

2019 — 2020 Year

UCA PHD STUDENT GUIDE



UNIVERSITÉ
Clermont Auvergne

If you are considering beginning a PhD program or are already a PhD student at Université Clermont Auvergne, this PhD student guide will help you with all of your personal, administrative, and professional procedures.

It contains information and contacts for your enrollment, PhD training, the monitoring of your thesis, and preparation for the job market. You'll also find practical advice to make your arrival and daily life in our region easier.

I wish you high-quality PhD research and a training curriculum that will help you develop your career objective. The administrative teams of the doctoral school and doctoral school college will always be there to help you, to guide you through your life as a PhD student, which I hope will be engaging and rich in production and the sharing of knowledge.



Patrice Malfreyt

Professor at Université Clermont Auvergne,
Institut de Chimie de Clermont-Ferrand (ICCF)
UMR CNRS 6296

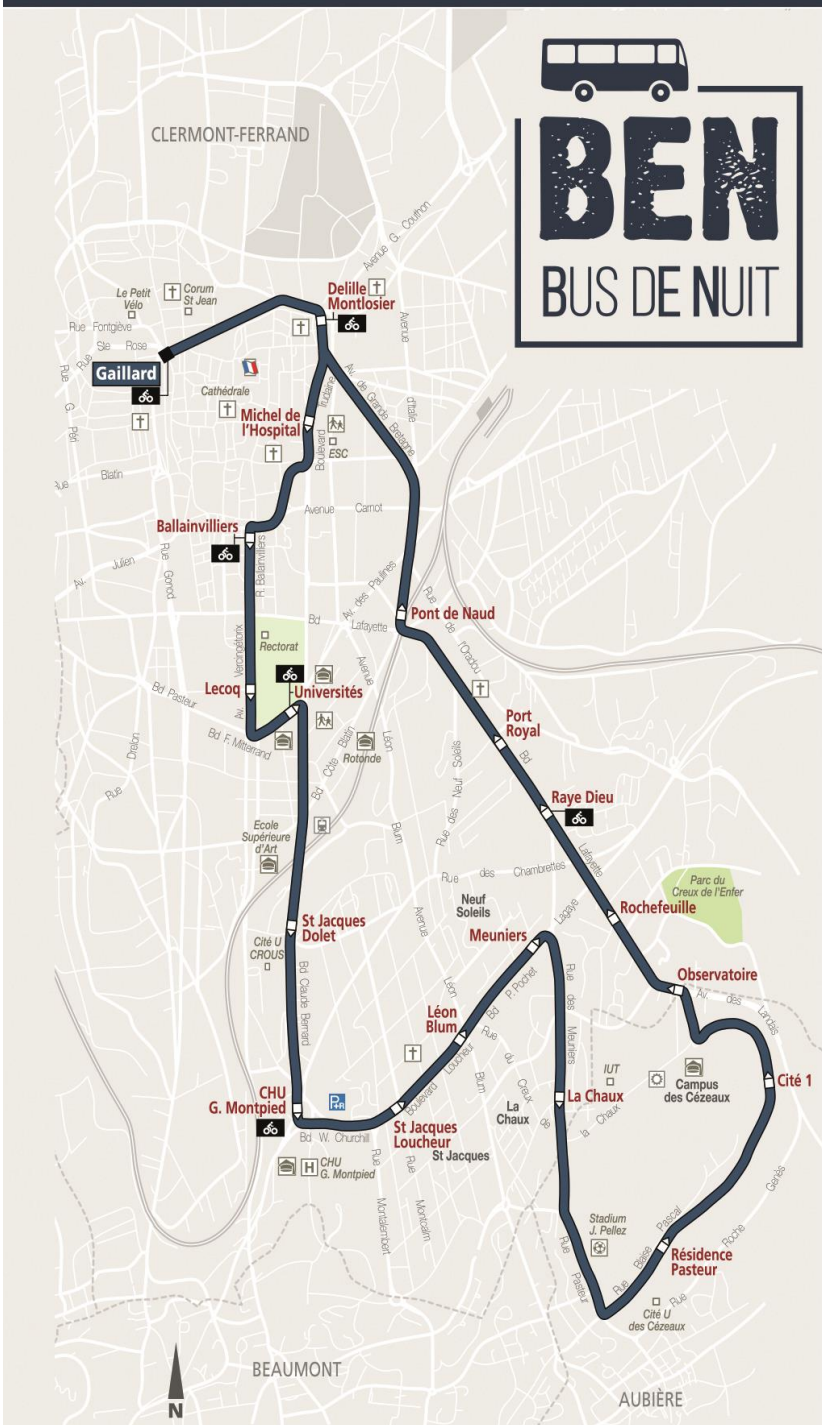


COLLÈGE DES
ÉCOLES DOCTORALES



LIGNE DE NUIT CLERMONT-FERRAND

À partir du 12 septembre 2019
jusqu'au 1^{er} juin 2020



| Arrêts | Horaires | | | |
|--------------------|----------|------|------|------|
| Gaillard | 1h00 | 2h00 | 3h00 | 4h00 |
| Delille Montlosier | 1h02 | 2h02 | 3h02 | 4h02 |
| Ballainvilliers | 1h04 | 2h04 | 3h04 | 4h04 |
| CHU G. Montpied | 1h11 | 2h11 | 3h11 | 4h11 |
| Résidence Pasteur | 1h19 | 2h19 | 3h19 | 4h19 |
| Raye Dieu | 1h26 | 2h26 | 3h26 | 4h26 |
| Delille Montlosier | 1h31 | 2h31 | 3h31 | 4h41 |
| Gaillard | 1h33 | 2h33 | 3h33 | 4h33 |

POUR PLUS D'INFORMATIONS

Rendez-vous sur t2c.fr

Infolignes 04 73 28 70 00



Service valable les 1^{er} et 8 mai 2019.



| | |
|--|---------------|
| THE PhD STUDENT ENVIRONMENT | 7 |
| 1. UCA and associates..... | 8 |
| 2. Double status of a PhD student..... | 10 |
| 3. Associations and representative bodies for PhD students . | 11 |
| BECOMING A PHD STUDENT | 13 |
| 1. Developing a doctoral project..... | 14 |
| 2. Types of contracts for the realization of a PhD | 15 |
| 3. Dual-degree programs | 17 |
| 4. Enrollment..... | 17 |
| LIFE AS A PHD STUDENT | 19 |
| 1. Standard time-table and organization advice..... | 20 |
| 2. Doctoral program modules | 21 |



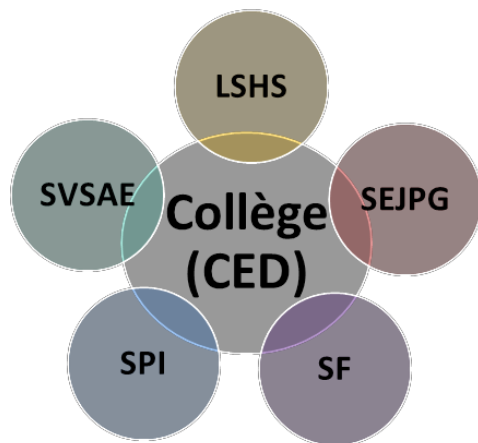
| | |
|---|-----------|
| 3. Monitoring committee | 22 |
| 4. Re-enrollment..... | 23 |
| 5. PhD and events..... | 23 |
| 6. Social rights and living conditions..... | 27 |
| 7. Additional research activities | 35 |
| 8. Scientific tools | 38 |
| 9. PhD completion and defense..... | 42 |
| AFTER THE PHD..... | 45 |
| 1. Thesis valorization | 46 |
| 2. Title and skills of the PhD student | 46 |
| 3. Career trajectory | 47 |
| INTERNATIONAL PHD STUDENT’S SECTION | 51 |
| 1. Resident permit | 52 |
| 2. What happens at the end of the PhD?..... | 54 |
| 3. Social rights | 54 |
| 4. Everyday life..... | 55 |
| 5. Learning French | 56 |
| 6. Taxes | 56 |
| 7. Social security | 57 |
| USEFUL NUMBERS, INDEX AND REFERENCE TEXTS..... | 61 |



PhD STUDENT ENVIRONMENT



1 .UCA and Associates



Lettres, Sciences Humaines et Sociales

Sciences Economiques, Juridiques, Politiques et de Gestion

Sciences Fondamentales

Sciences de l'Ingénieur

Sciences de la Vie, Santé, Agronomie, Environnement

Université Clermont Auvergne et Associés (UC2A) comprises 5 doctoral schools, which are all linked to the Doctoral School College.

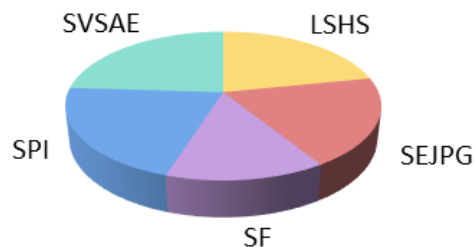
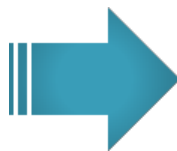
In 2018/2019, there were 1036 PhD students in these 5 schools.

44.31% of all PhD students were international (Europe, Africa, Asia, North and South America).

