



PHD STUDENT WELCOME BOOKLET

2023-2024

Welcome to Avignon University !

2 doctoral schools : ED 536 « Agro&sciences » and ED 537 « Culture and Heritage »	210 PhD students	40 theses defended per year	30 international co- supervision projects per year	2 campus : Hannah Arendt et Jean-Henri Fabre
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Welcome from the Directors of the Doctoral Schools

Welcome to Avignon University and congratulations on your entry into the doctoral programme. Avignon University is a higher education and research establishment that brings together several research units and laboratories in a wide variety of fields around the themes of "AgroSciences & Sciences" and "Culture & Heritage". These themes are supported by Avignon University's 2 doctoral schools, which welcome over 210 doctoral students every year to their 2 campuses.

Supporting the thesis project

The main mission of the doctoral schools is to provide the best possible support for the doctoral thesis, which is an exciting and lengthy research project. To achieve this, Avignon University's doctoral schools, with the support of the College of Doctoral Studies, offer subject-specific training and professional integration courses for doctoral students. These courses are designed to enhance students' knowledge of their chosen doctoral discipline and to deepen their understanding of the research methods used in their field. The doctoral schools also set up mobility support programmes (internships during the thesis, participation in international conferences, etc.), which are very useful tools for making a success of your thesis project.

Facilitating the professional integration of young doctors

The doctoral schools also aim to facilitate the professional integration of young PhDs, both in the academic world and in industry. The "doctoriales" and other events such as the "journées des ED" (doctoral school days) are great opportunities to get to know one's thesis project inside and outside the institution.

In conclusion, writing a doctoral thesis is an exciting intellectual pursuit, which develops a sense of responsibility, autonomy and teamwork. We wish all our future PhD students, and their supervisors, fruitful and fulfilling research within the doctoral schools of Avignon University

Yezekael HAYEL
Director de l'ED 536

Johnny DOUVINET
Director de l'ED 537

Doctoral training

The Individual Thesis Monitoring Committee (CSI)

Its role: in accordance with the Order of 26 August 2022 amending the Order of 25 May 2016, the doctoral student's individual monitoring committee ensures that the programme runs smoothly, based on the doctoral charter and the training agreement.

The doctoral student's individual monitoring committee provides support for the doctoral student throughout the duration of the doctorate. It must meet before the student enrolls in the second year and then before each new enrolment until the end of the doctorate.

Interviews are organised in three distinct stages:

1. presentation of work progress and discussion,
2. Interview with the doctoral student without the thesis supervisor,
3. Interview with the thesis director without the doctoral student.

During the interview with the doctoral student, the committee assesses the conditions of his/her training and the progress of his/her research. During this same interview, it is particularly vigilant in identifying any form of conflict, discrimination, moral or sexual harassment or sexist behaviour. The committee makes recommendations and sends a report on the interview to the doctoral school director, the doctoral student and the thesis supervisor.

In the event of difficulties, the doctoral student's individual monitoring committee will alert the doctoral school, which will take any necessary measures relating to the doctoral student's situation and the progress of the doctorate.

Re-enrolment authorisations are subject to the completion of the CSI.

Composition of the ISC : The doctoral student's individual monitoring committee includes at least one member specialised in the discipline or related to the field of the thesis. As far as possible, the doctoral student's individual monitoring committee includes a member from outside the institution. It also includes a non-specialist member from outside the thesis research field. The members of this committee do not participate in directing the doctoral student's work.

A standard monitoring committee report for each Doctoral School must be submitted to the ED. In the case of confidential theses, a confidentiality agreement may be signed

between the university and the external expert. An external member may sit on the defence jury as an examiner but not as rapporteur or jury chair.

The composition of the jury must be validated by the ED Director before the 1st ISC. To do this, the standard composition form (available on the ED website) must be sent to the ED.

