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 BioSPC ED, 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 (https://ed562.u-paris.fr and in **Appendix 1**).

Individual Registration of HDR Holders. The affiliation of a team with the BioSPC Doctoral School does not automatically grant individual registration for its members who hold an HDR (Habilitation à Diriger des Recherches). Any new researcher or lecturer-researcher holding an HDR who wishes to supervise PhD students within the BioSPC Doctoral School must individually submit a request to the Doctoral School's management, following the procedure published on the Doctoral School's website (https://ed562.u-paris.fr). The request is only admissible if the applicant belongs to a team affiliated with the Doctoral School.
Registration in the Doctoral School's HDR Supervisors' Registry is validated by the Directors' Board after consultation with the relevant department and is formally approved by the Doctoral School Council during its next meeting.

Withdrawal of Individual Affiliation. The withdrawal of an individual's affiliation with the Doctoral School may occur, following a reasoned decision by the Doctoral School Council after reviewing any contradictory documents submitted by the individual, in the following cases: The individual's departure from a team affiliated with the Doctoral School; Failure to comply with supervision rules (exceeding supervision quotas, failure to ensure the PhD student is published as first or co-first author, breach of obligations under the training agreement); Prolonged absence of effective supervision; Retirement without a request for emeritus status. The withdrawal of individual affiliation is an administrative measure related to the management of doctoral activities and does not prejudice any potential disciplinary proceedings, which fall under the exclusive jurisdiction of the competent bodies of Université Paris Cité or the supervising institutions.

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.

1.3 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 affiliated 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, 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.

1.4 ED Governance

1.4.1 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.

1.4.2 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.

1.4.3 Department office

Each department is headed by two department co-directors and assisted by a department bureau. This bureau 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 bureau 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 bureau of a department are requested for the entrance auditions as part of the non-competitive recruitment of doctoral students throughout the registration period. They may also be requested in the event of pre-selection for calls for tenders.

1.4.4 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.

1.5 ED Council

1.5.1 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 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 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**.

1.5.2 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.

1.5.3 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 of the right to submit new projects to the competition, refusal to register new PhD students, 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, as well as on the individual registration and withdrawal of individual affiliation of HDR holders (Habilitation à Diriger des Recherches) under the conditions set out in §1.1. It also validates, at the beginning of each academic year, the allocation of doctoral contracts obtained through the Doctoral School's competition.Disciplinary measures concerning a lecturer-researcher or researcher, as well as individual precautionary measures, do not fall within the Council's responsibilities. These matters are exclusively under the authority of the competent bodies, as defined in Articles R.712-9 and following of the French Education Code. In such cases, the Doctoral School will make the appropriate reports to the President of Université Paris Cité, the Scientific Integrity Officer, the reporting units for violence and discrimination, or the supervising institutions.

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 thesis director attached to the ED, holding a HDR or an ADT (Autorisation à diriger une thèse).

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. The co-direction is not possible with an HDR and an ADT. 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. 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 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 to act as a co-advisor ('co-encadrant') the thesis (see box '**Focus on supervisors and advisors)**. At the time of the defense, the co-advisor can be indicated as a guest member. If a co-advisor 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 upon request (the procedure is described on our website: https://ed562.u-paris.fr/).

Focus on supervisors and advisors ("directeurs" and " encadrants" de thèse)

1. Thesis supervisor / co-supervisor
• Must hold an HDR (or a recognized equivalent).
• Bears the scientific and administrative responsibility for the thesis vis-à-vis the doctoral school and the institution (initial enrollment, re-enrollment, compliance with timelines, authorization to defend, compliance of the examination committee, etc.).
• Is legally responsible for the quality of the project, the monitoring of the PhD candidate, and the conditions under which the work is carried out.
• The co-supervisor has the same level of responsibility as the supervisor; responsibilities are simply shared (often between two teams or two institutions).
• The total number of supervisors (supervisor + co-supervisor) is limited to two.

2. Thesis co-advisor
• May or may not hold an HDR (lecturer, research officer, postdoc, experienced engineer, etc.).
• Contributes on a day-to-day basis to the scientific and technical supervision of the PhD candidate (experiments, analyses, writing, work organization).
• Is not responsible for the administrative aspects of the thesis or for official decisions (enrollment, authorization to defend, composition of the examination committee), even if they may be consulted.
• Does not appear as "supervisor" on the doctoral school's administrative documents and does not assume responsibility to the same extent as a supervisor or co-supervisor.