1036 PhD students

divided into the Doctoral schools

226 EDLSHS
200 EDSEJPG
143 EDSF
218 EDSPI
249 EDSVSAE



INTERNATIONAL RANKINGS

- Ranked in the **top 200 universities in the world** by the prestigious

Shanghai Ranking (Physics, Earth Sciences, Mathematics and Sport Sciences)

- Ranked in the **top 200 most international universities in the world**

by Times Higher Education 2016



CLASSEMENTS

NATIONAL RANKINGS

- #1 French university** in professional integration for Masters students in Law, Economics, Management (2014)

- #4 French university** in professional integration for Masters students in Arts, Literature and Languages (2015)



Research



39

laboratories or research centers

13 UCA research teams,
22 unities of research
coupled with EPST
(other public structures
having a scientific and
technological dimension)
1 university unity



nationally labeled federative research structures

CRNH Auvergne, CIC 501, MSH,
OPGC, 3 federations in Sports
interdisciplinary research
and in Environment

5

Doctoral schools
corresponding to 5 major
fields of the UCA, gathered
in a College of Doctoral Schools

5

EPST

CNRS, Inserm, INRA, IRD et IRSTEA



2

health centers

CHU Clermont-Ferrand
et Centre Jean Perrin
(Clermont-Ferrand University
Hospital Center and Jean Perrin
Regional Center of Fight against
Cancer)

3

laboratories shared with the two local firms, Michelin and Limagrain

FactoLab, SiMatLab
and the Territorial
Innovation for large
cultures in Auvergne
laboratory



Label

I-SITE CLERMONT Clermont Auvergne Project

Initiatives Science Innovation
Territories Economy

Labex

6 Excellence Laboratories

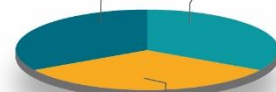
3 coordinated by the university
(IDGM+, IMobS3, Clervolc),
et 3 co-managed
(COMOD, GANEX et PRIMES)

3300

research staff

1/3
researchers
and professors

1/3
PHD students



1/3
researchers belonging to
research institutes,
engineers, technicians and
temporary personnel

5

**publications
per day**

in international
peer-reviewed journals



1 patent filed and
1 start-up created per month

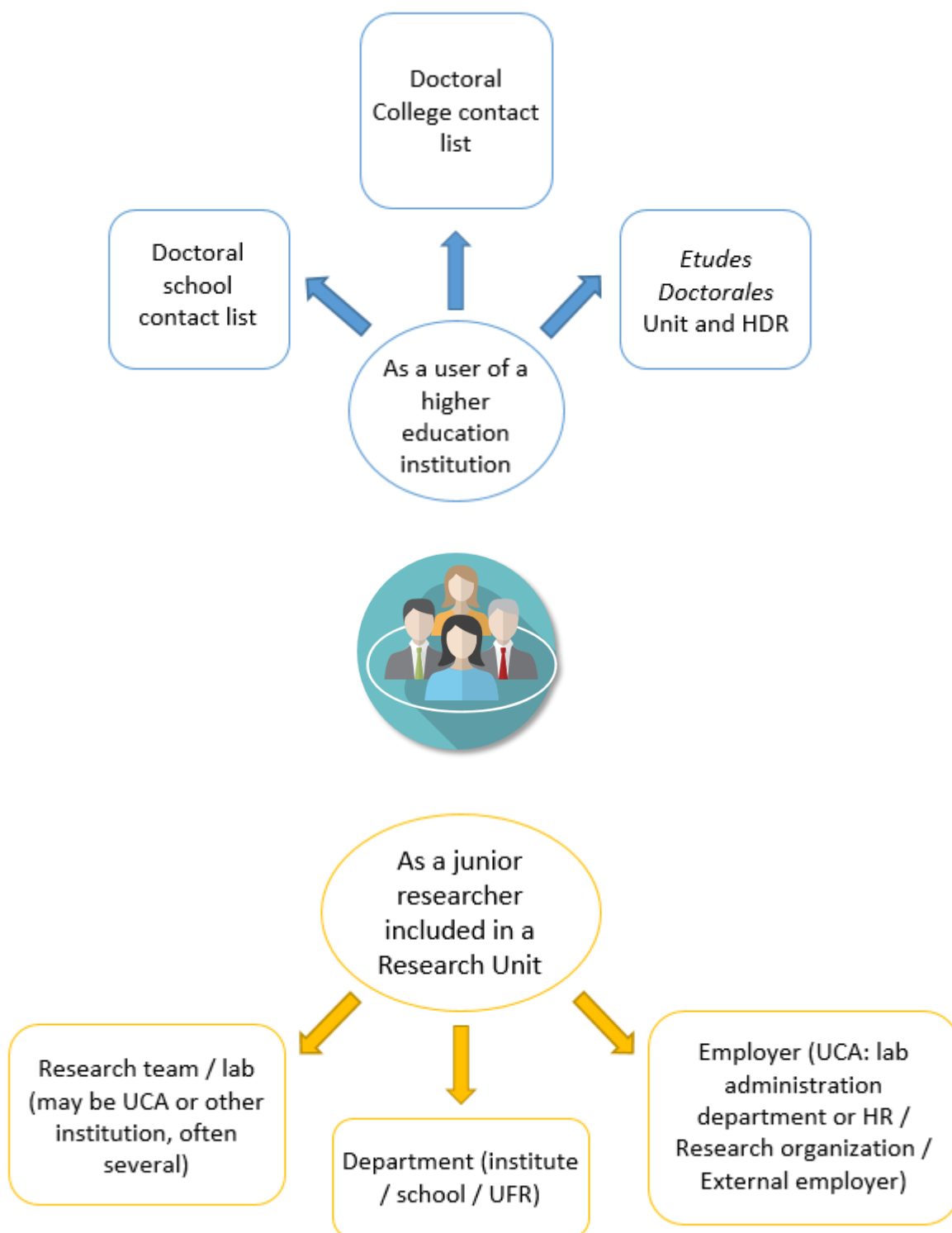


2 . Double Status of a PhD student

Preparing a research degree (“troisième cycle”) makes the student both a PhD candidate and a new researcher.

The PhD student’s work is supervised by one or several thesis supervisors.

The PhD program lasts 3 years and is the equivalent of a full-time research contract.



3. Associations and representative bodies for PhD students



Doct'Auvergne Association

doctauvergne.fr/

Doct'Auvergne is an association created by PhD students for PhD students and new doctors. In this way, all of the PhD students and new doctors of Auvergne can become involved in its

development if they wish. Founded on October 10 2013, Doct'Auvergne was created during a socio-professional module organized by the Doctoral School College. During the event, PhD students from different disciplines had the idea to create an organization, as they thought it was a shame that there were few opportunities for PhD students to meet up and talk.

Doct'Auvergne was set up with the aim of improving communication in the PhD student community and organizing various events (evenings, scientific events, corporate relations, etc.).



Confédération des Jeunes Chercheurs (CJC)

cjc.jeunes-chercheurs.org/

The Confédération des Jeunes Chercheurs (or French Confederation of Young Researchers) gathers PhD student and new doctor associations that are voluntarily involved in the valorization of the PhD degree and its recognition as a professional experience. At a national level, the confederation is in contact with public authorities (Government, Parliament, Conseil National de l'Enseignement Supérieur et de la Recherche, etc.) and assists any organization that would like to discuss the topic (associations, companies, unions, etc.) At the European level, they contribute to issues related to PhD programs and young researchers through the federation of associations EURODOC, of which they are a founding member.

eurodoc



eurodoc.net/

Eurodoc represents and supports the community of PhD students and young researchers seeking a decent professional life in Europe. They are a useful and effective Europe-wide voice.

DID YOU KNOW



Contractual PhD students at the university also vote for their union representatives at the local and national level, and UCA's joint consultative committee.

PhD students elect representatives to the laboratory councils every two years, from each doctoral school, and to UCA's research committee.

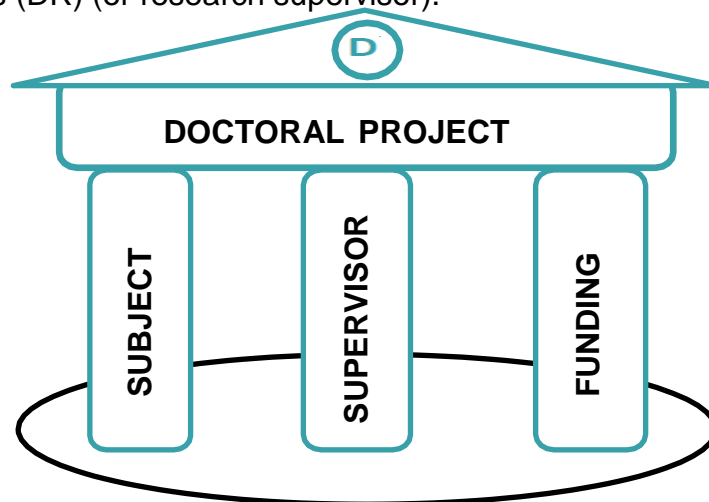
BECOMING A PHD STUDENT



1. Developing a doctoral project

A doctoral project is based on three pillars: subject/supervisor/funding.

Based on the type of funding sought, the subject may either be given to the student, or the student may be free to develop their own subject. Supervisors may be Habilités à Diriger des Recherches (HDR) (or authorized to supervise research), Professeurs (PR) or Directeurs de Recherches (DR) (or research supervisor).



According to Article 16 of the order of May 25 2016:

“The PhD student carries out their work under the supervision and responsibility of the thesis supervisor. The scientific supervision of the doctoral project may also be jointly carried out with a co-supervisor. When the co-supervisor of the project is an individual from socio-economic circles who is not an academic, there may be two co-supervisors.