The re-registration procedure

Applications for re-registration in the 2nd or 3rd year are made via the ADUM platform (<https://adum.fr/index.pl?site=avignon>). As an exception, the head of the institution may grant an extension for enrolment beyond the third year, on the recommendation of the ED director and after consultation with the ED/CED office. The following are concerned by these derogation requests:

- For full-time doctoral students: from the 4th year onwards
- For part-time doctoral students: from the 7th year onwards

In this case, the list of documents to be provided by the doctoral student:

- a letter from the doctoral student addressed to the President of the Avignon University requesting a new registration and explaining the reasons for requesting a derogation
- a letter from the doctoral supervisor supporting the request
- a progress report (manuscript in progress or any other document)
- supporting documents in the event of illness

The committee is particularly attentive to the progress of the work and will base its decision on the opinion issued by the ISC at the end of the 3rd year or the end of the 6th year. The doctoral student will be invited to an interview with the derogation committee in order to present his/her reasons for requesting a derogation.



Training courses

The training courses offered to doctoral students are divided into two main areas: some are provided by the CED (Collège des Etudes Doctorales) as part of a shared programme between the two EDs, while others are specific to each ED and are supported in particular by the laboratories attached to each of them.

To obtain a doctoral degree, students must validate the equivalent of 60 ECTS credits during their thesis, divided into each of the following 2 components :

- Help with professional integration (40 ECTS)
- Disciplinary training linked to research themes (20 ECTS)

Registering for a course :

Registration for courses is done from the doctoral student's personal space on the ADUM platform.

ECTS credits for a course are validated if the following 2 conditions are met:

- When the entire course is attended. In the event of justified absence from part of the course, a lower number of ECTS credits may be awarded to the doctoral student.
- When the evaluation questionnaire has been completed.

To validate credits for non-DE training courses, a certificate issued by the organisers (specifying the purpose and number of hours of training) must be submitted on the ADUM platform.

The list of courses available for the current year is available here: <https://univ-avignon.fr/recherche/le-doctorat/formations-2/> and on (<https://adum.fr/index.pl?site=avignon>)

Support schemes for doctoral students

Perdiguer Programme

Support for the international mobility of doctoral students enrolled at Avignon University. This concerns doctoral students (not under joint supervision) enrolled at the University d'Avignon who wish to carry out a research stay of at least 2 months in a host organisation abroad.

Three application review sessions are organised each year (November 2023, 21 March 2024 and 23 May 2024).

Applications must be submitted to the College of Doctoral Studies of Avignon University at the following address : gestion-ed@univ-avignon.fr



Co-supervision support programme

The cotutelle aid programme supports the international mobility of doctoral students registered at Avignon University as part of a joint supervision (cotutelle). Its aim is to encourage the setting up of thesis cotutelles, by guaranteeing a minimum income for doctoral students during the periods of mobility planned as part of the cotutelle, and by contributing to travel expenses.

This aid depends on the situation of the doctoral student:

- For doctoral students doing most of their thesis work in Avignon: this aid is intended to support outgoing mobility to the co-supervising institution;
- For doctoral students whose thesis is mainly completed abroad: this aid is intended to support incoming mobility to Avignon University.

This aid covers mobility of between 2 months (minimum) and 12 months (maximum).

The application to be submitted to the Doctoral School must include:

- The application form, duly completed and signed by the doctoral student, the thesis director and the director of the laboratory concerned at the AU ;
- Proof of grants or other financial support already received during the mobility period ;

All applications must be submitted at least 2 months before the first mobility period.



Doctoral School Mobility Programme

This aid programme covers stays of 15 days to 2 months in France and abroad. Subject to a approval by the the ED/CED office, doctoral students can receive 700 euros to help them implement their project.

Assistance with conference participation

Any doctoral student presenting an oral paper at an international conference may request a contribution from the ED/CED towards their travel expenses. This flat-rate grant is awarded only once during the course of the thesis. The amount of assistance awarded depends on the country of destination (France and countries bordering France: 200 euros / Europe and North Africa: 350 euros / beyond: 500 euros).

Services you need to know about

The University Library

Avignon University has two university libraries: the Maurice Agulhon library (Hannah Arendt campus) and the Agroparc library (Jean-Henri Fabre campus). Registration is automatic for students of Avignon University and allows them to borrow documents and consult the electronic library.

Electronic library

It consists of:

- 74 databases in all areas of knowledge, providing access to more than 410,000 electronic books and 50,000 electronic periodical titles.
- A digital media library with over 6,000 fiction and documentary films.

