research, Business, Administration...)

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

SKILLS APPROACH

- Skills Workshop

INTERDISCIPLINARY COURSES

- The singular and the global: Reflection on cultural transfer and transdisciplinarity
- Multilingualism in the European Union
- Cultures of the Anthropocene
- Readings of Antiquity
- Modeling discontinuities in materials and structure

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, questioning and practices of integrated 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 :

- Master 2 courses at Université Paris-Est Créteil Val de Marne
- Master 2 courses at Université Gustave Eiffel
- Engineering training courses at École des Ponts ParisTech
- Master 2 courses at École des Ponts ParisTech
- Continuing education at École des Ponts ParisTech

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 staff training offer 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, upon presentation of a certificate of attendance.

SCHEMES OFFERED BY MEMBER INSTITUTIONS



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://reseaupro.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 website <https://reseaupro.u-pec.fr>
- **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 : <https://upec.lms.mylearn.fr/>
- Personalised answers to problems encountered by contacting : cesure@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.


REGULAR SCD EVENTS

Young Researchers' Meetings with the Common Documentation Service: This scheme provides an opportunity to meet a librarian responsible for promoting research, to help with documentary methodology, publication strategy, optimising digital identity, etc.'.

 Contact : pe-miee@u-pec.fr

 Contact Medical Hub : ssu@u-pec.fr


 Disability unit : handicap@u-pec.fr

 Contact Social Action Service : social@u-pec.fr

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 : jobscuiobaip@u-pec.fr

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



SCHEMES 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** - 01 60 95 74 43

 Disability unit : **accueilhandicap@univ-eiffel.fr** - 01 60 95 74 84

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**


01 60 95 74 43

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:
enrika.mukoko-muika@univ-eiffel.fr - 01 71 40 81 97

 Contact Housing : **logement@univ-eiffel.fr - 017140 8198**

 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 NATIONALES DES PONTS ET CHAUSSÉES

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 nationale des ponts et chaussées website.





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 10 joint supervision bursaries in 2024.



➤ 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 2024.
- 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.



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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 national des ponts et chaussées : **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:

PARIS-EST SUP ÉCOLE DOCTORALE
 Cultures et Sociétés

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



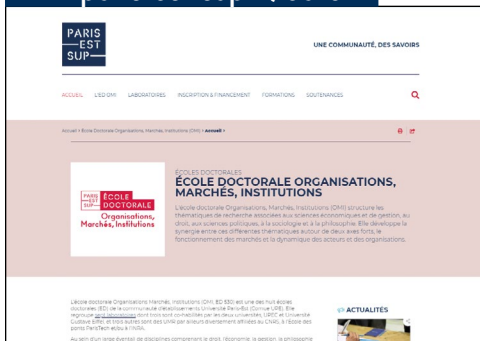
PARIS-EST SUP ÉCOLE DOCTORALE
 Mathématiques et STIC

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



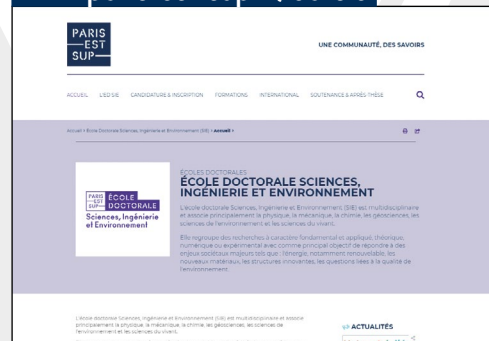
PARIS-EST SUP ÉCOLE DOCTORALE
 Organisations, Marchés, Institutions

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



PARIS-EST SUP ÉCOLE DOCTORALE
 Sciences, Ingénierie et Environnement

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



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



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

www.agroparistech.fr/abies

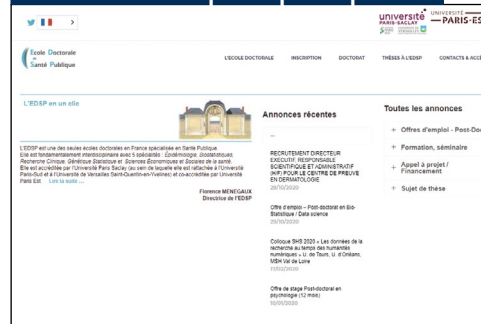


www.paris-est-sup.fr/ed-vtt



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 newsletter of your respective establishments.