The roles of supervisor or co-supervisor may be held by:

1. Professors or equivalent staff members according to article 6 of decree no. 92-70 of the Conseil national des universités and article 5 of decree no. 87-31 for health disciplines or by teachers of an equivalent rank who are not governed by the Ministry of Higher Education, by staff from higher learning institutions, public research bodies and research foundations, or holders of a HDR;

2. By other individuals who have a PhD degree, who have been chosen due to their scientific expertise by the head of the institution, based on a proposal by the director of the doctoral school and after review by the research committee of the academic board or body acting in the institution of enrollment.

The supervision of a PhD thesis may also be carried out in the form of a co-supervision arrangement agreed upon by one or two thesis supervisors who meet the conditions cited above and an individual from socio-economic circles recognized for their expertise in the field. The co-supervision proposal is submitted for review by the head of the accredited institution, based on a proposal from the Doctoral School Director. In this case, PhD students carry out their work under the joint responsibility of the thesis co-supervisors.

The doctoral school council set the maximum number of PhD students supervised by a thesis supervisor, keeping in mind the constraints related to disciplines, especially uncommon disciplines. ”

By using the *Moteur de la Recherche et de l'Innovation*, you'll find a wealth of information on the French research organizations:

scanr.enseignementsup-recherche.gouv.fr

2.Types of contracts for the realization of a PhD

Doctoral contracts are set up with public institutions like universities and research organizations.



These are public service agent contracts ([fonction- publique.gouv.fr](http://fonction-publique.gouv.fr)) for a duration of 3 years, which may be renewed.

The annual hourly volume is 1607 hours for a basic wage of **€1768.55 gross/month** (as of February 1 2017).

- ⇒ For a doctoral contract offered by the university, the student must contact the Etudes Doctorales (ED) department during the second semester (application deadlines start in May).
- ⇒ Contracts in the “CAP 20-25” i-site program are awarded as part of a call for projects (visit the cap2025.fr site for more information).
- ⇒ For public research organizations, of which the main organizations are known as “établissements à caractère scientifique et technologique” (or, “public scientific and technical research establishments”) (EPST) (CNRS, INRA, INRIA, IFSTTAR, INED, IRD, IRSTEA, INSERM), you may view the doctoral contract offers on their respective sites.
- ⇒ Other public or parapublic research organizations recruit PhD students with fixed-term work contracts governed by private law. The terms depend on the contract, which must comply with the labor code.

You may find a list of these organizations at:

enseignementsup-recherche.gouv.fr > Recherche > Acteurs de la recherche > Etablissements publics à caractère industriel et commercial ; Fondations ; Groupements d'intérêt public.

It is also possible to pursue a PhD degree in a company, in association with a research team from a doctoral school.

Companies receive incentives for hiring a PhD student (“crédit d'impôt recherche” or “research tax credit”).

This is a financial incentive granted to the host company for the current fiscal year, depending on the the amount of money the company has invested in research and development.

This tax credit is deductible from income tax or corporate tax and concerns all companies, no matter their sector of activity or their size.

More information on: Service-public.fr > professionnels > fiscalité > relations avec l'administration fiscale > allègements fiscaux > Investissements > crédit d'impôt recherche (CIR)

Private and public companies, associations, and public authorities or administrations may qualify for the CIFRE program.

The CIFRE program is an agreement with the Association Nationale de la Recherche et de la Technologie

(ANRT) : anrt.asso.fr.

The basic wage is €1957 gross/month. A grant of €14,000 is allocated by the ministry over 3 years to the organization that has hired the PhD student.

The CIR (research tax credit) may potentially bring the overall grant to 46% of the funding of the PhD degree.

The funding file must be submitted to the ANRT at the dates set over the year.

On the ANRT site, you will find offers from companies recruiting PhD students, and offers from laboratories seeking corporate partners.

International students who would like to pursue a PhD degree in France will find all of the necessary information on: campusfrance.org>Chercheurs> Doctorat.

General addresses for seeking contracts:

- View: EURAXESS, the European portal for researchers: euraxess.ec.europa.eu > Jobs & Funding. Use the “First Stage Researcher (R1)” filter for offers addressed to (future) PhD students.
- The Bernard Gregory Association (ABG) contributes to the professional development of PhD holders, the capacity for innovation of companies, and the valorization of skills acquired during research training: abg.asso.fr
- There is also a funding portal for higher education in the European Union, including PhD programs: european-funding-guide.eu
- You may also visit ADUM, an internet portal for information, services and communication intended for PhD students and doctors: adum.fr > Propositions de thèses
- For the humanities and social sciences, you may visit calenda.org (select events related to “Bourse, prix et emploi” - scholarships, awards and employment)
- You may also use the network in your discipline (academic societies, mailing lists, etc.)



3. Dual-degree programs

Writing a thesis as part of a dual-degree program involves two universities and allows the student to pursue two degrees: one in France and one abroad. An agreement stipulates the division of time between the two institutions, as well as the division of tuition and the training curriculum. The agreement must be signed within 18 months.



With the agreement of the thesis co-supervisor and the director of the laboratory, you may apply for specific financial aid for

mobility, through, for example, calls for co-supervised projects at the Collège des Ecoles Doctorales (CED) (ed.uca.fr) and I-site (cap2025.fr).

If it is not possible to register in a dual-degree program, you may request an international thesis co-supervision agreement. In this case, the student is only registered in one university and will be granted only one degree (see section “Conferences and international mobility” page 40).

4. Enrollment

Once funding has been granted, as well as the authorization of the thesis supervisor(s) and the doctoral school, you must then carry out the administrative enrollment procedure at the university.

To do this, you must contact the Espace doctoral service and the HDR, who are solely responsible for enrolling students.

A hand filling out a 'DOSSIER D'INSCRIPTION' form with a pen. The form has fields for NOM, PRENOM, ADRESSE, and NATIONALITE.

DOSSIER D'INSCRIPTION

NOM : _____

PRENOM : _____

ADRESSE : _____

NATIONALITE : _____

Please note that it is important to comply with enrollment deadlines, as you must be enrolled by the start of the doctoral contract at the latest.

Nation-wide university tuition fees are set each year. The tuition fees for the 2018/2019 school year are €380 for PhD students.

Tuition fees for the university are mandatory and apply to both French and international students.

Some students may be exempted: wards of the state may be granted an exemption

In certain cases (refugees, job seekers), student may make a social exemption request.

You may pay your tuition fees in three interest-free installments, online with a credit card (only if the amount is greater than €150 and the enrollment takes places before the end of September).

A student is considered enrolled as soon as the first installment is paid.

DID YOU KNOW



On top of the tuition fees, PhD students must also pay the CVEC (Contribution à la Vie Etudiante et de Campus - Student Life and Campus Tax) at the CROUS (not at the university). For 2019-2020, the amount is €91.

Refugees and individuals who have been granted subsidiary protection are exempted. Requests for reimbursements must be made on the CVEC site cvec.etudiant.gouv.fr/.

WHAT IS THE CVEC?

The CVEC makes it possible to:

- ⇒ Have easier access to on-campus health services and update the safety policy
- ⇒ Strengthen social assistant teams at the university and CROUS
- ⇒ Increase funding for student projects and associations
- ⇒ Give you access, all year long, to more diverse activities and sporting events.
- ⇒ Give you easier access to concerts, exhibitions, cultural events and artistic workshops all year long.
- ⇒ Develop student guidance programs on campus: university orientations, initiatives related to campus or off-campus life (cultural heritage, local cultural events, sporting events, etc.)

More information at: cvec.etudiant.gouv.fr

Finally, to make their work available to the public, the PhD student must, after completing administrative enrollment, verify that their thesis has been registered on theses.fr. The information is automatically transferred from the application dedicated to enrollments to ABES (STEP). You'll receive the access codes through STEP.



LIFE AS A PHD STUDENT



1. Standard time-table and organization advice

A schedule is one of the elements that will facilitate your work and your relationship with your thesis supervisor.

It is important to get off to a good start. On top of the schedule, it is necessary to clarify certain points during your first meeting:

- ⇒ Define your needs and expectations together
- ⇒ Discuss your respective obligations and decide the frequency of your meetings (try to have regular meetings)
- ⇒ It is important that you feel comfortable. During your discussions, do not hesitate to ask your supervisor to clarify certain points and to ask questions.
- ⇒ Take notes so that you will not forget the recommendations given to you.
- ⇒ Do not take comments and corrections personally and do not get discouraged when reading them.
- ⇒ Learn how to work independently. Your thesis supervisor is there to guide you and advise you over the course of your research project.

Here are a few reference works on general methodology that may help you:

In Literature, Languages, Humanities and Social Sciences:

BEAUD M., *L'Art de la thèse*, Editions La Découverte, 2006.

BECKER H.S., *Écrire les sciences sociales*, Editions Economica, 2004.

HUNSMANN M., KAPP S., *Devenir chercheur : Écrire une thèse en sciences sociales*, éditions de l'EHESS, 2013.

In the experimental sciences:

XU Z., PRIGENT S., *Guide du mémoire et de la thèse en sciences*, Editions Dunod, 2012.

LENOBLE-PINSON M., *La rédaction scientifique : Conception, rédaction, présentation, signalétique*, Editions De Boeck Université, 1996.



PORTFOLIO

It is important to remember to regularly update your portfolio gathering all of the expertise developed and activities carried out over the course of the PhD program: research (conferences, papers presented, publications, mobility, etc.), training completed, teaching, sharing of scientific culture, consulting and expertise for the socio-economic world or transfers of technology.

2. Doctoral program modules

Doctoral training involves two distinct parts:

- Disciplinary training within each Ecole Doctorale (ED).
- Mandatory socio-professional modules given by the Collège des Écoles Doctorales (CED).

For all requests regarding the choice of socio-professional modules, you may contact the CED.