Ariane, the library's search engine, allows you to search the library's physical and electronic collections simultaneously. You can also search the various electronic resources directly via the library's website.

The Maurice Agulhon library offers different types of areas:

- a quiet area where conversation is not permitted;
- a quiet area where you can talk in a low voice;
- two group work rooms
- two social areas;
- an area dedicated to images (comics, videos) and the press;
- three rooms available by prior arrangement (for meetings, training or screenings).

Interlibrary loans

This service enables you to obtain documents that are not available on site, but which may be available in other libraries.

On site (at the Bibliographic Information Desk or by appointment) or online (UBIB), librarians will guide you through your research and explain how the catalog and databases work.

Human resources

The main tasks of the HRD are divided into 4 divisions:

- Management: administrative and financial management of administrative and teaching staff (contract and permanent)
- Quality of Life at Work Division: Quality of life at work, preventive medicine, social action, harassment, discrimination, ill-being, etc.
- Jobs and Skills Forward Planning Unit (GPEC) : Professional training for staff, organisation and monitoring of competitive examinations and recruitment of administrative and teaching staff, professional interviews, internal mobility campaigns, career development advice, etc.
- Management Division: Social Report, Payroll Coordination, Management of the CHSCT, CT, CPE, CAr, CACr, CCP ANT bodies, Social Dialogue, HR Management Controller: in charge of studies and analyses / job monitoring

List of documents required to draw up a doctoral contract :

- Valid national identity card / passport
- A bank account in your name
- A copy of your health insurance card
- Proof of address (less than 3 months old)
- A copy of your diplomas
- Information sheet
- The school's IT charter
- A copy of your military service certificate (if required)
- My application for Supplément Familial de Traitement (SFT) with a copy of the family record book showing dependent children (if necessary)
- A copy of your residence permit (if required)
- →A copy of a valid work permit (if required)
- A birth certificate with sworn translation into French (if required)

You will be contacted by your HR administrator to confirm the terms of your contract and sign it, and then a second time to collect your copy signed by the HR department. When you sign your contract, your HR administrator will give you a digital identity enabling you to access your Espace Numérique de Travail (ENT). On the day you take up your new post at Avignon University, you must sign your Procès-Verbal d'Installation (PVI). This is done directly in your department/laboratory. Finally, you must create your timetable on your ENT. Once it has been validated by your line manager, you will have access to your holiday schedule for the current academic year.

CROUS Aix-Marseille

Missions : The Aix-Marseille Avignon Crous aims to support students in their daily lives in order to contribute to their academic success, the development of their citizenship and their personal fulfilment, and to support the development policies of the higher education establishments in the academy.

In particular, the Aix-Marseille Avignon Crous is committed to supporting the development of Avignon University, particularly in terms of student social housing and catering.

Since the start of the 2018 academic year, students have been required to pay the Contribution Vie Étudiante et de Campus (CVEC) (Student and Campus Life Contribution), which is collected by the Crous and paid in part to higher education establishments, amounting to €100 (2023). Proceeds from the CVEC are used to fund initiatives tailored to the needs of students to improve their living and studying conditions.

The Avignon Crous branch is keen to be involved in the events that give Avignon University its identity and to listen to the student associations in Avignon, supporting their initiatives and naturally welcoming them to its accommodation and catering facilities.

The Radio Campus Avignon studio is located at the Crous.

The social services department of the Aix-Marseille Avignon Crous, which jointly examines applications for specific allowances from the Crous and individual aid from the university's FSDIE (Fonds de solidarité et de développement des initiatives étudiantes), plays an important role in listening to students in difficulty and referring them to preventive medicine services and charities, which provide professional support to students.

The Research and Innovation Support Department (DARI)

The Research and Innovation Support Department (DARI) supports the research activities of the university's 17 laboratories and service units, focusing on the two core areas of 'Agro&Sciences' and 'Culture, Heritage and Digital Societies'.

It participates in the implementation and operational management of the University's scientific policy alongside the Vice-President of the Research Commission and the Vice-President of Research and Economic Development.

