



DOCTORAL STUDENT WELCOME GUIDE



Key figures

2

DOCTORAL SCHOOLS

ED 536
AGROSCIENCES
ET SCIENCES

ED 537
CULTURE ET PATRIMOINE

2

CAMPUS

HANNAH ARENDT
&
JEAN-HENRI FABRE

200

PHD STUDENTS

40

THESES DEFENDED
PER YEAR

30

INTERNATIONAL CO-SUPERVISION
PROJECTS
PER YEAR



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Welcome Message from the Directors of the Doctoral Schools

Welcome to Avignon University and congratulations on your admission to the doctoral program. Avignon University is a higher education and research institution that brings together several research units and laboratories across a wide range of fields under the themes of 'AgroSciences & Sciences' and 'Culture & Heritage.' These themes are supported by Avignon University's two doctoral schools, which welcome over 200 doctoral students each year across the two campuses.

Supporting the Doctoral Thesis Project

The primary mission of the doctoral schools is to provide the best possible support for the doctoral thesis project, which is an exciting and long-term research endeavor. To achieve this, Avignon University's doctoral schools, supported by the Doctoral Studies College, offer disciplinary and professional development training for doctoral students. These trainings help students strengthen their knowledge in the discipline chosen for their doctorate and deepen their understanding of the research methods used in their field. The doctoral schools also implement mobility support programs (such as internships during the doctoral studies, participation in international conferences, and more), which are valuable tools for successfully completing the doctoral project.

Facilitating the Professional Integration of Early-Career PhD Graduates

The doctoral schools also aim to facilitate the professional integration of early-career PhD graduates, both in academia and in industry. Events such as the 'Doctoriales' and other activities like the Doctoral Schools' Days provide valuable opportunities for social interaction and for presenting one's thesis project within and beyond the institution.



In conclusion, pursuing a doctoral thesis is an intellectually stimulating endeavor that develops a sense of responsibility, autonomy, and teamwork. We wish all our future doctoral students, as well as their thesis supervisors, a fruitful and fulfilling research journey within the doctoral schools of Avignon University.

Yezekael HAYEL

Stéphane DURAND

Director of Doctoral School 536
537

Director of Doctoral School



Doctoral Training

Individual Thesis Monitoring Committee (CSI)

Its Role: In accordance with the decree of August 26, 2022, amending the decree of May 25, 2016, the Individual Thesis Monitoring Committee oversees the proper progress of the doctoral program, based on the Doctoral Charter and the training agreement.

The Individual Thesis Monitoring Committee provides continuous support to the doctoral student throughout the entire duration of the doctorate. It is required to meet before the student's enrollment in the second year and subsequently before each new enrollment until the completion of the doctorate.

The meetings are organized in three distinct stages:

1. Presentation of the progress of the research and discussion
2. Meeting with the doctoral student without the thesis supervisor
3. Meeting with the thesis supervisor without the doctoral student

During the meeting with the doctoral student, the committee evaluates the conditions of their training and the progress of their research. During this same meeting, the committee pays particular attention to identifying any form of conflict, discrimination, moral or sexual harassment, or sexist behavior. It provides recommendations and submits a report of the meeting to the director of the doctoral school, the doctoral student, and the thesis supervisor.

In case of any difficulties, the Individual Thesis Monitoring Committee notifies the doctoral school, which takes all necessary measures concerning the student's situation and the proper conduct of their doctoral studies.



Re-enrollment authorizations are conditional upon the completion of the CSI meetings and the CSI's recommendations.

Composition of the CSI : The Individual Thesis Monitoring Committee includes at least one member who is a specialist in the discipline or related to the thesis topic. Whenever possible, the committee also includes an external member from outside the institution. Additionally, it includes a non-specialist member who is not from the research field of the thesis. Members of this committee do not participate in supervising the doctoral student's work.