Click the following link to view the catalog of the CED's socio-professional modules:

ed.uca.fr/ > modules socio-professionnels > catalogue

The mandatory modules are available on the following page:

ed.uca.fr/ > modules socio-professionnels > choix des modules > modules obligatoires

Click the following link to view the enrollment calendar:

ed.uca.fr/ > modules socio-professionnels > inscription

Additionally, an ethics training course is mandatory for all first-year PhD students. This course is 7 hours long (2 half-days of lectures and tutorials). To participate, you must read the reference documents (in French) that will be given to you before the start of the course. The goal is to become familiar with ethical values and concepts in research, deontology, and scientific integrity, and to identify and prevent cases of failures in scientific integrity.

For contractual PhD students with a teaching assignment, attendance of module SP51 (Enseigner à l'Université - Teaching at the University) or SP52 (Analyse du travail enseignant: procédures et effets - Analysis of teaching work: procedures and effects) is mandatory.

For co-degree theses, the procedure concerning socio-professional modules is set by the agreement following the authorization of the director of the ED and the director of the CED.

3. Monitoring committee

The PhD student's individual monitoring committee aims to:

- ⇒ Verify the progress that the student has made in their thesis work from a constructive, external point of view.
- ⇒ To propose solutions to any difficulties encountered (environment or work conditions).

It is important to note that it is possible to set up a meeting without your thesis supervisor or supervisors if you are experiencing problems with them.

- ⇒ To verify the doctoral training curriculum.
- ⇒ To consider the PhD student's professional goals after the PhD defense.

The thesis monitoring committee will give recommendations to the doctoral school on the quality of the work as it progresses, on the schedule running up to the thesis defense, and on the existence of any potential conflicts between the PhD student and their supervisors.

The thesis monitoring committee will submit an opinion on the student's enrollment in their third year of the PhD program. If a derogation has been requested by the PhD student to re-enroll in an additional fourth year, the same thesis monitoring committee must meet to make a decision on the enrollment.

The thesis monitoring committee is specific to each doctoral school. You may consult the specific rules of each doctoral school at the following links:

EDLSHS : lshs.ed.uca.fr > inscription et obligations > obligations > comité de suivi de thèse de l'ED LSHS

EDSEJPG : sejpg.ed.uca.fr > inscription et obligations > obligations > comité de suivi de thèse de l'ED SEJPG

EDSF : sf.ed.uca.fr > inscription et obligations > obligations > comité de suivi de thèse de l'ED SF

EDSPI : spi.ed.uca.fr > inscription et obligations > obligations > comité de suivi de thèse de l'ED SPI

ED SVSAE : svsae.ed.uca.fr > inscription et obligations > obligations > comité de suivi de thèse de l'ED SVSAE

4. Re-enrollment

Re-enrollment is mandatory each year (and must be completed between September and December).

In the event of temporary financial difficulties, the PhD student may, while re-enrolling, ask for an exemption for tuition fees. In this case, they must fill out a specific form, describing their financial situation.

After third year, it is necessary to request a derogation each year, which must be signed by the thesis supervisor, the laboratory director, with an opinion from the thesis committee. All of the documents must be submitted to the doctoral school.

If the defense takes place before the end of December, the student does not need to pay tuition fees, but does need to pay the CVEC.

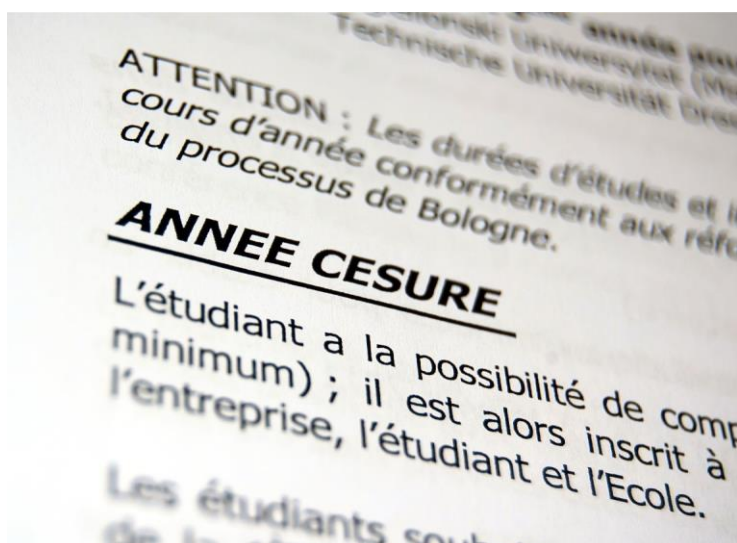
5. PhD and events

5.1. Gap year

The student may take a gap year in order to temporarily suspend their studies to acquire personal experience for the duration of one or two university semesters.

The gap year must be taken as part of the student's professional, academic, or personal project, either independently or in a host organization in France or abroad.

- The gap year is undertaken on a strictly voluntary basis by the student.
- It cannot be taken as a requirement for obtaining the degree pursued before or after the gap year.
- The maximum duration of the gap year is one continuous school year.



The doctoral program and research work are temporarily suspended but the PhD student may, if they wish, remain enrolled in the institution. This period is not counted in the duration of the thesis. The institution guarantees the PhD student enrollment in the Doctoral program at the end of the gap year.

The PhD student must fill in an application form for the gap year (available in PDF on the UCA site at the following address: uca.fr > formation > candidature et inscription > période de césure).

With the latter, the PhD student must provide the following documents:

- 1) A letter explaining their reasons and the relevance of the gap year for their studies or their career objectives.
- 2) A supporting document from the host organization specifying the start and end dates for the gap year.
- 3) The form “Retour ou entrée à l'Université Clermont Auvergne après une période de césure”, which must be filled in by the Director of the Ecole Doctorale that is accepting the student after the gap year (the ED's authorization is mandatory).



All incomplete files will be rejected.

Please note that there are only 2 committee meetings a year:

- The spring campaign for departures of one or two semester(s) in September.
- The autumn campaign for departures of one or two semester(s) over two consecutive school years in January.

For more information, contact your doctoral school.

For salaried/contractual PhD students, this period will be considered a leave of absence without pay, which must be approved by your employer.

5.2. Interpersonal issues during your PhD program

If you encounter interpersonal issues during your PhD program, do not hesitate to reach out. There are solutions.



You may contact your doctoral school, individuals at your laboratory, your PhD student representatives or Doct'Auvergne, the PhD student association.

A **mediation procedure** may be set up. For more details, consult the Doctoral Charter that you signed upon admission to the PhD program.

This procedure is open to all PhD students and staff members interacting with the PhD students

in UCA's Ecoles Doctorales or hosted in a UCA research unit.

The aim of the procedure is to offer the individuals involved amicable solutions to potential conflicts, which are not covered under statutory or legal provisions, which the individuals may accept.

It constitutes an optional, preliminary step before the University Mediator's intervention.

If legal proceedings have already been initiated, this procedure no longer applies.

If the PhD student's situation involves harassment, the relevant facts will be passed on immediately to the President of UCA, the Comité d'hygiène, de sécurité et des conditions de travail (CHSCT - the Health, Safety, and Work Conditions Committee) and the Occupational physician. The President of UCA shall then decide if the situation will be subject to a mediation procedure or an institutional procedure for cases of harassment.

It is possible to change supervisors or projects. Do not hesitate to contact the individuals authorized to help you as quickly as possible.

For issues related to harassment and psychosocial risks for UCA staff members, visit:

uca.fr > Université > Travailler à l'UCA > RPS – Agissons ensemble.
veille-rps@uca.fr

For issues related to sexual harassment, many contacts are available:

clasches.fr/
cellule-harcelementsexuel@uca.fr
or 07 88 91 82 86
puydedome.cidff.info
www.avft.org
stop-harcelement-sexuel.gouv.fr
and stop-violences-femmes.gouv.fr Violences
Femmes Info : 3919



5.3. Leaving the program

In the event of that the PhD student leaves the program, they must inform their thesis supervisor. The Doctoral School Director must also be informed. The PhD student shall send an official letter of resignation addressed to the President of the University. The student may ask the director of the host laboratory for a research certificate, to be used at the student's discretion. This certificate specifies the nature and duration of the work carried out and the research context.

If you are a contractual student, quitting your thesis means that you are also resigning from your work contract.

The university may refuse you re-enrollment. If you are a contractual student, this is the equivalent of having your work contract terminated for professional deficiencies.



You will however have the right to termination pay and unemployment benefits. If the refusal of your re-enrollment is based on the doctoral school's decision, an appeal can be filed with the UCA research commission (see Doctoral charter).

For CIFREs, leaving the PhD program results in the termination of the grant paid by the Association Nationale de la Recherche et de la Technologie (ANRT).

5.4. Specific context for contractual PhD students

Like all public servants, contractual PhD students qualify for paid sick, maternity, paternity and adoption leave, as well as various types of unpaid leave (to be submitted to the laboratory secretary or else to UCA Human Resources or your other employer).



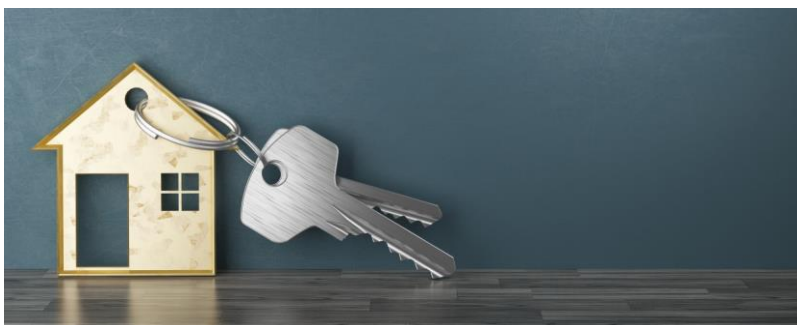
For paid leave for more than 4 consecutive months (or 2 months following a work accident or any duration of unpaid leave), the prolongation of the doctoral contract for a period equivalent to the leave, for a maximum of one year, is granted by right upon request by the PhD student before the end of their contract.