It supports the research community (lecturers, researchers, federative research structures, doctoral students) in their relations with the various partners in the socio-economic world.

Its activities are organised around 6 areas of expertise: Pôle Valorisation et Transfert de technologies

- Scientific and Technical Culture and Research Communication Division
- Projects, Partnerships and International Development

- Training through Research :
 - Implanteus University Research School (EUR)
 - InterMEDIUS University Research School (EUR)
 - Doctoral Schools
- Administrative and Financial Support
 Contact : dari@univ-avignon.fr

Resources available to doctoral students

Culture

The Culture Patch

Every day, on the Hannah Arendt campus and at drop-in sessions on the Jean-Henri Fabre campus, get your Patch Culture validated and develop your cultural activities.

The Patch Culture entitles you to €5 or €6 tickets at any of the 60 partner venues.

Created in 2010, it enables members of the university community (students and staff) to discover the different cultural structures and programmes in the area: cinema, theatre, festivals, music, restaurants, scientific culture, dance, etc.

The Patch Culture card is free and available from your campus reception.

It can be collected and validated at the reception desk on the Hannah Arendt campus (Monday to Friday), or on the Jean-Henri Fabre campus (during drop-in sessions from mid-October), along with a passport photo.

The House of Culture and Campus Life

Its aim is to contribute to cultural and university life by disseminating knowledge and information and organising artistic and cultural events.

It has been in operation since the 1995/1996 academic year. The law of 26 January 1984 clearly defines the cultural mission of higher education establishments. In addition, since 14 January 2002, a five-year cooperation protocol has been signed between the Ministry of National Education, Higher Education and Research and the Ministry of Culture and Communication.

The priorities are :

- the dissemination of knowledge
- producing works by students and staff

- the organisation of artistic and cultural events

They are based on the need to encourage the development of amateur practices by students and their active participation in defining the institution's cultural policy.

Although it has encouraged the emergence of a number of cultural events, it still has room to consolidate and develop its approach.

One of the 5 priority areas for the university set by the government is student living conditions. (JO n°185 11 August 2007). The promotion of culture has its place alongside sport and community life.

Today, the Maison de la Culture et de la Vie de Campus organises all of the University's cultural activities, making it one of the leading cultural and scientific players in the region. The actions and values that we must continue to promote together have a dual aim: on the one hand, culture as a factor that binds our community together and gives it a sense of identity and, on the other, recognition in its local and international context.

Organisation:

Director of Culture: Myriam DOUGADOS

Deputy Director : Alexandra PIAUMIER

Administrative manager, in charge of the CVEC commission: Carine GANZIN

Secretaries: Baia PONTIER and Karinne MORIN

mission-culture@univ-avignon.fr

The SUAPS

The SUAPS (Service Universitaire des Activités Physiques et Sportives) covers all sporting activities organised on the campuses of the University d'Avignon. More than 50 sports activities are offered throughout the year, in the form of enrolment courses. Registration takes place at the beginning of each semester.

Team sports, racket and combat sports, individual sports and dance are just some of the activities that students and staff can try out, not forgetting outdoor physical activities (mountain biking, skiing, climbing, etc.) as well as golf and swimming.

In addition to sports courses, SUAPS also offers nocturnes, evening sessions open to all, students and staff alike.

For more information, visit: <https://univ-avignon.fr/campus/sport/>

Reception of foreign doctoral students

Avignon University is the local contact point for the EURAXESS network and a member of the EURAXESS France association. The EURAXESS Researchers in Motion network is a European Commission initiative launched in 2004 to facilitate the mobility of researchers in Europe. It is a network of more than 500 service centres in over 40 countries. Its aim is to support mobile researchers, whether they are nationals of the European Union or third countries. Involved in the European debate since 2001, the French network has cooperated actively with the Commission, particularly in the implementation of the Talent Passport visa for researchers.

The local EURAXESS contact point can be contacted throughout the process, in French and English, at euraxess@univ-avignon.fr

Digital services

L'University d'Avignon met au service de ses étudiants et de ses personnels de nombreux outils numériques facilitant le travail de chacun.

Access to tools

The University d'Avignon provides its students and staff with a wide range of digital tools to facilitate their work.