A standard ITMC report for each Doctoral School must be submitted to the DS. In the case of confidential theses, a confidentiality agreement may be signed between the university and the external expert. An external member may serve on the thesis defense jury as an examiner but not as a rapporteur or as the jury chair.

The composition of the committee must be approved by the Director of the Doctoral School before the first CSI meeting. For this purpose, the standard composition form (available on the DS website) must be submitted to the Doctoral School.

Re-enrollment Procedure

The re-enrollment request for the 2nd or 3rd year of the doctoral program is made through the ADUM platform (<https://adum.fr/index.pl?site=avignon>). An extension for enrollment beyond the third year may be granted exceptionally by the head of the institution upon the recommendation of the Director of the Doctoral School. The following cases are eligible for such exceptional requests:

- Full-time doctoral students : from the 4th year onwards
- Part-time doctoral students : from the 7th year onwards

In such cases, the documents to be provided by the doctoral student include:

- A letter from the doctoral student addressed to the President of Avignon University requesting re-enrollment and explaining the reasons for the exceptional request
- A letter from the thesis supervisor supporting the request
- A progress report of the research work (detailed summary with manuscript in preparation or any other relevant document)
- Supporting documentation in case of illness

The committee pays particular attention to the progress of the research work and will base its decision on the opinion issued by the CSI at the end of the 3rd year or the end of the 6th year. The doctoral student will be invited to a meeting with the exemption committee to present their reasons for requesting an extension.





Doctoral Training Programs

The training offered to doctoral students is divided into two main categories: some are provided by the Doctoral Studies College (CED) as part of a joint program between the two doctoral schools, while others are specific to each doctoral school and are particularly linked to the laboratories associated with each of them.

Obtaining the doctoral degree requires the completion of the equivalent of **60 ECTS credits during the doctoral program**, distributed across the following two components:

- Professional development support (40 ECTS)
- Disciplinary training related to the research themes (20 ECTS)

Three trainings are mandatory during the doctoral program:

- Research Ethics and Scientific Integrity
- Open Science Day
- Understanding and Addressing Sexist and Sexual Violence at the University: A Sociological and Legal Approach

The training "Pedagogy and Innovation in Higher Education" is also mandatory for doctoral students with a doctoral contract involving teaching activities.

Enrollment in a training program:

Enrollment in trainings is done through the doctoral student's personal account on the ADUM platform.

ECTS credits for a training course are awarded if the following two conditions are met:

- The entire training course is attended. In the case of a justified absence from part of the training, a reduced number of ECTS credits may be granted to the doctoral student.
- The evaluation questionnaire is completed.

To validate credits for trainings outside the Doctoral School, a certificate issued by the organizers (specifying the subject and the number of hours of the training) must be uploaded on the ADUM platform. Attending master's courses offered by Avignon University also allows for ECTS validation.

The list of trainings 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 Programs for Doctoral Students

Perdiguier Program

This program provides funding of up to €4,000 for an international mobility project for doctoral students enrolled at Avignon University. It applies to doctoral students (excluding joint supervision programs) enrolled at Avignon University who wish to undertake a research stay of at least six weeks at a host institution abroad.

€4,000

Minimum
6 weeks

Three application review sessions are organized each year (November, March, and May).

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



Short-Term Mobility Support (AMC)

This support program applies to research stays of 2 to 10 weeks in France or abroad. Subject to the approval of the Doctoral Schools/Doctoral Studies College office, the doctoral student may receive funding of €200 to €500, depending on the destination, to carry out their project.

€200 to €500

15 days
to 10 weeks

Support for Joint Supervision (Cotutelle)

The joint supervision (cotutelle) support program promotes the international mobility of doctoral students enrolled at Avignon University within the framework of a cotutelle. Its objective is to encourage the establishment of cotutelle agreements by ensuring a minimum income for doctoral students during the mobility periods planned within the cotutelle and by contributing to travel expenses.