3. In practice for the PhD candidate
• The supervisor / co-supervisor is the doctoral school's official point of contact and signs the documents that formally commit the thesis.
• The co-advisor is an operational scientific point of reference, often more present day-to-day in the lab, but their role remains supervisory rather than administrative/decision-making.

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. The procedure is described on our website: https://ed562.u-paris.fr/en/pages-anglais/thesis-supervision/).

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. The College des Écoles Doctorales of UP Cité, the Research Committee, as well as the President of the University must validate the application. ADT applications must be made before the beginning of 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 year, 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 competition organized by each BioSPC's department.

The organization of the competitions follows a precise schedule as described below:

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

From 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 (nor in another ED since an HDR can only be affiliated to one ED).

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. Researchers holding an ADT agreement commit to supervising only one PhD student for the entire duration of the thesis. They may not co-supervise or act as a co-advisor for any other PhD candidate during this period.

Holders of ATIP-Avenir, G5 Pasteur, U5, ERC, or 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 doctoral 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 displayed online at the end of April so they are freely accessible to candidates.

- **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 ongoing competition.
- **NB3/** The UP Cité "Reporting office for violence, harassment, and discrimination" or the "Office for scientific integrity" can now be seized by the ED, a doctoral student or a thesis director. As long as the dossier is instructed, the 'Mediation' is still considered as ongoing.

2nd step: Collection of applications

Student applications are possible as soon as the projects are posted online and until the end of May/beginning of June, according to the predefined competition schedule. No applications will be accepted after the call for applications closes. To be eligible, candidates must hold a Master 2 degree or equivalent. They must also have previously contacted the laboratory where they intend to apply. Each candidate may apply for only one project among those proposed. A candidate may only participate once in the BioSPC Doctoral School competition. A second application will only be considered in exceptional cases, provided it is justified by a substantial and well-argued evolution of the project (change of host laboratory, significant additional training, a completely revised doctoral project, etc.). The Doctoral School management will assess the admissibility of a second application based on a detailed motivational letter from the candidate. The decision will be communicated after the pre-selection stage of the candidates retained for the competition.

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 their application file. The grades are calculated from an evaluation grid available on the doctoral school website (https://ed562.u-paris.fr/en/pages-anglais/competition-presentation/) 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.

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 error). The academic grade counts for 40% of the candidate's final grade.

Deliberation

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:

1st step : Collection of application files

This step is done by department via a submission link available on the doctoral school website (https://ed562.u-paris.fr/en/pages-anglais/application/). 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), 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

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 committee draws up a report on each candidate, giving its opinion (favorable or not).
Auditions are scheduled 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 (usually 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 ("CSI").

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 4th 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.

At ED BioSPC, exemption requests during the fifth year of a thesis (D5) are generally not approved, except in rare cases such as illness or maternity leave. On top of that, an exemption for a 6th year can be granted for students who work in a professional capacity during the thesis, especially in the medical sector.

3.3 Thesis defenses

3.3.1 ED requirements for thesis defenses

At the ED level, the prerogatives to be able to defend a thesis 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:

- Participation in a science outreach event (e.g. Fête de la Science, Science Day, etc.) or a conference: 5h per day, with a maximum of 15 hours
- Participation in a scientific conference with an oral presentation or poster: 6 hours per day, with a maximum of 12 hours. **Note:** A maximum of two conferences can be counted toward the entire PhD program
- Duties as a doctoral student representative: 15 to 30 hours, depending on the tasks performed
- DECLIC Program: 3 to 9 hours validated
- Research Apprentice program: 20 hours validated
- Animal Experimentation: 50h validated
- Teaching assignments: A maximum of 50 hours validated. **Note:** Only teaching assignments conducted under a contract with Université Paris Cité are acknowledged
- Other trainings: 30 hours maximum

IMPORTANT: Supervising students is not included in the portfolio.

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 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 compilatio 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 two theses supervisors.

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 [1].
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)

In accordance with the decree of August 26, 2022, amending the decree of May 25, 2016 on doctoral training, the **Individual Monitoring Committee (CSI)** must be convened at the end of the **first year of the PhD**.

The CSI **must meet before any new registration**, starting with registration in the **second year**. Its evaluation **conditions the authorization to re-register** for the following year.

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

After each meeting, the committee **produces a mandatory report**, which includes **recommendations** transmitted to the doctoral school. In addition to its scientific and academic advisory role, the CSI also contributes to the **prevention of discrimination, harassment, and violence**.

From 2026 onwards, the competency blocks acquired by doctoral students will be reviewed during the CSI. This process aims to **officially validate these skills as they are acquired**, ensuring they remain certified even if the doctoral project is not brought to completion.

