

# Rules and Regulations of Doctoral School n° 562 Bio Science Paris Cité (BioSPC)

*These rules and regulations aim to specify the application of national and Université Paris Cité provisions within the ED BioSPC, as well as to define the overall policy of the doctoral school.*

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## 1 Structure and scope of the doctoral school (ED)

### 1.1 ED environment and affiliation of host teams

BioSPC doctoral school (ED) is under the supervision of Université Paris Cité. Created in 2014, it is the result of the merger of the ED B3MI of the Université Paris Diderot and the ED Gc2iD of the Université Paris Descartes. Its institutional affiliation is within the Direction Générale Déléguée de la Recherche, Innovation, Valorisation et Études Doctorales (DGDRIVE), in the Pôle Collèges des Écoles Doctorales et HDR (CED).

BioSPC ED brings together host laboratories within many research institutes of the Université Paris Cité. In January 2025, the ED comprises 225 host teams. The ED Council is the body that decides on whether to welcome new teams. These teams must have been evaluated by the HCERES or equivalent.

Host teams can only be attached to one doctoral school. *The same applies to units, unless otherwise agreed.*

In order to make day-to-day management simpler, more fluid and closer to students and HDRs, the school is divided into departments (**Appendix 1**).

### 1.2 ED perimeter

The doctoral school encompasses a broad spectrum of research fields in fundamental biology, integrating complementary approaches: cellular and molecular biology, structural biology, developmental biology, immunology, infectious diseases, genetics and epigenetics, genomics, physiology and pathophysiology, reproduction and aging, as well as biotechnologies and translational approaches. Objectives and missions of the ED

The doctoral school ensures the application of the decree of August 26, 2022 amending the decree of May 25, 2016 establishing the national training framework and the procedures leading to the award of the doctoral degree and the charter of the doctorate of Université Paris Cité.

The main missions can be defined as follows (non-exhaustive list):

- Setting up an ED policy
- Recruitment of doctoral students (through competitive recruitment and non-competitive auditions)
- Coordination of the different reception teams
- Informs doctoral students and their thesis supervisors (legal framework concerning the doctorate, training courses and competitions)
- Support for doctoral students in their academic procedures (registrations, exemptions and defenses)
- Monitoring of doctoral students (CSI, mid-term, implementation of mediations)
- Helping doctoral students prepare for their future professional careers
- Promotes scientific exchanges between doctoral students through doctoral school forums and welcome days for new doctoral students.

## 1.3 ED Governance

### 1.3.1 ED Management

At Université Paris Cité, the directors of doctoral schools are chosen from among university professors or teacher-researchers of equivalent rank. They are appointed for the duration of the accreditation by the head of the institution, after consulting the research committee of the Academic Council and the Doctoral School Council. Their mandate may be renewed once. The co-directors of the ED BioSPC both have the same responsibilities and prerogatives. They are assisted by the department directors (2 co-directors per department). They are appointed after approval by the ED Council. They are chosen from among the teacher-researchers and professors authorized to direct research and belonging to the doctoral school.

### 1.3.2 ED administrative staff

The administrative staff of the ED is in charge of the administrative follow-up of PhD students' files and assisting them with the various schooling procedures. As such, it is the first point of contact when one wishes to contact the ED.

It is also responsible for transmitting all documents and situations requiring validation by the directors of the doctoral school.

The administrative staff is responsible for ensuring compliance with the administrative framework governing the doctorate.

### 1.3.3 Department office

Each department is headed by two department co-directors and assisted by a department office. This office is composed of teacher-researchers and researchers from the ED, by representatives of the department's doctoral students, and by the administrative coordinator of the ED in charge of the department. The number of members of the office is not imposed. The department office meets in particular for the preparation of the ED entrance competitions, and if necessary, during the year to follow the registration auditions, the CSI or the mediations. Teacher-researchers and researchers belonging to the office of a department are requested for the entrance auditions as part of the non-competitive recruitment of doctoral students throughout the registration period, and in the spring for the individual monitoring committees. They may also be requested in the event of pre-selection for calls for tenders.

### 1.3.4 Board of Directors of the ED

The ED Board of Directors is composed of:

- A. the two co-directors of the ED
- B. co-directors of departments
- C. administrative staff
- D. representatives of doctoral students from each department

The Board of Directors prepares the ED Council and discusses issues of registration, welcoming new reception teams, mediations, and the organization of the ED in general.