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

- Appointments and RENAvision, web conferencing tools:



rendez-vous.renater.fr



renavisio.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.

PARIS EST SUP

Connexion Espace personnel

Ce site est optimisé pour Google Chrome, Mozilla Firefox et Safari. Merci d'utiliser un de ces navigateurs.

Identification

Votre adresse e-mail :

Mot de passe :

[SE CONNECTER](#)

[J'ai oublié mon mot de passe](#)

Important : Si vous êtes chercheur, nous vous invitons à consulter la [Faire aux Questions \(FAQ\)](#)

[CREER UN COMPTE](#)

[CREATE AN ACCOUNT](#)

[Introuvé ?](#)

L'ESPACE PERSONNEL ADUM est l'espace unique dédié à toutes les démarches de demande ou de validation d'inscription, de réinscription et de soutenance de thèse.

Il permet :

- d'accéder au dossier qui regroupe toutes les informations relatives au doctorat
- de modifier ou rectifier les données vous concernant
- de déposer des pièces administratives nécessaires à l'organisation du doctorat
- d'accéder aux services du réseau ADUM :
 - autres emplois
 - actualités du doctorat
 - enrichir votre profil de compétences
 - de vous inscrire aux formations
 - d'assurer la diffusion en ligne des thèses sur theses.fr

L'ADUM est un outil de gestion et une base de données partagées entre les acteurs des études doctorales : doctorants, docteurs, chercheurs, direction de thèses, direction de laboratoire, direction d'école doctorale, gestionnaires administratifs et pédagogiques des études/écoles doctorales, responsable de bibliothèque, direction recherche, Collège Doctoral.

La qualité des données présentes dans l'ADUM est certifiée par les personnels habilités des établissements utilisant l'outil. Les données sont gérées exclusivement par des personnels de l'établissement dédiés à cette mission.

COOKIES : En vous connectant vous transmettez un ou plusieurs cookies à votre ordinateur (ou autre appareil). Nous utilisons ces cookies uniquement pour faciliter votre navigation. Ces cookies ne sont pas conservés et ne servent qu'à gérer les sessions, ils sont détruits au redémarrage du navigateur.

En cas de problème technique, vous pouvez nous contacter à l'adresse suivante : webmaster@adum.fr

Vous pouvez également consulter la [FAQ](#) concernant l'espace personnel des doctorants.

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 nationale des ponts et chaussées

 <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 : **Audrey Lavergne** : 01 64 15 30 06 / 01 45 17 44 33
- Administrative xxx : **Catherine Thomas** : 01 49 32 91 14 / 06 26 68 92 33
- Administrative Assit. Manager : **Laetitia Tocko** : 01 49 32 91 13 – formation.
ded@paris-est-sup.fr
- BREVA/HDR : **Latifa Belbou** : 01 49 32 91 21 / 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. : **Yanetty Puisard** : 01 45 17 66 67
ed-cs@paris-est-sup.fr



OMI (Organisations, Markets, Institutions)

- Director : **Abdelmajid Amine**
- Co-Director : **Gabrielle Bouleau**
- Administrative Assist. : **Marie-Pierre Petit** : 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. : **Hélène Béguin-Roblès** : 01 49 32 91 20
ed-vtt@paris-est-sup.fr

SVS (Life sciences and health)

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

SIE (Science, Engineering and Environment)

- Director: **Michaël Peigney**
- Co-Director: **Sabrina Belbekhouche**
- Administrative Assist.: **NC**
01 49 32 91 19/ed-sie@paris-est-sup.fr

MSTIC (Mathematics and ICST)

- Director: **Latifa Oukhellou**
- Co-Director: **Eric Fusy, Jean-Philippe Chancelier et Samer Mohammed**
- Administrative Assist.: **Mariam Sidibe**: 01 49 32 91 18
ed-mstic@paris-est-sup.fr

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

- Director: **Pierre Larraufie**
- 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 Menegaux**
- 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 nationale des ponts et chaussées : | scolarite.doctorat@enpc.fr |
| • EnvA : | deve@vet-alfort.fr |
| • Université Gustave Eiffel : | scolarite.doctorat@univ-eiffel.fr |
| • UPEC : | doctorat@u-pec.fr |

ACCESS 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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Téléphone : 01 64 15 32 91

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