If the committee does **not recommend re-registration**, the doctoral school may decide **not to authorize the continuation of the PhD**. In such cases, and **regardless of the outcome**, a **mediation procedure is automatically initiated**, unless one is already in progress.

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 be a member of BioSPC and another must come from an external establishment (excluding UPC + Institut Pasteur). A list of BioSPC HDR holders available on the BioSPC website (https://edbiospc.fr/).
- 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 consultation with their Thesis Director, doctoral students propose the composition of their CSI committee to the ED. The departments validate these committees.

2/ Doctoral students are responsible for organizing the meeting with their committee. They must find a date that suits the members of their committee and their thesis director and communicate the date and location to all participants of their CSI.

3/ Activity Report and Self-Assessment: An annual reporting campaign is initiated by the Doctoral School. The doctoral student receives a personal access link to a dedicated platform to compile their file. This file must include:

- The status of research progress and training undertaken.
- A concise scientific report (PDF format).
- A Skills Portfolio: A self-assessment of acquired professional competencies (research, valorization, management, etc.), in accordance with the doctoral skills certification framework (RNCP).

4/ Validation and Submission:

- The dossier completed by the doctoral student must be reviewed and validated by the thesis director(s).
- This validation triggers the automatic transmission of the report to the CSI members. This validation must occur at least 48 hours prior to the interview date.

5/ Interview Process and Committee Report:

- The interview is designed to evaluate scientific progress, training conditions, and the doctoral student's professional competency development.
- 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 presentation template provided by the ED.
- Following the interview, committee members (without the additional expert) complete an online evaluation report. They record their observations regarding the progress of the thesis and validate or amend the doctoral student's competency self-assessment. The committee makes recommendations on re-registration. The CSI committee’s report is automatically transmitted to the Doctoral School.

6/ Review by the Doctoral School: The doctoral school receives the reports which are reviewed by the department directors

- **Case 1/** If no problems are reported, the final reports are returned by the ED to the doctoral students and thesis directors.
- **Case 2/** 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 bureau. 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 offices of the institutes from which the host laboratories depend. These offices 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.

The initiation of a mediation procedure (whether related to an ongoing, defended, or abandoned thesis) or the investigation of a case by one of the competent bodies of the host laboratory's supervising institutions results in the following restrictions for the HDR holder concerned, until the procedure is definitively closed:

- Prohibition from submitting a thesis topic to the Doctoral School competition;
- Prohibition from supervising a new PhD student;
- Prohibition from serving on an Individual Follow-up Committee (CSI) of the BioSPC Doctoral School.

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. The latter change will trigger a reassessment of the individual affiliation with the Doctoral School, under the conditions set out in §1.1.

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 fund 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 (January), the ED organizes a half-day to welcome new entrants. Attendance is mandatory for all newly enrolled doctoral students. This event aims to present the ED and the key events that will structure the doctoral journey.

-Last updated: July 7th, 2026
-Board of Directors vote: July 7th, 2026
-ED Council vote: July 7th, 2026
-These internal regulations come into force on: July 7th, 2026

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

- Genetics Department (GENYX)
    - Co-Direction: **Pr. Jonathan Weitzman & Dr. Marion Coleen**
    - ed562.bio-genyx@u-paris.fr
- Physiology & Pathology Departement (PP)
    - Co-Direction: **Pr. Catherine Chaussain & Dr. Jean-Sébastien Silvestre**
    - ed562.bio-pp@u-paris.fr
- Department of Infectiology & Microbiology (IM)
    - Co-Direction: **Pr. Isabelle Martin Verstraete & Dr. Clarisse Berlioz Torrent**
    - ed562.bio-im@u-paris.fr
- Immunology Department (IMMUNO)
    - Co-Direction: **Pr. Jean-Pierre Couty & Dr. Sylvain Latour**
    - ed562.bio-immuno@u-paris.fr
- Fundamental mechanisms of living organisms department (MECA)
    - Co-Direction: **Pr. Caroline Le Van Kim & Dr. Bénédicte Manoury**
    - ed562.bio-meca@u-paris.fr