## 1.4 ED Council

### 1.4.1 Composition of the ED Council

The co-directors of the ED are assisted by an ED council whose composition is divided into four bodies:

- A. Members representing the ED research teams
- B. Representative members of the BIATSS staff of the ED

C. External members of the ED (academic and socio-economic world)

D. Members representing doctoral students

The term of office for non-doctoral members of the council is five years, in line with the accreditation of the doctoral school.

The doctoral members participating in the council are elected by the doctoral students from among the student representatives for two years or until the day after their thesis defense. Elected representatives should come from different institutes and reflect the scientific diversity of the ED BioSPC.

The co-directors of the ED are counted among the members representing the ED teams.

The co-directors of the ED and of the four departments are permanent guests at the Council meetings.

The nominative composition of the ED BioSPC council is available on the ED website:

<https://ed562.u-paris.fr/conseil/> and in **Appendix 2**.

### 1.4.2 Functioning

The ED Council meets two or three times a year. To organize the meeting, the ED administrative manager sends out the agenda at least one week before the meeting. Any member of the Board may add items to the agenda.

The Council is chaired by the co-directors of the ED. Votes are held by show of hands, or by secret ballot if the context requires it. Council members with an interest in any situation discussed during the discussions are required to abstain from voting.

### 1.4.3 Attributions

The ED Council decides on the overall policies of the ED and its action program. It deliberates on contentious situations encountered during mediations (suspension, exclusion, implementation of monitoring). It also validates at the start of each academic year the allocation of doctoral contracts obtained during the ED competition. It validates the reception of new teams affiliated with BioSPC.

## 2 Recruitment of doctoral students

### 2.1 Principles

Candidates applying for a doctorate must meet the following conditions:

- Hold a Master 2 or equivalent
- Have a thesis project that can be completed in 3 years
- Have financing (see 2.3. Financing)
- Have an HDR thesis director attached to the ED

The recruitment of doctoral students is open internationally, and the validation of titles equivalent to the master's degree is given either by the management of the ED or by the jury recruiting the doctoral student.

### 2.2 Thesis supervision

#### 2.2.1 For HDR holders

The thesis director must hold a research supervision qualification (HDR) to supervise the thesis of a doctoral student, in accordance with the decree establishing the national framework for training and the procedures leading to the award of the national doctoral diploma. They must also be affiliated to the ED BioSPC. If there is a thesis co-director, he or she must also be HDR and attached to the ED. The only exceptions for co-directions of thesis: CIFRE

theses where the co-director is part of the socio-economic world, and joint supervisions where the co-director belongs to the partner university in the foreign country. In this case, the co-directors are validated by the management of the ED with a CV and a list of the co-director's publications. These are individual exemptions.

An HDR can supervise or co-supervise 2 theses simultaneously. Supervisions count for 1 and co-supervisions for 1 as well. Except for doctoral students in joint supervision where they count for 0.5 and supervision of 2.5 is accepted in this case only.

In the case of HDRs belonging to the BioSPC ED and requesting in parallel a thesis supervision at the FIRE doctoral school with derogatory status (ED n° 474), the number of supervisions is also 3 doctoral students in the two doctoral schools.

For teacher-researchers and researchers wishing to supervise theses but who are not attached to the ED or who do not hold the HDR, there is the possibility of co-supervising the thesis. At the time of the defense, the co-supervisor will be indicated as a guest member. If a co-supervisor belongs to a team attached to the ED, he or she will be able to assume the co-supervision of the thesis by obtaining the HDR in the first two years of the thesis of the doctoral student (this change of direction is only effective once validated by the management of the ED).

The direction of the doctoral student's thesis can only be changed during the first two years of the thesis (D1 and D2). It is imperative to notify the ED managers of any change in the direction of the thesis so that the modifications can be taken into account.

### 2.2.2 For those who do not hold an HDR

Staff holding a doctorate may, as an exception, supervise the thesis of a doctoral student due to their scientific expertise. To do this, they must obtain an **authorization to supervise a thesis (ADT) from Université Paris Cité**. The ADT allows them to benefit from a first experience as a thesis director before obtaining the HDR. The ADT is granted for a single doctoral student and for a single doctoral research project. Only one ADT may be granted per candidate. The ADT does not replace the HDR and is only valid for a single thesis supervision. The ED and the instruction committees will carefully assess the suitability of the doctoral project and the scientific profile of the candidate for the ADT. ADT applications must be made for the first year of the doctoral student's thesis. For more information, <https://u-paris.fr/doctorat/autorisation-a-diriger-une-these/>.