**Up to 50%
of the minimum
wage per month**

This support depends on the situation of the doctoral student:

- For doctoral students whose main thesis work is conducted at Avignon: this support aims to facilitate outgoing mobility to the cotutelle partner institution;
- For doctoral students whose main thesis work is conducted abroad: this support aims to facilitate incoming mobility to Avignon University.

This support covers mobility lasting between 2 months (minimum) and 12 months (maximum).

The application submitted to the Doctoral School must include:

- The application form duly completed and signed by the doctoral student, the thesis supervisor, and the head of the relevant laboratory at Avignon University;
- Proof of scholarships or other financial support already received during the mobility period.

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



Support for Conférence Participation

Any doctoral student giving an oral presentation at an international conference may request financial support from the Doctoral Schools/Doctoral Studies College to cover travel expenses. This fixed-rate support is granted only once during the doctoral program. The amount awarded depends on the destination

**From €200
to €500**

depending on the
destination country

country (France and neighboring countries: €200 / Europe and Maghreb: €350 / beyond: €500).

Support for Participation in Trainings Outside the Doctoral School

Any doctoral student wishing to participate in a training program outside the Doctoral School as part of their thesis project may request financial support. This fixed-rate support is granted only once during the doctoral program. The amount awarded depends on the destination country (France: €150 / Europe and Maghreb: €250).

**From €150
to €250**

depending on the
destination country

Essential Services

University Library (UL)

Avignon University has two university libraries: the Maurice Agulhon Library (Hannah Arendt campus) and the Agroparc Library (Jean-Henri Fabre campus). Registration, which is automatic for students of Avignon University, allows borrowing materials and accessing the electronic library.

Electronic Library

It includes :

- 74 databases across all fields of knowledge, providing access to more than 410,000 e-books and 50,000 electronic journal titles.
- A digital media library offering over 6,000 feature films and documentaries.



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

The Maurice Agulhon Library offers various types of spaces:

- A silent area where no conversations are allowed
- A quiet area where low-voice discussions are permitted
- Two group work rooms
- Two social areas
- A space dedicated to visual media (comics, videos) and the press
- Three rooms available by reservation (for meetings, training sessions, or screenings)

Interlibrary Loan

This service allows you to obtain documents that are not available on site but are available in other libraries.

On-site (at the reference desk or by appointment) or online (UBIB), librarians assist you with your research, explain how the catalog or databases work, and guide you in using the resources.

Human Resources

The Personnel Management Unit of the Human Resources Department is responsible for managing contractual doctoral students.

List of documents required for the preparation of the doctoral contract:

- Valid national identity card / passport
- Bank account details (RIB) in your name
- A copy of the health insurance card (Carte Vitale)
- Proof of residence (dated within the last 3 months)
- Copies of diplomas
- Personal information form
- Institution's IT charter



- A copy of the military service certificate (if applicable)
- Application for the Family Allowance Supplement (SFT) with a copy of the family record book showing dependent children (if applicable)
- A copy of the residence permit (if applicable)
- A copy of the valid work authorization (if applicable)
- A copy of the birth certificate translated into French (if applicable)

You will first be contacted by the HR manager to validate and sign your contract, and a second time to receive your copy signed by the Directorate. During the signing of your contract, the HR manager will provide you with a digital identity allowing access to your Digital Workspace (ENT). On your first day at Avignon University, you must sign your Installation Report (PVI), which is completed directly in your laboratory.

CROUS Aix-Marseille

Missions: Supporting students in their daily lives to contribute to their academic success, foster their civic engagement, and promote their personal development, while supporting the development policies of higher education institutions in the academy, are the main objectives of CROUS Aix-Marseille Avignon.

CROUS Aix-Marseille Avignon particularly supports the growth of Avignon University, especially in the areas of student housing and catering services.