Access to tools

The Direction Opérationnelle des Systèmes d'Information (DOSI) provides students with :

- 12 rooms equipped with computers connected to the network, including 3 with free access, for the Hannah Arendt Campus ;
- 15 rooms equipped with computers for the Jean-Henri Fabre Campus.

Access to the University network and the Internet in general is also possible with your own laptop, via Wi-Fi (eduroam network) in many areas of the University (BU, gardens, ground floor, halls) or with a wired connection in certain rooms (sockets with blue dots).

To use the computer rooms and equipment, students must have a digital identity (user name and password) issued by the Student Services Department when they register.

Digital and audiovisual resources

Videoprojections of courses can be carried out in any of the University's classrooms, using fixed or mobile equipment. The Audiovisual and Information and Communication Technologies for Education (ICTE) team can help teachers to set up and use the equipment and to design their audiovisual or digital course materials.

Videoconferences can be arranged by prior arrangement.

A rich Digital Working Environment (ENT)

The ENT at the Avignon University takes the form of a web portal. It can be accessed 24 hours a day from any computer connected to the Internet.

All the digital services offered to students and staff of Avignon University via the ENT can be accessed using their digital identity (login and password).

Each student enrolled at Avignon University has an email address valid for life in the form **prenom.nom@alumni.univ-avignon.fr**. This address is the official student address. Its purpose is to facilitate exchanges between students and lecturers, and between students and the University administration, including after the end of their studies.

Health on campus

Crous social services

The mission of the Crous social service is to help students make the most of their studies and learn to live independently in the best possible conditions. Social workers are bound by professional secrecy. They are responsible for dealing with all the social problems (economic, family, health, guidance) that students may encounter.

The social workers only receive students by appointment made online via the following portal: [MESSERVICES.ETUDIANT.GOUV.FR](https://messervices.etudiant.gouv.fr)

Two types of specific assistance may be granted to help students cope with financial difficulties:

- one-off assistance ;
- annual allowances.

The Disability Contact

The Disability contact is there to support you, guide you and advise you on how best to organise your studies and find solutions based on your situation.

Do not hesitate to contact us if you need to make any adjustments to your exams and/or studies.

- FOR YOUR EXAMS: extra time, exam secretariat, individual room, loan of PCs with software, reformulation/proofreading of the subject.
- FOR YOUR STUDIES: assistance on campus, teaching support, note-taking, adjustments to your course of study. As soon as you register, ask to benefit from the special study regime (disabled students). It is important to notify the disability relay

as soon as possible, so that the adjustments can be made as soon as possible, once they have been approved during a medical check-up at the preventive medicine department.

Since 2018, an email address has been set up to continue supporting students with disabilities : referent-etudiant-handicap@univ-avignon.fr

It gives you the opportunity to meet a student with a disability. This in no way replaces the medical examination procedure or the arrangements that the university may make with your agreement.

Preventive medicine

A doctor and a nurse are available to help you with any questions or problems relating to your state of health or affecting it.

They offer you free :

- medical consultations ;
- prevention campaigns throughout the year (AIDS screening, nutrition, addiction, etc.);
- prevention advice.

They issue various medical certificates (sports ability, work, etc.), check vaccinations, etc. The doctor, approved by the Maison Départementale des Personnes Handicapées (MDPH), will be your point of contact for organising or adapting your curriculum in the event of a disability. In partnership with a number of organisations, the preventive medicine service is available to answer your questions and, if necessary, give you advice on: sexuality, contraception, STIs, abortion, free and anonymous screening centre, alcohol, tobacco, drug addiction, depression, psychological problems, eating and sleeping disorders, and any medical, social, family or emotional problems that could affect your studies.

PREVENTION AND SCREENING CAMPAIGNS

Preventive medicine offers prevention and screening campaigns. These involve the university community, in conjunction with a network of local partners. Its objectives are to

- to raise awareness of the impact of nutritional dysfunctions on physical and mental health: obesity, anorexia, malnutrition, psychological support, personalised dietary advice, etc;
- raising awareness of the impact of addictive behaviours: alcohol, drugs, various addictions, etc;
- organisation of information campaigns on AIDS, STIs and screening, nutrition education in the form of dietetic events in university catering facilities.