## 2.3 Funding

Funding is a prerequisite for thesis registration at ED BioSPC. It must be guaranteed for the entire duration of the thesis (i.e. 3 years) until the effective defense date, without interruption. The amount of funding must cover the living costs for a young researcher in the Paris region and are set by the amending decrees of the decree of August 29, 2016 setting the amount of remuneration for contract doctoral students ( Appendix 3 ). Funding over two years, supplemented by a letter of commitment from the thesis director for the 3rd<sup>year</sup>, is accepted for candidates for registration in thesis.

## 2.4 Competitive recruitment/awarding of doctoral contracts

The competitive recruitment process is intended to lead to the granting of a doctoral contract. Doctoral contracts are offered through the doctoral school competition. Doctoral contracts are accessible through an annual distribution competition organized by department within the ED BioSPC .

The organization of the competitions follows a precise schedule defined by stages:

### 1st stage: Reception of thesis projects from the HDR of the ED and publication of the projects on the ED website

From February/March, a call for projects is launched to the HDRs of the ED BioSPC . They can submit their project in French or English on a platform managed by the ED. The information is disseminated by email and on the ED website.

Only one project can be submitted per HDR in this competition. A project submitted to the competition can be submitted to other calls for tender (Ile-de-France Region, Associations, Foundations, etc.), but it is prohibited to submit it to competitions in other ED departments. In addition to the thesis project, HDRs submitting a project must sign a certificate concerning the supervision rules in force at the ED BioSPC .

Non-HDR researchers can only submit a project if they obtain an ADT agreement, duly signed by the institution, by the call for projects' closing date.

Holders of ATIP-Avenir, G5 Pasteur, U5, ERC, ANR young researchers teams are no longer authorized to supervise theses without HDR or ADT.

Towards the end of April, the coordinators check the membership of the HDRs who have proposed a project in the ED, as well as their supervision (1 current doctoral student, or 2 if the 2nd<sup>doctoral</sup> student is defending in the current calendar year). The verifications of the publications of outgoing doctors are carried out by the ED and are a condition for the acceptance and therefore the publication of the project.

The projects are then put online at the end of April.

- NB1/ Any researcher submitting a project to the ED competition must be statutory or have a contract covering at least the duration of the future thesis.
- NB2/ As described in section 4.2 “Mediations”, as long as a mediation is in progress and no solution has been definitively found, it will not be possible to register a new student until the mediation is closed. This is why HDRs in mediation will not be authorized to submit a project to the current competition.

### 2nd step: Collection of applications

Student applications are possible from the time the projects are posted online and until the end of May/beginning of June according to the predefined competition calendar. No applications will be accepted after the call for applications has closed. To be eligible, candidates must hold a Master 2 or equivalent.

### 3rd step: Pre-selection of candidates

A pre-selection day is organized to select the candidates who will be auditioned during the oral competitions.

The co-directors of the departments, the heads of the masters, the student representatives, members of the offices of each department, as well as the coordinators of the ED participate in this pre-selection day. These participants do not have any candidates presenting themselves in the competition.

During this day, an academic grade is assigned to each candidate based on the study of their application file. The grades are calculated from an evaluation grid available on the doctoral school website and in **Appendix 3**. This grid is validated by the department directors' office and validated by the ED Council.

#### 4th stage: Candidate audition days

The audition days take place at the end of June/beginning of July. There are two audition days per department. During these days, audition juries and academic juries are invited. Representatives of doctoral students are systematically invited to these auditions.

##### The auditions

The auditions take place without the jury members knowing the candidates' academic grades. Auditions take place **in person for all candidates**. However, in exceptional circumstances (such as the COVID-19 lockdown), auditions can be organized by videoconference for all candidates. The rule is that the audition conditions must be identical for all. However, in the event of force majeure and/or circumstances beyond the candidate's control, the Doctoral School may exceptionally allow a candidate to be interviewed by videoconference. Force majeure is defined as unforeseen and/or unavoidable situations that prevent the candidate from traveling (for example, in a situation of war or travel restrictions imposed in the country of origin). Situations beyond the candidate's control are those that are beyond his or her control and cannot be avoided even with all reasonable diligence. Only these situations will be considered valid reasons for such an exemption.