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

Role	Council members
ED Director	DESDOUETS Chantal (PP)
	NICOLETTI Antonino (IMMUNO)
Institute Representatives	MAGNAN Christophe (BFA)
	CALIGIURI Giuseppina (Bichat)
	DOYE Valérie (IJM)
	ETCHEBEST Catherine (INEM)
	LYONNET Stanilas (IMAGINE)
	MEZGER Valérie (CEDC)
	PARADIS Valérie (Bichat)
	SALA Monica (Pasteur)
	VENTECLEF Nicolas (INEM)
	VAULONT Sophie (Cochin)
	ZENNARO Maria-Christina (PARCC)
Doctoral Students Representatives	TRESALLET Mathis (IM)
	BAUSSON Adrien (PP)
	MARTI Alix (GENYX)
	LEFEBVRE--WLOSZCZOWSKI Esther (IM)
	HAERENS Eline (GENYX)
BIATSS Staff	GINESTIÈRE-LÉONARD Pierre (PP-IM)
	HENNI Elias (MECA-GENYX)
	PICHARD Lolita (IMMUNO)
	MARTEAU Alissa
Guest Members	BUREAU Christophe (Industrial, Alchimedics company)
	ITZYKSO Raphaël (ED HOB Director)
	LE VAN KIM Caroline (Former BioSPC Director)
	LALLEMAND Marie-Christine (ED MTCI Director)
	LEMARCHANDEL Valérie (FRM Scientific Director)
	MIGNOTTE Vincent (Bernard Grégory Association Director)
	STRICK Terence (PSL)
	TRIEU-CUOT Patrick (Pasteur Scientific Director)
Department Directors	WEITZMAN Jonathan (GENYX)
	COOLEN Marion (GENYX)
	LATOUR Sylvain (IMMUNO)
	COUTY Jean-Pierre (IMMUNO)
	BERLIOZ Clarisse (IM)
	MARTIN-VERTRAETE Isabelle (IM)
	MANOURY Bénédicte (MECA)
	LE VAN KIM Caroline (MECA)
	SILVESTRE Jean-Sébastien (PP)
	CHAUSSAIN Catherine (PP)

6.3 Appendix 3: Order of December 26, 2022 amending the order of August 29, 2016, establishing the amount of compensation for doctoral students on contract

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

Bio SPC
Science Paris Cité

ACADEMIC SCORING ("GRILLE ACADEMIQUE") – COMPETITION

The academic scoring sheet below will be used by the 'Academic' Jury, which operates independently from the Audition Jury.
This sheet will be more effectively completed to the candidate's benefit if the Jury has the necessary information to assess the application.
Candidates are therefore strongly encouraged to provide any information that may help the Jury in evaluating their application.

For L3, M1, and M2, the calculation is based on both the ranking and the mention, and the better of the two results is retained.

L3 Score (maximum 2 points):

• ≤10%: 2 points (ranking within the top 10% of the class) • >10 and ≤50%: 1 point • >50%: no points		• **Students from selective competitive programs (engineering, medical, pharmacy, veterinary, École Normale) receive 1 point in this item.** • **Weighted if ranking is from the 2nd session: (75% of the points are awarded based solely on the grade received and not the rank).** • **If no ranking is available: 2 points for High Distinction (Mention ≥ 16/20), 1 point for Distinction (14/20 ≥ Mention > 16/20); a certificate from the L3 program director may suffice.**

M1 Score (maximum 4 points):

• ≤10%: 4 points • >10 and ≤20%: 3 points • >20 and ≤50%: 2 points • >50 and ≤70%: 1 point • >70%: no points		• **Weighted if ranking is from the 2nd session (75% of the points)** • **If no ranking is available: 3 points for High Distinction (Mention ≥ 16/20), 2 points for Distinction (14/20 ≥ Mention > 16/20), 1 point for Credit (12/20 ≥ Mention > 14/20); a certificate from the M1 program director may suffice.**

M2 Score (maximum 7 points):		
• ≤10%: 7 points • >10 and ≤20%: 6 points • >20 and ≤30%: 5 points • >30 and ≤50%: 4 points • >50 and ≤70%: 3 points • >70%: 1 point		• **Weighted if ranking is from the 2nd session (75% of the points)** • **If no ranking is available: 5 points for High Distinction (Mention ≥ 16/20), 4 points for Distinction (14/20 ≥ Mention > 16/20), 3 points for Credit (12/20 ≥ Mention > 14/20), 1 point for Pass (≥ 10/20); a certificate from the M2 program director may suffice.** • **If a pre-selection is organized prior to the auditions, only the grade of the 1st semester is taken into account.** • **This score is adjusted on the day of the auditions for the calculation of the final academic score in order to take into account both semesters of M2.**

Additional Points (maximum 7 points):

Working students: (maximum 1 point):
1 point awarded only upon presentation of an employer's certificate for a student in M1 and/or M2 who has worked at least 150 hours during the academic year, from September to June, excluding the summer period.