6. Social rights and living conditions

6.1. Accommodation

There are various websites to help you find apartments to rent (non-exhaustive list):

- ⇒ For listings posted directly by the owner or by agencies:
[leboncoin.fr](https://www.leboncoin.fr)
- ⇒ To find roommates:
[appartager.com](https://www.appartager.com)
- ⇒ To find agency listings:
[seloger.com](https://www.seloger.com)



The CROUS [lokaviz.fr/](https://www.lokaviz.fr/) website (student life public service) features **selected private housing listings**.

Finally, the [adele.org](https://www.adele.org) website lets you **find a housing in a student residence**.

It is possible to **ask for a room or studio for the year in a CROUS university residence** (low rent public housing). They are granted on a case by case basis, except for need-based scholarship students (DSE), which doesn't concern PhD students.

For more information, visit: [usine.crous-clermont.fr](https://www.usine.crous-clermont.fr) > Logement ou logement@crous-clermont.fr

It is possible to reserve your room online at trouverunlogement.lescrous.fr > demande pour l'année en cours.

For guarantees:

You may qualify for a VISALE **joint surety** ("guarantor"), free for persons under 31 years: [visale.fr](https://www.visale.fr)

Some banks offer to act as guarantor for their clients for a fee.

With regards to security deposits, it is possible to qualify for the "Avance Loca-Pass", a free advance from "Action logement" for certain individuals under 30 years (job-seekers or private work contract). [actionlogement.fr](https://www.actionlogement.fr) > Louer > Les aides à la location

If you are searching for **legal information on housing**, please visit: [adil63.org](https://www.adil63.org)

To apply for **housing assistance (APL, ALS)**, you can view an estimate of your rights and fill out an application on [caf.fr](https://www.caf.fr) > Mes services en ligne. If you are employed on a consistent basis throughout the year, choose employed status, if not, choose student status.

APL covers all kinds of housing (apartment, student room in a house, student residence, shared accommodation, etc.).

6.2. Meals

You may view the **CROUS meal plans** on the website: usine.crous-clermont.fr > Restauration.

You may qualify for a **student rate with the student card**.

You may activate **IZLY contactless payment** with the code received on your ENT student account. For more information, please visit the site izly.fr.

If you experience any difficulties, please contact: help.izly.fr or assistance-izly@crous-clermont.fr.

There are also employee restaurants for UCA contractual PhD students:

class.uca.fr > Prestations sociales > Logement, restauration

6.3. Transportation



The city of Clermont Ferrand is serviced by a tram line and numerous bus lines.

It is possible to apply for discount fares (need-based fares, under 26 years).

Visit the T2C site: t2c.fr, or directly at their office:

24 Boulevard Charles de Gaulle,
63000 Clermont-Ferrand (Lagarlaye stop).

If you are under contract, UCA staff also qualify for a “PDE” rate (-15%), and UCA reimburses 50% of the cost. Procedure: uca.fr > Université > Travailler à l'UCA > Plan de déplacements.

You may use the C.vélo bike rental service free of charge under certain conditions.

Register on the c-velo.fr/ website or download the application on your smartphone. Registration is free and you will be provided with a code to use the bike. With a 1-year subscription, rides lasting less than 30 minutes are free. For longer rides, you pay the difference: €1 for each additional half-hour. If the bike is not returned, you will be fined €200.

Finally, you can find carpool offers on covoiturageauvergne.net > les employeurs partenaires > Université Clermont Auvergne.

6.4. Healthcare

The university health service offers free medical visits to all students. You can consult different specialists: GP, dentist, psychologist, gynecologist, dietitian, etc.

For more information: sante.clermont-universite.fr

UCA contractual PhD students must register with the **Mutuelle Générale de l'Education Nationale (MGEN)** for their social security health plan.

mgen.fr

Tel. 36 76

78 Boulevard François Mitterrand, 63000 Clermont-Ferrand

UCA consultation hours are Tuesdays from 12:30 to 13:30 in the CLASS office (Cézeaux, place Vasarely, MVE floor).

It is possible to subscribe to a top-up health insurance plan with MGEN (or any other insurance provider).

Other PhD students, except those who qualify for special plans, must register for the general plan with CPAM of Puy-de-Dôme: ameli.fr.

Tel. 36 46

46 Rue du Clos Four, 63000 Clermont-Ferrand.

Those with low incomes may qualify for the **l'Aide Complémentaire Santé (ACS)** to pay the insurance subscription fee. The income base-line is set at €11,894/year. This implies an exemption for supplementary fees and mandatory third-party payer plans.

info-acs.fr

If needed, the emergency pharmacy is pharmacie Ducher, 1 place Delille, 63 000 Clermont-Ferrand, open 24/7.

Tel. 04 73 91 31 77

The **Service Université Handicap (SUH)** (or, university disability service) welcomes and assists students with disabilities in all aspects of university life.

Tel. 04 73 40 55 07

MVE, Campus Universitaire des Cézeaux, 7 place Vasarely, 63178 Aubière

Open from Monday to Thursday: 8:30 p.m. - 12:00 p.m. / 1:00 p.m. - 4:30 p.m. and on Friday from 8:30 p.m. - 12:00 p.m. / 1:00 p.m. - 3:30 p.m.



6.5. Culture, recreation and family life

For more **information on the cultural season and/or to get tickets**, go to the **espace Victoire at the tourist office**, Place de la Victoire, next to the cathedral. This is the ticket office for most of the city's cultural sites. More information on:

clermontauvergnetourisme.com

The **Cité Jeune card** is available to all persons under 28 years and is valid for the school year. This card will give you discounts on theater events, movies, concerts, festivals, museums, etc.

You can sign up for the card at: l'espace info jeune, the CROUS' Service Culturel in Dolet, the Service Université Culture in Gergovia, la maison de Vie Etudiante, the AFEV, shops in the DDSU quarter (Saint Jacques, Fontaine du Bac, Neyrat, Les Vergnes, Champratel) and some DAVA centers (A.France, G.Brassens, Nelson Mandela, Oradou)

More information on: clermont-ferrand.fr > Vie quotidienne > Etudiant > Cité jeune
Facebook [@citejeune](https://www.facebook.com/citejeune)

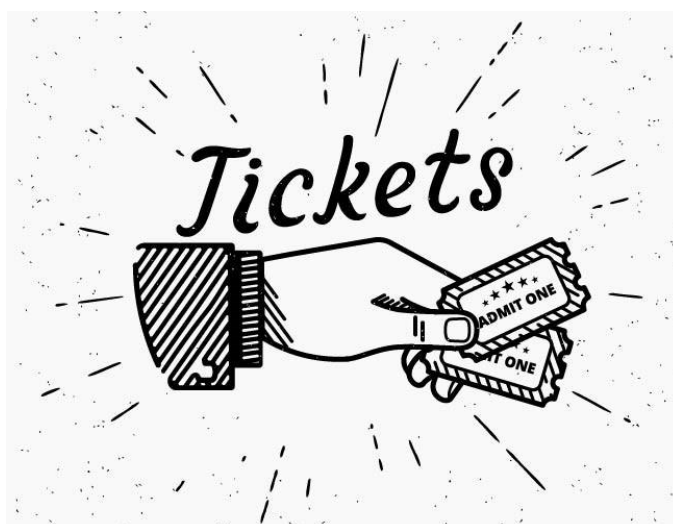
The Service Université Culture (SUC) offers many artistic workshops.

The workshops are free for students who pay the Contribution Vie Etudiante et de Campus (CVEC) (or, Student Life and Campus Tax).

Non-students may participate (subject to available places) by paying an annual subscription fee of €60 for the general public and €35 for staff from UC2A institutions.

The CROUS cultural service program is online at:
usine.crous-clermont.fr > culture

For UCA staff: **the CLASS service** (culture, recreation, social and sporting activities) offers numerous discounts and assistance for the holidays, subsidized by UCA



culture and sport activities. You can purchase tickets at different locations on the university campus, more information on: class.uca.fr

The **chèques-vacances** plan is a state savings account (35% grant for under 30 years, between 10 and 30% for others) that can be used for recreational activities in France (accommodation, food service, cinema, sport activities, etc.) and other trips within the European Union.

More information on: fonctionpublique-chequesvacances.fr

The **university childcare service "Les Pascaloups"** is reserved for UCA staff and students. If you qualify, visit uca.fr > Université > Travailler à l'UCA > Crèche universitaire for more information.

Contact by email at pascaloups@uca.fr, or by phone at **04 73 40 74 50**

It is also possible to receive partial financing for childcare expenses for children aged 0 to 6 years (for public service PhD students, with a doctoral contract).

More information on:
cesu-fonctionpublique.fr

The Carte Pass card qualifies the recipient to receive discounts at more than 100 local participating stores in Clermont-Ferrand. More information on: lacartepass.fr

6.6. Sport

The SUAPS (university service for physical and sport activities) offers the opportunity to play sports and participate in outdoor activities on the weekend throughout the year.

Free subscription for all users (including CVEC). More information on:

sport.clermont-universite.fr

Tel. 04 73 29 32 01

Stade universitaire 15 bis rue Poncillon, Clermont-Ferrand.



To play a competitive sport, you can contact the Antenne Auvergne de la Ligue Auvergne Rhône Alpes du Sport Universitaire. More information at: sport-u-auvergnerhonealpes.com.