The juries are not permanent, they change every year. The rule is that no person presenting a candidate to the competition can sit on the audition juries. Likewise, when a person from his team presents a candidate.

If a member of a jury is auditioning a member of his research institute, he must not speak or give his opinion. Student representatives are responsible for the smooth running of the auditions and for equal treatment between candidates. The ranking obtained during the deliberations will be used to calculate 60% of the candidate's mark.

##### Academic juries

The academic juries are composed of 2 to 4 teacher-researchers or researchers from the ED. The academic grade is recalculated by the academic jury based on the grades from the second semester of M2. The other grades (excluding M2) must not be modified (except in the event of an important error). The academic grade counts for 40% of the candidate's final grade.

##### The deliberations

At the end of each competition, a deliberation is held to rank the candidates by the audition juries. Following this, the final score is calculated from a table configured especially for the competition. The scores can no longer be modified after this deliberation.

In the event of a tie in the ranking, the audition mark, then the academic mark in M2, then the academic grade in M1 and finally the academic grade in L3 will be used to break the tie.

#### 5th step: Awarding of doctoral contracts

At the end of the audition day, a competition report for the department indicates the candidates on the main list (in alphabetical order), those on the supplementary list (in order of ranking), and the unranked candidates if any.

The minutes of a department's competition are posted online at the end of the competitions for the 4 departments. Contracts refused by candidates on the main list are offered to candidates on the supplementary list, in the order in which they were ranked.

NB: If a candidate has passed the competition and has been ranked (main list with refusal of the doctoral contract or supplementary list) and wishes to register with other funding, he or she does not have to repeat an entrance audition on the same project and the same thesis supervision.



## 2.5 Non-competitive recruitment

Non-competitive recruitment concerns doctoral candidates who have obtained funding through a means other than the competitive examination. The candidate must meet the requirements specified in 2.3. Recruitment takes place in two stages:

### 1<sup>st</sup> step : Collection of application files

This step is done by department via a submission link available on the doctoral school website. The application file to be submitted on the form is composed of:

- The university course sheet
- A CV (résumé)
- A thesis project on 2 or 3 pages
- Copy of Master 2 or equivalent qualification
- A copy of the 3-year financing proof
- A copy of these internal regulations signed by the doctoral student and the director
- For candidates with funding not dedicated to the thesis (such as CCA, AHU doctors, or 1st or 2nd degree teachers<sup>1</sup>), they will have to provide proof of effective full-time work of at least 24 months which may be spread over a period of more than 36 months which should be described.

### 2nd step: Entrance audition

These audition committees are organized by department.

The audition lasts 20 minutes, with 10 minutes of presentation of the thesis project and 10 minutes of discussion with the jury.

At the end of these auditions, the hearing committee draws up a report on each candidate, giving its opinion (favorable or not).

Auditions are scheduled on an as-needed from June to mid-November.

## 3 Progress of the thesis

### 3.1 Registrations and re-registrations

Registration is mandatory each year in order to have the status of doctoral student (see article 11 of the decree of May 25, 2016 cited above). The ED managers inform doctoral students of the terms and conditions and the registration campaign period at the end of the academic year n-1 (generally June/July).

The registration period is generally from July to November. Re-registration for a thesis is conditional on the favorable opinion of the individual monitoring committee.

Any doctoral student who has not re-registered and has not re-registered during the registration period may be considered to have abandoned the program. In the event of voluntary non-registration (request for a gap year, long-term work stoppage), the ED must be informed as soon as possible. In the event of pregnancy or period of sick leave, re-registration must be carried out and the duration of the thesis may be extended by the number of days during which the person was on maternity leave or sick leave.

### 3.2 Duration of the thesis

The thesis must be completed in 3 years. Requests for exemption in the 4<sup>th</sup> year of thesis (D4) can be submitted and will include the D3 CSI report, a letter of justification from the doctoral student, a letter of support from the thesis director, and proof of funding for the requested



period (1 to 12 months). Exceptions are granted on an exceptional basis and based on the doctoral student's motivation file.