Internships: (maximum 2 points):
- Internships in L3 and M1 with a cumulative duration of at least 2 months: 1 additional point.
- Internships in L3 and M1 with a cumulative duration of at least 3 months: 2 additional points.

Outgoing mobility: (maximum 1 point): 1 point awarded if a semester abroad or a research internship is carried out outside the country of the academic program, with a minimum duration of one month. This can take place in L3 or M1.

Valedictorian: (maximum 1 point): 1 point regardless of the number of times the candidate ranked first in L3 or M1 (not in M2)

Bonus point (depending on each individual profile): (maximum 1 point):
- Being first author in a high-impact journal;
- Being listed as an inventor on a patent;
- Receiving an award or medal in a national or international scientific competition;

- Having developed and publicly disseminated widely used open-source software or a reference database;
- Having created or co-founded a deep-tech startup stemming from a project or internship;
- Having a recognized track record in science communication or outreach;
- Being a high-level athlete or artist while pursuing demanding university studies…

Thematic mobility of internships (maximum 1 point):
1 point awarded if the M2 internship is carried out in a laboratory different from the thesis lab.
NB: If a pre-selection is organized prior to the auditions, this point is not counted; it is only considered during the day of the competition for the final ranking.

Taking on a new doctoral student: how many slots on your HDR?

Convention: "year N registration period" = July to November of year N. A registration or re-registration made during that period covers the period up to December 31 of year N+1. Any registered or re-registered doctoral student therefore uses a slot for the whole period, regardless of any announced defense date.

Since the jury composition file must be submitted 3 months before the defense (§3.3.4), a defense by December 31 of year N requires a file submitted by the end of September of year N at the latest.

#	Your situation at the year N registration period	Supervision slots used until December 31 of year N+1 (maximum 2)	Can you take on a new doctoral student in year N?
1	You have no doctoral student	0	Yes, up to 2 (only 1 through the ED competition)
2	1 doctoral student who re-registers (D2, D3, D4...)	1	Yes, 1
3	1 doctoral student defending by December 31 of year N, jury composition file submitted to the ED	0	Yes, up to 2
4	2 doctoral students who both re-register	2	No
5	2 doctoral students, 1 of whom defends by December 31 of year N, jury composition file submitted to the ED	1	Yes, 1
6	2 doctoral students, 1 of whom is due to defend in early N+1 (e.g. in March)	2 (the student re-registers and is therefore counted until December 31 of year N+1)	No. The slot only becomes available for the N+1 registration period
7	2 doctoral students, 1 of whom announces a defense by December 31 of year N, but the jury composition file has not been submitted	2	No, as long as the file has not been submitted. Yes if it is submitted before registrations close
8	2 doctoral students who both defend by December 31 of year N, jury composition files submitted	0	Yes, up to 2
9	1 doctoral student + 1 student in joint international supervision (cotutelle), both re-registered	1.5	Yes, 1 (total 2.5, the only case where 2.5 is accepted)
10	2 doctoral students + 1 student in joint international supervision (cotutelle)	2.5	No
11	You used the exception (case 3, 5 or 8) but the defense did not take place by December 31 of year N and the student re-registers	Quota exceeded	The new doctoral student remains registered. You may not submit a project to the N+1 competition, nor register any doctoral student until you are back to 2 or fewer
12	ED competition (project submitted in April of year N): 2 doctoral students, 1 of whom is due to defend during year N	Checked when the successful candidate registers	Project submission accepted. The registration of the successful candidate is validated only if case 5 is met. Otherwise the contract is offered to the supplementary list
13	You are also affiliated with the FIRE doctoral school (ED 474)	Cap of 3 across both EDs	Same rules, with a cap of 3 instead of 2

#	Your situation at the year N registration period	Supervision slots used until December 31 of year N+1 (maximum 2)	Can you take on a new doctoral student in year N?
14	You hold an ADT (no HDR)	1 single doctoral student for the whole duration of the thesis	No. No second supervision, co-supervision or co-advising during this period
15	One of your doctoral students withdraws or changes thesis supervisor (change possible in D1 and D2 only)	The slot is released on the date the ED formally records it, not on the announced date	Yes from that date, during the registration period
16	One of your doctoral students is on a gap year (césure) or long-term leave	If the student remains registered, he or she counts for 1	Depends on the resulting total (see cases 2 and 4)
17	You co-advise a thesis (co-encadrant, without being supervisor or co-supervisor)	0: co-advising does not count	No effect on your capacity to take on students