Discover the list of Clermont-Ferrand's sport clubs on the municipal office for sports' website: oms-clermont-ferrand.fr.

The city of Clermont-Ferrand has many swimming pools and a skating rink. For more information, visit clermontmetropole.eu > Bouger, se divertir > L'excellence sportive

CLASS has many reductions for UCA staff: class.uca.fr.



Information about hikes and outdoor activities can be found at: planetepuydedome.com.

6.7. Information and guidance

- The Pôle Accueil Information Orientation de l'UCA – PacIO (or, the UCA information and guidance welcome center)

(In collaboration with the teams responsible for continuing education and professional integration).

A team of information professionals will greet you and meet with you individually to:

- ⇒ Assist you in your search for information on studies and career opportunities;
- ⇒ Advise you in your choice of studies and project plan;
- ⇒ Assist you in your search for internships or employment

You will find detailed documentation on site of more than 2600 references that you may consult for free on studies and professions for each activity sector, open access computer stations for further information and applications.

The service provides surveys on student's future and success statistics. This information is also available on the university website, in the "Formation" section.

Telephone number: **04 73 40 62 70** and email: pacio.df@uca.fr

2 locations to greet you with or without an appointment:

⇒ **Carnot location (Ground floor of the Paul Collomp building)**

34 avenue Carnot 63006 Clermont-Ferrand

Monday from 1:00 p.m. to 4:30 p.m., Tuesday to Thursday from 9:30 a.m. to 12:00 p.m. and from 1:00 p.m. to 4:30 p.m., Friday from 9:30 a.m. to 12:00 p.m.

⇒ **Cézeaux location**

Maison de la vie étudiante (1st floor)

7 place Vasarely CS 60026

63178 Aubière Cedex

- **The Bureau de la Vie Etudiante (BVE)**

The Bureau de la Vie Etudiante (or, student life office) is managed by students. The objective of the office is to inform the student body on all aspects of student life (administrative procedures, student events, etc.) and to direct students to the appropriate services. The Cité Jeune card may to issued by the BVE.

The BVE animates the campus by organizing events and supporting student initiatives.

Contact: BVE@uca.fr

Gergovia location, UFR LCSH, 29 boulevard Gergovia, 63037 Clermont-Ferrand Cedex

1 Tel: **04 73 34 66 07**

Cézeaux campus, Maison de la Vie Etudiante

Tel: **04 73 40 51 99**

- **The Maison de la Vie Etudiante (MVE)**

The Maison de la Vie Etudiante (or, the student life center) is a space for discoveries, meetings and discussions at any time of the day thanks to the space provided and the events that take place on campus.

- ⇒ Organization of events around the university (exhibitions, cultural and sporting events, etc.);
- ⇒ Existing university structures to benefit the community (training courses, FSDIE, status of Associative Student Manager, etc.);
- ⇒ 4 study rooms, open access multimedia room, meeting room and 2 music rooms for solo practice upon reservation;
- ⇒ Service Université Handicap (SUH) (or, university disability service);
- ⇒ Consultation hours for the Service de Santé Universitaire SSU (or, university health service) (medical, nursing and social care) and for the Pôle Accueil Information Orientation de l'UCA – PacIO (or, UCA information and guidance welcome center).

Contact:

MVE@UCA.fr Nathalie Cousteix Tel: **04 73 40 70 37**

Opening hours: 8:00 p.m. - 6:30 p.m. from Monday to Friday during the school year

Maison de la vie étudiante
7 place Vasarely CS 60026
63178 Aubière Cedex

- **The Direction de la Vie Universitaire (DVU)**

The DVU (or university life directorate) is at your service in the city center:

General information about all aspects of university life: transportation, sports, cultural life, clubs and societies, specific statuses, etc.

Support for student initiatives: details and processing of requests for grant requests to the Fonds de Solidarité et de Développement des Initiatives Etudiantes (or, solidarity and student initiative development funds) (see page 27), advice and support in project design and implementation;

A contact person to inform you of opportunities to improve your personal situation.

A communication channel for student initiatives.

Contact: Direction de Vie Universitaire

47 Boulevard François - Mitterrand, 63000 Clermont-Ferrand

Tel: **04 73 17 72 25**

Email: **dvu@uca.fr**

6.8. Grants and benefits

All workers with a modest income have the right to a work bonus. This is an income supplement paid every month.

To qualify, an individual must earn **between €932.29 and €1790 net/month.**

PhD candidates, as students, must also (with some exceptions) earn an income of **more than €918, 35 net/month from their professional activity.**

There are specific conditions for international students. You can view an estimate of your rights and fill out an application on caf.fr > Mes services en ligne.



At the end of the contract, doctoral or otherwise, if you haven't found a new work contract, you may qualify for unemployment insurance called "allocation chômage".

The main condition for qualifying is that you must be available immediately for new employment and make positive and repeated efforts to find employment.

Procedure:

1. receive unemployment insurance certificate from previous employer.
2. register as a job-seeker on candidat.pole-emploi.fr > inscription > préambule.
3. You must register as a job-seeker less than one year after the end of your last work contract.

Are you in a complicated situation, do you need assistance or urgent support? Do not hesitate to contact the CROUS social service at **04 73 34 44 13** or by email at the following address service-social@crous-clermont.fr. This service is located in Bâtiment E, 25 rue Étienne Dolet in Clermont-Ferrand.

For UCA staff, there is a staff social assistant that you can contact if you have difficulties: audrey.portail@uca.fr

Possibility of specific assistance: <http://class.uca.fr> > Prestations sociales > Aides spécifiques.

7. Additional research activities

7.1. Teaching

Teaching experience can be a real asset to your CV. It is sometimes essential for your future career (professor-researcher, depending on the CNU sections).

In terms of wages, 1.5 hour TD (tutorial) = 1 hour CM (lecture).

A teaching assignment consists of a maximum of 64 hours of teaching (tutorials/lab work) spread out throughout the year (renewable every year for the duration of the Doctoral contract).

Different possible positions:

- teaching assignment as part of a Doctoral contract (for contractual PhD students), by means of an annual amendment to the contract specifying the number of hours (for more information on the procedure, contact the administrative office of the department in which you want to teach).

The basic wage is €41.40/hour for a tutorial (as of the 07/02/2017). As a reminder: 1 hour tutorial=1 hour of lab work.

Payment is monthly and annualized.

If you have a contract with a research body, you need approval from your employer as well as from the university (refer to Human Resources).

The threshold is: 64 hours of tutorials/year.

- ATER (attaché d'enseignement à la recherche) (or, teaching and research assistant) in the last year of the PhD program (192 hours of tutorials, full time, no overtime possible). More information at: enseignementsup-recherche.gouv.fr > Ressources humaines > Personnels enseignants du supérieur et chercheurs > Les personnels enseignants non-permanents > Devenir attaché temporaire d'enseignement et de recherche (ATER).

ATER contracts offered at UCA are posted on uca.fr > Université > Travailler à l'UCA > Recrutement des ATER.

- Adjunct teacher: this does not count as a true work contract but rather an allowance for occasional work. Payment for adjunct teaching is €41.41 gross/hour tutorial, once every semester, and unlike ATER and teaching assignments, lab work hours are paid up to 1.5 hours of lab work = 1 hour tutorial. For non-contractual PhD students, the threshold is set at 96 hours of tutorials/year. For contractual PhD students, any other professional activities require your employer's approval and the threshold remains fixed at 64 hours of tutorials/year, adjunct work and teaching assignments included.

Contractual teaching positions are offered by UCA in certain disciplines, and are posted on uca.fr > Université > Travailler à l'UCA.

Teaching assignment: for whom?

Reserved for contractual PhD students (by amended decree of April 23 2009).
Contractual PhD students enrolled in 1st, 2nd and 3rd year may apply.
Students awaiting confirmation of having obtained a Doctoral contract may apply.

Teaching assignments: why?

A teaching assignment prepares PhD students for a teaching profession as a lecturer-researcher (64 hours is the minimum required for CNU qualification). It also allows future PhD holders who intend to pursue careers in the private sector to learn how to adapt to an audience to share their knowledge, demonstrate their ideas and convince their listeners.

Please note: Teachers are paid a flat rate for 1-hour tutorials, which also includes assessment work (correction of papers, exam supervision, etc.) for the class they have taught.

7.2. Dissemination of scientific culture

The objective of the dissemination of scientific information is to promote research activities, the works and skills of researchers, beyond the academic sphere, among students, professors, as well as all entities from the socio-economic world and citizens.

The CCSTI Unit (Centre de Culture Scientifique, Technique et Industrielle) (or, scientific, technical and industrial culture center) is responsible for the dissemination of scientific knowledge at the university and leads many scientific mediation initiatives.

The unit offers paid assignments to contract PhD students, which consist in disseminating scientific, technical and industrial culture (by amended decree of April 23 2009). The organization that has ordered the assignment provides appropriate and defined supervision to assist the PhD student and to follow their approach to the project and its execution.

Contractual PhD students registered in 1st, 2nd and 3rd year may apply.
Students awaiting confirmation of having obtained a Doctoral contract may apply at the following address: dcsti@uca.fr

The dissemination of scientific and technical culture is excellent preparation for future doctors who intend to pursue careers in the private sector, as it allows one to:

- Discover new domains
- Acquire new skills
- Increase one's knowledge
- Broaden one's scientific culture
- Meet other researchers

7.3. Training and consultancy assignments

A contractual PhD student may, during the three years of their thesis, carry out an additional assignment per year in a company as part of a PhD student consultant program.