Requests for exemption in the 5th<sup>year</sup> of thesis (D5) are not authorized at the ED BioSPC , except for very exceptional cases of sick or maternity leave, or for agents in post.

### 3.3 Thesis defenses

#### 3.3.1 ED requirements for thesis defenses

At the ED level, the prerogatives to be able to support are the following:

- A publication must list the doctoral student as the first or co-first signatory.
- Prior validation of the training portfolio

#### 3.3.2 Training portfolio

During the three years of the thesis, each doctoral student must build their training portfolio consisting of around 100 hours of training (reduced to 50 hours for doctoral students with a teaching mission, in an AHU or CCA position), as stipulated in article 15 of the decree of May 25, 2016.

Training in scientific integrity in basic research will be mandatory, in accordance with the decree of May 25, 2016 on the doctorate.

The chosen training courses must be in line with the doctoral student's professional project, and thus, the latter must build his portfolio. In this sense, the DocPro training (construction of the skills portfolio) is strongly recommended.

Regarding the number of hours validated:

- Animal experimentation training: 50 hours
- Any other training: 30 hours maximum
- One day of congress: 6 hours/day, 12 hours maximum for the same congress with international poster or oral presentation
- Student supervision: 20 hours maximum
- Activity as doctoral student representative: between 15h and 30h depending on the missions accomplished

Doctoral students must review their training portfolio at each CSI interview.

Once the required number of hours has been completed by the doctoral student, and at the latest 3 months before the defense, the doctoral student must send the training summary sheet accompanied by all certificates of attendance/success to the ED.

#### 3.3.3 First author publication

The doctoral student must have a first or co-first author article accepted in an international journal to be authorized to defend his thesis. Exceptionally, an article submitted by the doctoral student as second author may be examined.

In the very exceptional case of a publication submitted later, i.e. after the start of the defense procedure, the ED must be notified and a certificate of publication must be provided by the thesis supervisor. The latter must imperatively notify the ED when the article has been submitted. The thesis reporters must play the role of *reviewers* in their report. The ED reserves the right to refuse the registration of a new doctoral student under the responsibility of the HDRs who have not honored their commitment on the publication (absence of publication or doctoral student downgraded from the first position) at the time of the request for registration of the new doctoral student.

### 3.3.4 Thesis defense procedure

The defense procedure is established by the CED defense office. It must follow the following timeline:

- 3 months before the defense, the doctoral student must complete the first step of the procedure (submission of the composition of the juries, summaries in French and English, and list of publications). Once the file has been sent by the doctoral student or thesis director to the coordinator, he/she is responsible for signing it at the ED management and transmitting it to the defense office;
- 2 months before the defense, the doctoral student must send his manuscript to the reviewers, then submit his thesis online no later than one month before the defense. The thesis director passes the manuscript of his doctoral student to the compilation software ;
- 1 month before the defense, the pre-reports are received by the ED coordinator who will have the defense authorization signed on the basis of the pre-reports by the ED management, before transmission to the defense office for sending the invitations.

In the event of co-supervision, the composition of the jury must be signed by the thesis director, as well as the thesis co-director (both HDR, cf. 2.2).

The composition of the jury must meet the requirements of the decree of May 25, 2016, and specified by the note on the composition of the jury from the CED defense office.

The thesis submission is managed by the thesis department of the Université Paris Cité library. It must include an abstract in French and English, as well as a list of keywords in both languages. If the thesis is written in a language other than French, a summary in French of 12,000 characters maximum including spaces must be attached to the main manuscript.

The defense can be conducted either in French or in English. A thesis based on an article is accepted at the ED BioSPC .

### 3.3.5 Oath

At the end of the defense, and in the event of admission, the doctor will have to take the oath by which he undertakes to respect the principles and requirements of scientific integrity in the rest of his professional career, whatever the sector or field of activity <sup>1</sup>.

The thesis defense report will specify whether the doctor has agreed to take the oath, and will include, for example, the following statement: Mr/Ms... has taken the oath - YES/NO

## 4 Monitoring of doctoral students

### 4.1 Individual Monitoring Committee (CSI)

Since the publication of the decree of August 26, 2022 amending the decree of May 25, 2016 relating to doctoral training, an individual monitoring committee (CSI) must meet **at the end of the first year of the thesis** and is a condition for re-registration for a thesis.