Since the start of the 2018 academic year, students are required to pay the Student and Campus Life Contribution (CVEC), collected by CROUS and partly allocated to higher education institutions, amounting to approximately €105 (<https://cvec.etudiant.gouv.fr/>). The revenue from the CVEC is used to fund initiatives that address students' needs and improve their living and study conditions.

The Avignon branch of CROUS is committed to participating in the identity events of Avignon University and to listening to the student

associations of Avignon, supporting their initiatives and naturally welcoming them in its housing and catering facilities.

CROUS also hosts the Radio Campus Avignon studio.

The social services of CROUS Aix-Marseille Avignon, which jointly process applications for specific CROUS grants and individual FSDIE (Student Solidarity and Initiative Development Fund) assistance from the university, play a key role in supporting students in difficulty and guiding them towards preventive healthcare services and charitable organizations that provide professional support.

Research and Innovation Support Department (DARI)

The Research and Innovation Support Department (DARI) supports the research activities of Avignon University's 15 laboratories and service units.

It contributes to the implementation and operational management of the University's scientific policy alongside the Vice President of the Research Commission and the Vice President for Research and Economic Development.

It assists research stakeholders (faculty members, researchers, research federative structures, and doctoral students) in their interactions with various socio-economic partners.

Contact: dari@univ-avignon.fr



Resources Available to Doctoral Students

Culture

Culture Pass

Every day, on the Hannah Arendt campus and during office hours on the Jean-Henri Fabre campus, have your Culture Pass validated and expand your cultural activities.

The Culture Pass allows you to enjoy tickets for €5 or €6 at each of the 60 partner venues.

Created in 2010, it enables members of the university community (students and staff) to discover the various cultural venues and programs in the region, including cinema, theater, festivals, music, restaurants, science culture, dance, and more.

The Culture Pass card is free and available at the reception of your campus.

It can be collected and validated at the reception of the Hannah Arendt campus (Monday to Friday) or at the Jean-Henri Fabre campus (during office hours from mid-October) with a passport-sized photo. For more information, visit: <https://univ-avignon.fr/campus/culture/>

House of Culture and Campus Life

Its objective is to contribute to cultural and university life through the dissemination of knowledge and information, as well as the organization of artistic and cultural events.

It has been operating since the 1995/1996 academic year. The law of January 26, 1984, clearly defines the cultural mission of higher education institutions. Additionally, since January 14, 2002, a five-year coop-

eration protocol was signed between the Ministry of National Education, Higher Education and Research, and the Ministry of Culture and Communication.

Its main priorities are:

- The dissemination of knowledge
- The production of work by students and staff
- The organization of artistic and cultural events

These priorities are guided by the need to encourage the development of students' amateur cultural practices and their active participation in shaping the institution's cultural policy.

Although it has fostered the emergence of numerous cultural events, it can still consolidate and further develop its priorities.

Among the five priority areas for universities established by the government is student life (Official Journal No. 185, August 11, 2007). Culture promotion is placed alongside sports and student associations.

Today, the House of Culture and Campus Life oversees all cultural activities at the University, which has become one of the leading cultural and scientific actors in the region. The actions and values we must continue to uphold together have a dual purpose: on one hand, culture as a unifying and identity-building factor for our community, and on the other hand, recognition within the local territory as well as internationally.

mission-culture@univ-avignon.fr

SUAPS

The University Sports and Physical Activities Service (SUAPS) covers all organized sports activities on the campuses of Avignon University.

More than 50 sports activities are offered throughout the year in the form of registered courses. Registration takes place at the beginning of each semester.



Team sports, racket and combat sports, individual sports, and dance are all activities available to both students and staff, in addition to outdoor physical activities (mountain biking, skiing, climbing, etc.), as well as golf and swimming.

In addition to regular sports courses, SUAPS also offers evening sessions, open to all members of the university community, including both students and staff.