The aim of the PhD student consultant program is to allow contractual PhD students and the professional world to get to know each other better. It promotes the merging of shared values: openness, creativity and innovation to aid the development and diversification of the company.

The PhD student works on a project that the student and the company have defined together. The student's contribution to the project may take various forms, and may require their regular presence at the company or simply part-time work. The student may work for short, repeated periods of time, or work for a continuous extended amount of time, but their working time must not exceed an accumulated total of 32 days per year.

To do so, an annual amendment is required (32 days a year maximum, minimum gross pay €82.82/day as of February 1st 2017).



Types of assignments

There are many possible assignments in the PhD student consultant program. Including, among others:

- Technological, scientific or regulatory watch
- Staff training
- Expert assessment assignments, feasibility studies
- Communication, dissemination of scientific and technical information
- Bibliographic research
- Literature review
- Patent study

For contractual PhD students, an additional assignment can be carried out in an external organization (maximum of 32 days a year, minimum gross pay of €82.82/day).



7.4. Combining work and PhD studies

You can find UCA student job offers at uca.fr > Université > Travailler à l'UCA > Recrutement d'étudiants

or on the BCU (library) website bibliotheque.clermont-universite.fr. Announcements are published around May every year.

The French educational system regularly recruits contractual teachers (no entry exam) to teach for a set period in collège or lycée (junior and senior cycle of high school).

You will find more information at ac-clermont.fr > Concours, emplois et carrières > Autres recrutements > Enseignants non titulaires.

8. Scientific tools

8.1 Documentary and information technology resources

The environnement numérique de travail (ENT) (or digital work environment) can be accessed at ent.uca.fr.

All PhD students have an ENT student account with a university email address First name.SURNAME@etu.uca.fr, assigned to them upon registration. Your email address should be checked regularly (mail.uca.fr), it allows the doctoral and HDR office to contact you. Emails received at your student email address cannot be redirected to your personal email address. You can instead receive notification messages (mail.uca.fr > Préférences > Notifications > indiquez votre adresse mail personnelle)

PhD student staff of the university also have a second ENT account, linked to an address First name.SURNAME@uca.fr account.

It provides access to tools reserved for staff (UCA directory), mainly for teaching. The staff email address can be redirected automatically to your personal email address (mail.uca.fr > Préférences > Mail > Réception des mails > Faire suivre une copie à).

Other services are offered via ENT: UCADrive (cloud service), FileZ (transfer of large files), Evento (event planning).

You also have access to the web conference tool RENATER with your ENT login details: rendez-vous.renater.fr

You may access the WiFi network from anywhere on the university campus.

Are you having connection problems? Contact the CRRRI (Centre Régional de Ressources Informatiques) (or, regional IT resource center) by telephone at **04 73 40 76 00** from Monday to Friday from 07:30 a.m. to 5:30 p.m.

More information on: crrri.clermont-universite.fr > WIFI

Subscription to the UCA's university library network is free.

Find opening hours and news at bibliotheque.clermont-universite.fr.

Numerous databases can be accessed remotely, including the international press (Europresse). You may request to loan a laptop or a tablet. There is also a digitalization service upon request (it can be free or for a fee depending on the document).

You may **qualify for a bibliographic research training course** (bibliotheque.clermont-universite.fr > formations organisées par la bibliothèque), as well as bibliographic advice and suggestions for book purchases that could be useful to you.

Interlibrary loans (publications, theses, articles, etc.) are free.

Please refer to the online catalog to access your reading account or carry out bibliographic research: catalogue-bu.uca.fr. There, you will find physical and digital resources.

You may have access to other electronic resources depending on your employer or your unit's subscriptions, such as bib.cnrs.fr for CNRS units.

There is also a shared catalog of French university libraries: sudoc.abes.fr. The latter lists all the theses defended in France.

Open-access general bibliographical database:

pascal-francis.inist.fr
(references up to 2015)

scholar.google.fr

rechercheisidore.fr
(search engine of SHS research data, open access)



8.2. Conferences and international student mobility

You may qualify for support and financing to go abroad: laboratories, ED, AAP, UCA international student mobility, Erasmus, newsletter from the project engineering service, scholarly societies, new researcher grants from organizers, etc. Please contact the Direction des Relations Internationales (DRI) (International Relations Office). uca.fr > international > contacter les RI > direction des relations internationales

To easily find university-adjacent accommodations in other French cities, visit bedandcrous.com

Are you going to a European country? Remember to request your European Health Insurance Card several weeks in advance from your social security office (CPAM, MGEN, etc.) to qualify for the health insurance system of the country you are going to. To find out more information on social security protection abroad, please visit: cleiss.fr

The Eduroam network makes it possible to access WiFi while roaming in many universities around the world.

Your computer must be configured using the tool available on cat.eduroam.org.

You can then access all of the Eduroam networks with your usernameENT@uca.fr or @etu.uca.fr as your user name, and your usual ENT password.

8.3. Intellectual property and research valorization

As the author of an intellectual work (article, thesis, presentation, poster, software, data bases, etc. all that is original and concrete in a particular form, which excludes scientific ideas or theories), the PhD student is automatically entitled to author rights (without any formality) as soon as the work is created.

2 parts: moral rights and property rights (use of the work).

AS A REMINDER:

Moral rights: authorship (recognized and cited as the author of the work), release (deciding the time for the first public communication and in what form), respect for the integrity of the work, withdrawal (stopping the use of a work). Permanent, imprescriptible and inalienable (which cannot be transferred to a third party).

Property rights: such as reproduction rights (publication by an editor, etc.), performance or translation. These rights may be transferred to a third party through a contract agreement. Only the author may authorize the transfer of rights, even for works created as part of a work contract. Except: i) collective works (created by several individuals under the supervision of the individual who initiated the work, without the respective contributions being distinguished), whose property rights belong the individual who initiated the work, and for software, whose property rights belong to the employer.

In the same way that you are entitled to this protection as the author, you must respect the right of authorship of other researchers. This is a part of scientific integrity. The first of these duties is to refrain from plagiarizing (i.e. the wrongful attribution of the authorship of a written work or production) and to cite the authors of the work you are referencing.

A plagiarized thesis can lead to legal proceedings by the plagiarized party and disciplinary sanctions, including the withdrawal of the PhD degree.

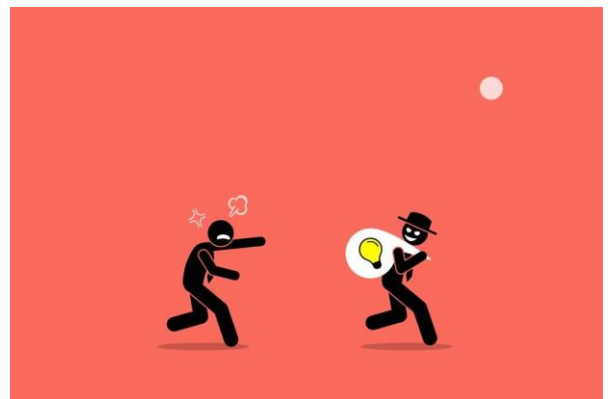
You can contact the UCA Scientific Integrity contact person for any questions:

anne.fogli@uca.fr.

More information is available at: hceres.fr > Présentation > Organisation > Office français de l'intégrité scientifique.

UCA supports open access to results and research data. It is important to submit your publications to HAL hal.archives-ouvertes.fr. The HAL multidisciplinary open archive is intended for submitting and disseminating scientific research articles (published or not) and theses from teaching institutions and from international or French research institutions and associated public laboratories. It is a public platform that ensures sustainability, accessibility and better visibility. Google Scholar indexes the publications in HAL. Other open archive submissions exist in each discipline.

If at least half of your research is financed by public funds, you have the right to submit a manuscript that has been approved for publication as an article, (by specifying in HAL an embargo of 6 months for scientific, technical and medical journals, 12 months for social science journals), regardless of the editor's policy (even if the contract stipulates otherwise). Otherwise, you can always submit the proposed version ("pre-publication").



More information is online at: openaccess.couperin.org and ouvrirlascience.fr.

The UCA digital editorial office (Polen) assists researchers who wish to publish their results or research data in open access media:

polen.univ-bpclermont.fr

If their research subject requires it, salaried and contractual PhD students may be requested to keep their work strictly confidential.

It is possible to valorize their results through a transfer of technology to the socio-economic world. If your research involves a technical innovation that may have an industrial application, you may protect it by a patent, which ensures a monopoly on its use for 20 years, while making it public. Your employer becomes the patent owner, you are the inventor, and you have the right to payment for the use of your invention.

For more information: inpi.fr.

Service Valorisation et innovation contacts: uca.fr > Recherche > Valorisation et innovation.

9. PhD completion and defense



The granting of the PhD degree is subject to an oral defense of the thesis. A thesis is an original manuscript, or presents a collection of original scientific works (“work thesis” or “article thesis”). It is written in French with some exceptions (particularly for dual-degree programs), and must include abstracts in French and English.

The following documents must be submitted to the ED administration at least 2 months before the defense:

1. Enrollment application for the thesis defense
2. Appointment of jury members
3. Appointment of referees
4. Authorization request to present a PhD
5. Candidate presentation report written by the Doctoral Research Director
6. The skills portfolio filled in and signed by the candidate and the thesis supervisor, for the ED administration to check that the modules have been completed and to be signed by the ED Director.
7. Authorization for the use of your image for the graduation ceremony.

For the SVSAE ED: A publication with your name as the main author is mandatory.

Authorization to defend is granted upon the thesis supervisor's proposal.

The thesis manuscript must first be examined by two examiners external to the Doctoral school and UCA who were not involved in the PhD student's work.