The CSI must meet before registration in the second year and before each new registration. The CSI report formulates recommendations transmitted to the doctoral school after each interview. It also plays a role in preventing violence and discrimination.

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<sup>1</sup> <http://www.hceres.fr/sites/default/files/media/files/fiche-serment-doctoral-integrite-scientifique-pdf1.pdf>

#### 4.1.1 How the CSI works

The interviews are organized into four distinct stages:

- 1/ Presentation of the progress of the work and discussion,
- 2/ Interview with the doctoral student without the thesis supervisor,
- 3/ Interview with the thesis supervisor without the doctoral student.
- 4/ Drafting of the report by the committee

#### 4.1.2 Composition of the CSI

Whenever possible, the composition of the doctoral student's CSI remains unchanged throughout their doctorate. This committee includes :

- At least two members holding an HDR: one of the members is a specialist in the discipline or a field related to the thesis, the other may be a non-specialist.
- **Warning** : both members are external to the doctoral student's institution. They must not have co-signed a publication with the host team in the last 5 years or be the partner of a current call for tenders.
- One member must hold an HDR and be a member of BioSPC and another must come from an external establishment (excluding UPC + Institut Pasteur). For information: list of BioSPC HDR holders available on the BioSPC website .
- An additional, optional "expert" member may be invited from the first year; holding an HDR is not mandatory. He or she may change during the thesis. He or she may be part of the institution but will not sign the CSI report and will not participate in stages 2 to 4 of the meeting. Emeritus professors and researchers may be members of the CSI.

#### *A word of caution about CSI*

Members of the individual monitoring committee cannot be rapporteurs but can be examiners or presidents (except for emeritus) during the thesis defense.

#### 4.1.3 Organization of the CSI

- 1/ In accordance with their DT, doctoral students submit the composition of their CSI committee to the ED. The departments validate these committees.
- 2/ Doctoral students are invited to organize the meeting with their committee. They are responsible for finding a date that suits the members of their committee and their thesis director and for communicating the date and location to all participants of their CSI.
- 3/ Doctoral students fill out the part concerning themselves in the ED form and send it to their committee, at least 48 hours before the interview. This form will include all the information to guide the committee members. The ED website will provide all the links to obtain these forms.
- 4/ The duration of these interviews is left to the discretion of the doctoral students and their thesis director, but we recommend meetings of at least 45 minutes. Doctoral students are asked to use the template ppt provided by the ED.
- 6/ The members of the CSI committee (without the additional expert) write the CR at the end of the interview (allow this writing time in the committee's schedule, in addition to the recommended minimum 45 minutes) in the CSI form pre-filled and sent by the doctoral students. The committee makes recommendations on re-registration and gives its opinion on the progress of the doctoral student's work and training.
- 7/ The doctoral school receives the reports which are reread by the department directors

- **NB1/** If no problems are reported, the final CRs are returned by the ED to the doctoral students and thesis directors.
- **NB2/** If a problem is detected, the ED will take all necessary measures relating to the situation of the doctoral student and the progress of his/her doctorate. The department directors will organize a hearing of the doctoral student and the thesis director in order to determine whether it is: (1) an incident without serious consequences (for example, difficult dialogue between the supervised and the supervisor and which can be resolved with a short follow-up (<2 months). (2) a deeper problem which must be the subject of mediation.

#### 4.2 Mediations

In the event of deeper problems or problems not resolved by short-term follow-up, department directors must set up a mediation unit composed of at least two people chosen from among the department directors or members of the department office. The department ensures that there is no conflict of interest between the mediation unit, the doctoral student, the thesis director or the research team.

If during the examination of the files it emerges that the problems relate to scientific integrity, discrimination or violence, they will be forwarded to the ad hoc units of the establishments on which the host laboratories depend. These units will keep the ED informed of the progress of the files. These files are considered to be 'in mediation', even if it is not members of BioSPC who continue to examine them. The College of EDs (CED) may be informed by the management of the ED and take up cases that the CED considers to be more serious.

As long as the mediation is ongoing and no definitive solution has been found, the thesis director is not authorized to supervise new doctoral students (in particular, he cannot submit a project for the ED competition). As soon as the mediation is closed, the thesis director is notified of the end of the procedure.