Welcoming International 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 an initiative of the European Commission, launched in 2004, aimed at facilitating the mobility of researchers in Europe. It consists of over 500 service centers located in more than 40 countries. Its mission is to support researchers on the move, whether they are from the European Union or a non-EU country. Since 2001, the French network has actively collaborated with the European Commission, particularly in the implementation of the Talent visa for researchers.

The EURAXESS local contact point can assist you throughout your procedures, in both French and English, at euraxess@univ-avignon.fr

Digital Services

Avignon University provides its students and staff with numerous digital tools to facilitate their work.

Access to Tools

The Information Systems Operations Department (DOSI) provides students with access to:

- 12 computer-equipped rooms connected to the university network on the Hannah Arendt Campus, including 3 with open access;
- 15 equipped rooms on the Jean-Henri Fabre Campus.

Students can also access the university network and the Internet using their own laptops via Wi-Fi (eduroam network) in many areas of the university (libraries, gardens, ground floors, entrance halls), or via a wired connection in certain rooms (sockets marked with a blue sticker).

Use of the computer rooms and equipment requires a digital identity (username and password), which is issued to students upon registration.

Digital and Audiovisual Ressources

Lecture recordings can be made in all university classrooms using fixed or mobile equipment. The Audiovisual and ICT for Education (TICE) teams provide support to teaching staff for setting up and using the equipment, as well as for designing their audiovisual or digital teaching materials.

Videoconferences can also be arranged upon request.

A Comprehensive Digital Working Environment (ENT)

At Avignon University, the ENT (Digital Working Environment) is accessible as a web portal, available 24/7 from any device connected to the Internet.

All digital services offered to students and staff through the ENT are accessible using their digital identity (username and password).

Each student enrolled at Avignon University is assigned a lifelong email address in the format `firstname.lastname@alumni.univ-avignon.fr`



Health Services on Campus

The Crous Social Services

The Crous Social Services aim to support students throughout their academic journey and help them gain autonomy under the best possible conditions. Social workers are bound by professional confidentiality. They are available to assist with any social issues students may face, including financial, family, health, or academic guidance concerns.

Appointments with social workers are by online booking only, via the following portal: [MESSERVICES.ETUDIANT.GOUV.FR](https://messervices.etudiant.gouv.fr)

Two types of specific financial aid may be granted to help students facing financial difficulties:

- One-time emergency aid
- Annual financial assistance

Disability Support Services

The Disability Support Services are here to assist, guide, and advise you in organizing your studies as effectively as possible and finding solutions tailored to your situation.

Please do not hesitate to contact us to arrange accommodations for your exams and/or studies.

- **FOR YOUR EXAMS:** extended time, exam secretary support, individual rooms, loan of computers equipped with necessary software, question reformulation/proofreading.
- **FOR YOUR STUDIES:** campus support, academic assistance, note-taking, curriculum adjustments.

From the moment you register, you can request to benefit from the special study regime for students with disabilities. It is important to no-

tify the Disability Support Services as early as possible so that accommodations can be implemented promptly after validation during a medical examination at the preventive medicine service.

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

Preventive Health Services

A doctor and a nurse are available to listen to any questions or concerns you may have about your health or factors affecting it. They offer free services, including:

- Medical consultations;
- Prevention campaigns throughout the year (HIV screening, nutrition, addiction, etc.);
- Preventive advice.

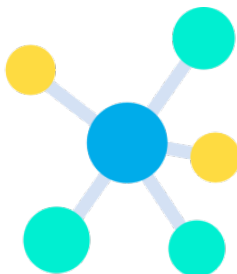
They also issue various medical certificates (fitness for sports, work, etc.) and check vaccinations. The doctor, accredited by the Departmental House for Disabled Persons (MDPH), will be your contact for organizing or adapting your studies in case of a disability.

In partnership with numerous organizations, Preventive Health Services are at your disposal to answer questions and possibly guide you regarding: sexuality, contraception, STIs, abortion, free and anonymous screening centers, alcohol, tobacco, substance abuse, depression, psychological disorders, eating and sleep disorders, and any medical, social, family, or emotional difficulties that might affect your studies.