Elected representatives of doctoral students

Election

Doctoral student representatives are elected from among the doctoral students of the doctoral school for a two-year term, which may end in the event of resignation or loss of student status (generally after the thesis has been defended).

Elections are by proportional ballot in a single round, and voters are doctoral students registered at the university and belonging to the doctoral school. Eligibility is based on the electoral roll at the time of the election.

Every two years, doctoral students vote and may also stand for election. Each doctoral school has 4 full members and 4 substitute members. Candidates must propose a list of 8 members, specifying the full members and alternates, considering the diversity of disciplines and gender representation.

Missions

During their term of office, doctoral student representatives will be required to carry out various tasks:

- Listening to and supporting doctoral students during their thesis;
- Passing on the comments and suggestions of all doctoral students to the Doctoral School;

- Organising scientific and social events (e.g. the doctoriales);
- Helping doctoral students integrate into the university;
- Communicating with doctoral students to keep them informed of the latest news, resources and training that may be useful to them...

Let's talk

By email

Representatives can be contacted at any time at the following e-mail address :

- ED 536 : representants-doct536@univ-avignon.fr
- ED 537 : representants-doct537@univ-avignon.fr

By espace Slack

Slack is an instant messaging application, based on channels and accessible via computer, telephone or browser.

This form of communication allows messages to be sent instantly, and the different conversation channels mean that each piece of information can find its place and its readers.

On Slack, you can organise outings, talk about science, ask for help with your dissertation, share events, suggest sports fixtures and so on.

The Slack space is reserved for doctoral students at Avignon University.

You can join the Slack space :

- by following the link :

https://join.slack.com/t/doctorants-avignon/shared_invite/zt-248r7h49h-nXucSIP~ECJVEq3~0XMqtw

- by flashing the QR Code:



Who to contact in case of need

Your representatives

representants-doct536@univ-avignon.fr

representants-doct537@univ-avignon.fr

[Ou sur Slack](#)

Director of the College of Doctoral Studies (CED)

Mrs Magali RAULT

direction-ced-au@univ-avignon.fr

Director of the ED 536

M. Yezekael HAYEL

direction-ed536@univ-avignon.fr

Directeur of the ED 537

M. Johnny DOUVINET

direction-ed537@univ-avignon.fr

Manager of the CED and EDs

Mrs Johanne GUTIERREZ Téléphone : 04 90 16 25 29

gestion-ed@univ-avignon.fr

Training manager for doctoral students

Mrs Séverine Lacour Téléphone : 04 13 95 13 51

severine.lacour@univ-avignon.fr

Director of the Research and Innovation Support Division (DARI)

M. Jean-François BLANCO

Vice-Président of the Academic Council's Research Committee

M. Georges LINARES

School contact :

Mrs Sylvie Crombez : sylvie.crombez@univ-avignon.fr

Contact Human Resources Department:

Mrs Elodie Chevy : elodie.chevy@univ-avignon.fr

Contact University library :

Mrs Isabelle Auriol : isabelle.auriol@univ-avignon.fr

Useful addresses

The DARI and the Doctoral Schools Secretariat

Avignon University
Research and Innovation Support Department (DARI)
74 rue Louis Pasteur
Campus Hannah Arendt
Bâtiment Nord - Office 0w42
84029 Avignon

2 sites : Campus Hannah Arendt and Jean-Henri Fabre
CERI: office in CO51 on Thursday mornings from 9am to 12pm
Website : <https://ced.univ-avignon.fr/>

The city centre library

CAMPUS HANNAH ARENDT, SITE CENTRE-VILLE
BÂT. SUD, 2E ÉTAGE
DU LUNDI AU VENDREDI DE 7H45 À 19H50
04 90 16 27 87
bu@univ-avignon.fr

The Agroparc Library

CAMPUS JEAN-HENRI FABRE
BÂTIMENT B, PÔLE AGROSCIENCES
DU LUNDI AU VENDREDI DE 7H45 À 18H
04 90 84 35 22
bu-agroparc-@univ-avignon.fr





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