### 5 Life of the ED

#### 5.1 Exchanges between the ED and doctoral students

The doctoral student and the thesis director must keep the ED informed of any change in their situation (email address in particular). Thus, any change relating to the thesis direction, funding, sick or maternity leave, as well as a new disability situation must be communicated to the generic addresses of the ED departments.

The thesis director must also inform the ED of any change in status (MCF-HDR → PR or CR-HDR → DR), or host team.

#### 5.2 Doctoral student representatives

The recruitment of doctoral representatives is done by voluntary application during representative recruitment campaigns, or by designation by doctoral peers.

The ED can finance certain projects initiated by the representatives, after validation by the ED management.

#### 5.3 Welcome day for new entrants

Every year, at the end of the registration campaign (December/January), the ED organizes a half-day to welcome new entrants to present the ED and the events that will punctuate the doctoral students' thesis.

- Last updated: MARCH 06, 2025
- Board of Directors vote: JANUARY 29, 2025
- ED Council vote: FEBRUARY 5, 2025, amended MARCH 6, 2025
- These internal regulations come into force on: FEBRUARY 6, 2025

## 6 APPENDICES

**The documents appended to the internal regulations are updated as necessary, without this constituting a modification of the internal regulations.**

### 6.1 Appendix 1 : BioSPC Departments – March 6, 2025

- Département Génétique (GENYX)
  - Co-Direction : **Pr. Jonathan Weitzman & Dr. Marion Coleen**  
[ed562.bio-genyx@u-paris.fr](mailto:ed562.bio-genyx@u-paris.fr)
- Département Physiologie Pathologie (PP)
  - Co-Direction : **Pr. Catherine Chaussain & Dr. Jean-Sébastien Silvestre**  
[ed562.bio-pp@u-paris.fr](mailto:ed562.bio-pp@u-paris.fr)
- Département Infectiologie Microbiologie (IM)
  - Co-Direction : **Pr. Isabelle Martin Verstraete & Dr. Clarisse Berlioz Torrent**  
[ed562.bio-im@u-paris.fr](mailto:ed562.bio-im@u-paris.fr)
- Département Immunologie (IMMUNO)
  - Co-Direction : **Pr. Jean-Pierre Couty & Dr. Sylvain Latour**  
[ed562.bio-immuno@u-paris.fr](mailto:ed562.bio-immuno@u-paris.fr)
- Département Mécanismes fondamentaux du vivant (MECA)
  - Co-Direction : **Pr. Caroline Le Van Kim & Dr. Bénédicte Manoury**  
[ed562.bio-immuno@u-paris.fr](mailto:ed562.bio-immuno@u-paris.fr)

## 6.2 Appendix 2: Composition of the ED BioSPC Council – March 6, 2025

Role	Council Members
<b>Director ED</b>	DESDOUETS Chantal (Centre de Recherche des Cordeliers) NICOLETTI Antonino (LVTS-Bichat)
<b>Institute Representative</b>	SALA Monica (Pasteur) MAGNAN Christophe (BFA) CALIGIURI Giuseppina (Bichat) DOYE Valerie (IJM) ETCHEBEST Catherine (INEM) LYONNET Stanislas (IMAGINE) PARADISE Valerie (Bichat) VENTECLEF Nicolas (INEM) VAULONT Sophie (Cochin) ZENNARO Maria-Christina (PARCC)
<b>Doctoral Student Representative</b>	ALEMANY Carla BANCEL VEGA Roxane DUPONT Maud PASCARD Jeanne MOREL Théo
<b>BIATSS Staff</b>	FRAGET Charlène (Administrator, ED BioSPC) HAMMER Alissa (Operations and Administration Manager, ED BioSPC)
<b>Guest Member</b>	HATTON Etienne (Industrialist, Owkin company) MAROUF Meriem (Deputy Director of the INSERM Evaluation Department) BEAUNE Philippe (UP Cité Research Integrity Office) LEMARCHANDEL Valérie (Scientific Director of the FRM) MIGNOTTE Vincent (Director of the Bernard Grégory association)
<b>Department Director</b>	BERLIOZ Clarisse (IM) MARTIN-VERTRAETE Isabelle (IM) LE VAN KIM Caroline (MECA) MANOURY Bénédicte (MECA) COUTY Jean-Pierre (IMMUNO) LATOURL Sylvain (IMMUNO) CHAUSSAIN Catherine (PP) SILVESTRE Jean-Sébastien (PP) COOLEEN Marion (GENEYX) WEITZMAN Jonathan (GENEYX)