PREVENTION AND SCREENING CAMPAIGNS

Preventive Health Services organize prevention and screening campaigns targeting the university community, in collaboration with a network of local partners. The objectives are to:

- Raise awareness of the impact of nutritional disorders on physical and mental health: obesity, anorexia, malnutrition, psychological support, and personalized dietary advice;
- Raise awareness of the impact of addictive behaviors: alcohol, drugs, and various addictions;
- Organize information campaigns on HIV/AIDS, STIs, and screenings;
- Provide nutrition education through dietetic workshops in university dining facilities.



Elected Representatives of Doctoral Students within the Doctoral School

Election

Doctoral student representatives are elected from among the doctoral students of the doctoral school for a two-year term, which



may end early in case of resignation or loss of student status (usually after the thesis defense).

Elections are held by single-round proportional voting, and the voters are doctoral students enrolled at the university and belonging to the doctoral school. Eligibility is based on the electoral register at the time of the election.

Every two years, doctoral students vote and may also stand as candidates. Each doctoral school has 4 full members and 4 substitute members. Candidates must submit a list of 8 members, specifying full and substitute members, ensuring diversity of disciplines and gender representation.

The next elections will take place in June 2027.

Missions

During their term, elected teams will be expected to carry out various tasks:

- Participate in the Councils of the Doctoral Schools and the Doctoral Studies College
- Listen to and support doctoral students throughout their thesis
- Relay feedback and proposals from all doctoral students to the Doctoral School
- Organize scientific and social events (e.g., Doctoriales)
- Assist with the integration of doctoral students within the university
- Communicate with doctoral students to keep them informed about the latest news, available resources, and training opportunities



Let's Talk Together

By Email

The representatives can be contacted at any time at the following email addresses:

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

Contacts in Case of Need

Your Representatives

representants-doct536@univ-avignon.fr

representants-doct537@univ-avignon.fr

Director of the Doctoral Studies College (CED)

Mme Magali RAULT

direction-ced-au@univ-avignon.fr

Director of Doctoral School 536

M. Yezekael HAYEL

direction-ed536@univ-avignon.fr

Director of Doctoral School 537

M. Stéphane DURAND

direction-ed537@univ-avignon.fr

Doctoral Schools Administrator

Mme Johanne GUTIERREZ Téléphone : 04 90 16 25 29

gestion-ed@univ-avignon.fr

Director of the Research and Innovation Support Department (DARI)

Mme Anne-Charlotte MONVILLE



Vice President of the Research Commission of the Academic Council

Mme Gaëlle MESGOUÉZ

Human Resources Contact

drh-gestion-contractuels@univ-avignon.fr

University Library Contact

bu-recherche@univ-avignon.fr

[Avignon University Reporting Platform](https://signalement.univ-avignon.fr/) : <https://signalement.univ-avignon.fr/>

List of Useful Addresses

DARI and the Doctoral Schools

Avignon Université

Direction d'Appui à la Recherche et à l'Innovation
(DARI)

74 rue Louis Pasteur

Campus Hannah Arendt

Bâtiment Nord – Bureau 0w42

84029 Avignon

2 campuses : Hannah Arendt and Jean-Henri Fabre
CERI: office hours in CO51 on Thursday mornings from 9
a.m. to 12 p.m.

Website: <https://ced.univ-avignon.fr/>

BU M.AGULHON

Hannah Arendt Campus, City Center Site

South Building, 2nd Floor

Monday to Friday from 7:45 a.m to 7:20 p.m



04 90 16 27 87

bu@univ-avignon.fr

BU Agroparc

Jean-Henri Fabre Campus

Building B, Agrosiences Hub

Monday to Friday from 7:45 a.m to 7:00 p.m

04 90 84 35 22

bu-agroparc-@univ-avignon.fr