### 6.3 Appendix 3: Order of December 26, 2022 amending the order of August 29, 2016 setting the amount of remuneration for contract doctoral students

The Minister of Higher Education and Research, the Minister of Transformation and Civil Service and the Minister Delegate to the Minister of Economy, Finance and Industrial and Digital Sovereignty, responsible for public accounts,  
Having regard to the French [Research Code](#), in particular Article L. 412-2;  
Having regard to [Decree No. 2009-464 of 23 April 2009](#), as amended, relating to contract doctoral students at public higher education or research institutions;  
Having regard to the decree of 29 August 2016, as amended, setting the amount of remuneration for contract doctoral students, Hereby order:

- [Article 1](#)

Article 1 of the aforementioned decree of 29 August 2016 is replaced by the following provisions:

“Art. 1.-The minimum monthly remuneration of contract doctoral students is set as follows, subject to the provisions set out in Article 2 of this decree:

- "- from January 1, 2023: 2,044.12 euros gross;
- from January 1, 2024: 2,100 euros gross;
- from January 1, 2025: 2,200 euros gross;
- from January 1, 2026: 2,300 euros gross."

#### 6.4 Appendix 4: Academic grade calculation grid



### ACADEMIC NOTE – COMPETITION

The academic form below will be completed by the “Academic” Jury which sits independently of the Audition Jury.

This form will be even more useful to the candidate if the Jury has all the information it needs to assess the file.

Candidates therefore have every interest in transmitting any element likely to enlighten the Jury on their file.

**For both L3 and M1 or M2, the calculation is made based on the ranking and the grade, and the best of the two results is used.**

**L3 Grade (2 pts max):**

≤10%: 2pts (ranking in the top 10% of the promotion)

>10 and ≤50%: 1 pt

> 50%: no points

Students from selective competitive entrance examinations (engineers, pharmacists, veterinarians, normaliens) have 1 point in this item

**Weighted if ranking 2<sup>nd</sup> session (50% of points)**

**Weighted if no ranking (2 TB points, 1 B point); a certificate from the L3 manager may be sufficient.**

**M1 Grade (4 pts max):**

≤10%: 4pts

>10 and ≤20%: 3pts

>20 and ≤50%: 2pts

>50 and ≤70%: 1 pt

>70%: no point

**Weighted if ranking 2<sup>nd</sup> session (50% of points)**

**Weighted if no ranking (3 TB points, 2 B points, 1 AB point); a certificate from the M1 manager may be sufficient.**

**M2 Grading (7pts max) :**

≤10%: 7pts

>10 and ≤20%: 6pts

>20 and ≤30%: 5 pts

>30 and ≤50%: 4 pts

>50 and ≤70%: 3 pts

>70% : 1

**Weighted if ranking 2<sup>nd</sup> session (50% of points)**

**Weighted if no ranking (3 TB points, 2 B points, 1 AB point); a certificate from the M1 manager may be sufficient.**

**If a pre-selection is organized before the auditions, only the grade for the first semester is taken into account.**

**This score is corrected on the day of the auditions for the calculation of the final academic grade in order to take into account the 2 semesters of M2.**

**Additional points (7 pts max):**

Employed students : 1 point awarded but only upon presentation of a certificate from the employer for a student in M1 and/or M2 who has worked at least 150 hours during the academic year, i.e. from September to June, excluding the summer period

Thematic mobility of internships : 1 additional point awarded if the M2 internship is carried out in a laboratory other than that of the thesis. If a pre-selection is organized before the auditions, this point is not counted, it is only counted at the time of the oral part of the competition.

Internships :

Internships in L3 and M1 with a cumulative duration greater than or equal to 2 months;

1 extra point.

Internships in L3 and M1 with a cumulative duration greater than or equal to 3 months;

2 additional points.

Outgoing mobility : an additional point awarded if a semester abroad or a research internship is carried out outside the country of study, its duration must be at least one month. It can take place in L3 or M1.

Top of the class : one additional point regardless of the number of times the candidate was top of the class in L3 or M1.

Others on a case-by-case basis (e.g.: students with very atypical files) one additional point possible.