Their report is sent to the jury and the PhD student two weeks before the thesis defense.

If the jury members require a paper version, the thesis can be printed by the UCA services (contact the Doctoral school concerned).

The jury is designated by the President of UCA after an opinion from the ED Director and the thesis supervisor.

The jury consists of 4 to 8 members, half of whom are external to the ED and to UCA and half of whom are professors from universities or the equivalent. Men and women must be equally represented in the jury.

The thesis defense is public, with some exemptions for reasons of confidentiality. It consists in a presentation from the candidate, followed by a discussion with the jury.

The jury decide, after a discussion in which the thesis supervisor does not participate, on either admission or deferral and writes a thesis defense report. They may request corrections to the manuscript.

The final step necessary for the granting of the degree is the public dissemination of the thesis in the university community (mandatory).

The thesis manuscript must be submitted, in digital format, to the University Library:

- ⇒ 1 month before the thesis defense for the version submitted to the jury
- ⇒ 3 months after the thesis defense at the latest for the corrected version, if necessary

For more information visit bibliotheque.clermont-universite.fr > Infos pratiques > Déposer sa thèse.

The thesis will be featured in the Sudoc catalog, archived and made accessible to all of the university community (except for theses with a confidentiality clause).

The PhD student may, at the time of submission, choose to make their thesis accessible online for those outside of the university community.

It will be directly accessible at theses.fr and on the HAL archive. This is strongly advised for the valorization and visibility of the work carried out.

UCA organizes a doctoral graduation ceremony every year at the end of January with the Doct'Auvergne association, in the presence of our academic, political and economic partners, symbolizing the granting of the title of doctor to all the new graduates of the year.

You can collect your degree:

On site

Bring your identification card to the ED office with which you are affiliated during opening hours (the national identity card, passport and driver's license are considered identification). **Please note: Your student card, transportation card, and social security card are not considered as proper identification.**

By proxy

If you cannot come, you can ask a third party to come and collect your degree. To do this, you must:

- Fill out a proxy request (downloadable form at ed.uca.fr > thèse > soutenance > retrait du diplôme de doctorat)
- Provide the appointed person with the proxy request as well as a photocopy of your identification card. The appointed person must also bring their identification card.

By post

By making a request to the ED with which you are affiliated:

To addresses within France or Europe: provide an A4 envelope, hard-back if possible (to protect your degree certificate), accompanied by a pre-paid, registered post slip with acknowledgment of receipt "up to 50 grams", with both labeled with your name and address.

To send OUTSIDE of Europe: provide a hard-backed A4 envelope accompanied by a pre-paid, registered post slip with acknowledgment of receipt "up to 50 grams". Both must be labeled with the address and contact information of the French Embassy or Consultant closest to your home.



AFTER THE PHD PROGRAM



1. Thesis valorization

Scientific valorization of the thesis:

- If its content has not already been published by other means, the thesis may be published in printed format or online, either by a commercial editor or by a printing store upon request from Atelier national de reproduction des thèses (ANRT) (or, national thesis reproduction workshop): diffusiontheses.fr
- There are numerous thesis awards, some are monetary, and others specifically fund the commercial publication of a thesis, for example: Prix jeune chercheur from the city of Clermont-Ferrand (“young researcher award”), Top thesis award by ED from the UCA foundation and numerous awards from scholarly societies and foundations, etc.

2. Title and skills of the PhD student

Congratulations, you are a doctor! The doctoral degree allows you to use this regulated title.



“PhD graduates can use the title of doctor, by mentioning their discipline, in the context of their employment and all other justifiable professional instances.

” (article L412-1 of the research code).

This degree attests to your specialized, disciplinary knowledge and skills, but also cross-disciplinary skills that may be used in research & development professions, and in more general professional situations.

Refer to document **Le Doctorat à la loupe n°21 “Compétences développées pendant le doctorat .”**

cjc.jeunes-chercheurs.org > doctorat à la loupe.

Your skills as a doctor are certified in the private job market by the RNCP document (répertoire national des certifications professionnelles) (or, national directory of professional certifications). Refer to the personal portfolio for specific personal skills acquired.

To assist you in this process, you can use a self-assessment and skills communication tool such as mydocpro.org or visit the Association nationale des docteurs (or, national association of doctors) website andes.asso.fr.

3. Career trajectory

3.1. Surveys

Université Clermont Auvergne has decided to participate in a national survey system put in place by the Ministère de l'Enseignement supérieur, de la Recherche et de l'innovation (MESRI) (Ministry of Higher Education, Research, and Innovation), the Conférence des Présidents d'Université (CPU) (or, Conference of University Presidents) and the Conférence des Directeurs des Ecoles Françaises d'Ingénieurs (CDEFI) (Conference of French Engineering School Directors).

The results of the survey make it possible to highlight the key strengths of each participating Doctoral school, to gain information about the career paths of the doctors, and to understand the key factors of success.

In order to make a useful analysis, UCA carries out follow-up surveys 1 year, 3 years and potentially 5 years after the thesis. It is important to respond to these surveys.

To facilitate communication with future PhD students, between UCA PhD alumni, and to benefit from a nearby professional network, a directory has been created in collaboration with Doct'Auvergne:

doctauvergne.fr > Annuaire docteurs et doctorants.

The following websites provide information on the professional future of doctors in France:

- ⇒ Higher education & research in France, facts and figures n°10, 2017, publication.enseignementsup-recherche.gouv.fr/eesr/10/ fiche 39 "Change in occupational integration for PhD graduates over the last 10 years"
- ⇒ L'État de l'emploi scientifique en France, enseignementsup-recherche.gouv.fr > Ministère > Statistiques et analyses
- ⇒ « Les débuts de carrière des docteurs : une forte différenciation des trajectoires professionnelles », Cereq Bref n°354, mai 2017, cereq.fr > publications > Cereq Bref
- ⇒ « Devenir des docteurs trois ans après : les indicateurs par discipline » Dec 2017; « Les caractéristiques socioprofessionnelles des chercheurs en entreprise en 2015 » Oct 2017 ; publication.enseignementsup-recherche.gouv.fr/

3.2. Pursue an academic career

Careers in research

If you are considering a career in research, a wealth of information is available on enseignementsup-recherche.gouv.fr > Ressources humaines > Personnel enseignant du supérieur et chercheurs: concours chercheurs pour les organismes de recherche

Depending on the disciplinary section, the national CNU qualification (conseil national des universités) for MCF recruitment (Maître de Conférence) is based on different criteria. This is a requirement to be an eligible candidate in the different recruitment campaigns organized by each institution of higher learning (for more information, you may visit cpcnu.fr).

You may find the entire procedure on:

galaxie.enseignementsup-recherche.gouv.fr > ensup > candidats.

Often, candidates will have to fulfill several fixed-term contracts before being recruited for a tenured position. ATERs (Attachés temporaires d'enseignement et de recherche) are part-time researchers and part-time teachers (192 hours tutorial/year):

enseignementsup-recherche.gouv.fr > Ressources humaines > Personnels enseignants du supérieur et chercheurs > Les personnels enseignants non-permanents > Devenir attaché temporaire d'enseignement et de recherche (ATER).

There are also fixed-term post-doctoral research contracts called “post-docs”. You can search for job offers at the following address: galaxie.enseignementsup-recherche.gouv.fr > ensup > candidats.

Useful links:

EURAXESS is the European portal for researchers: euraxess.ec.europa.eu > Jobs & Funding. You can use the “Recognised Researcher (R2)” filter to find offers for new doctors.

There are other websites available to you (non-exhaustive list):

The jobs.ac.uk/ website lets you to view international offers.

fundit.fr is also built around international mobility.

jobs.sciencecareers.org, jobs.newscientist.com and nature.com/naturejobs/ post numerous offers online.

On calenda.org, you will find information about scholarships, awards, and employment and aap-rechercheshs.fr posts calls for projects in the social sciences proposed by the main French funding agencies.

The eurosciencejobs.com/, website is intended for the science and technology domain.

For calls for health projects proposed by the main French funding agencies, visit aap-recherchesante.fr.

Academic social networks like ResearchGate (researchgate.net) or Academia (academia.edu) also post offers.

You may consult the website of each establishment or organization as well as those of the disciplinary network (scholarly societies, mailing lists, specialized journals, etc.).

Finally, you may consult ABG and ADUM (see section 3.3).

The websites afse.fr/fr/emploi/job-market-100030 et jma2019.sciencesconf.org/ are aimed at economists.

3.3. Work in the private sector: research or management careers

The Bernard Grégory Association specializes in career paths for doctors (training courses, advice, CV-databases, job offer databases): abg.asso.fr;

Adoc Talent Management is a consulting firm for recruiting doctors adoc-tm.com (assistance, training courses, job offers);

There is also an employment forum for doctors organized by PhD Talent: careerfair.phdtalent.org;

There is also the association for the employment of upper-level employees (APEC):

cadres.apec.fr

Job announcements are published on adum.fr > Emploi.



You can also go to the Rendez-vous de l'emploi job fair organized by graduates every year rendezvousemploi.com/.

3.4. Work in the public sector, outside of the academic sphere

Do you wish to work in senior public service? Be a task officer, project manager, careers in research steering, etc.

There are numerous offers available on the bourse interministérielle de l'emploi public (BIEP) (or, inter-ministerial public sector job exchange) place-emploi-public.gouv.fr.

There are also senior public service competitions reserved or adapted for doctors (librarians, agrégation, ENA, etc.) You'll find lists online at andes.asso.fr/fonctions-publiques/ and information on recruitment in the public sector at fonction-publique.gouv.fr/score.



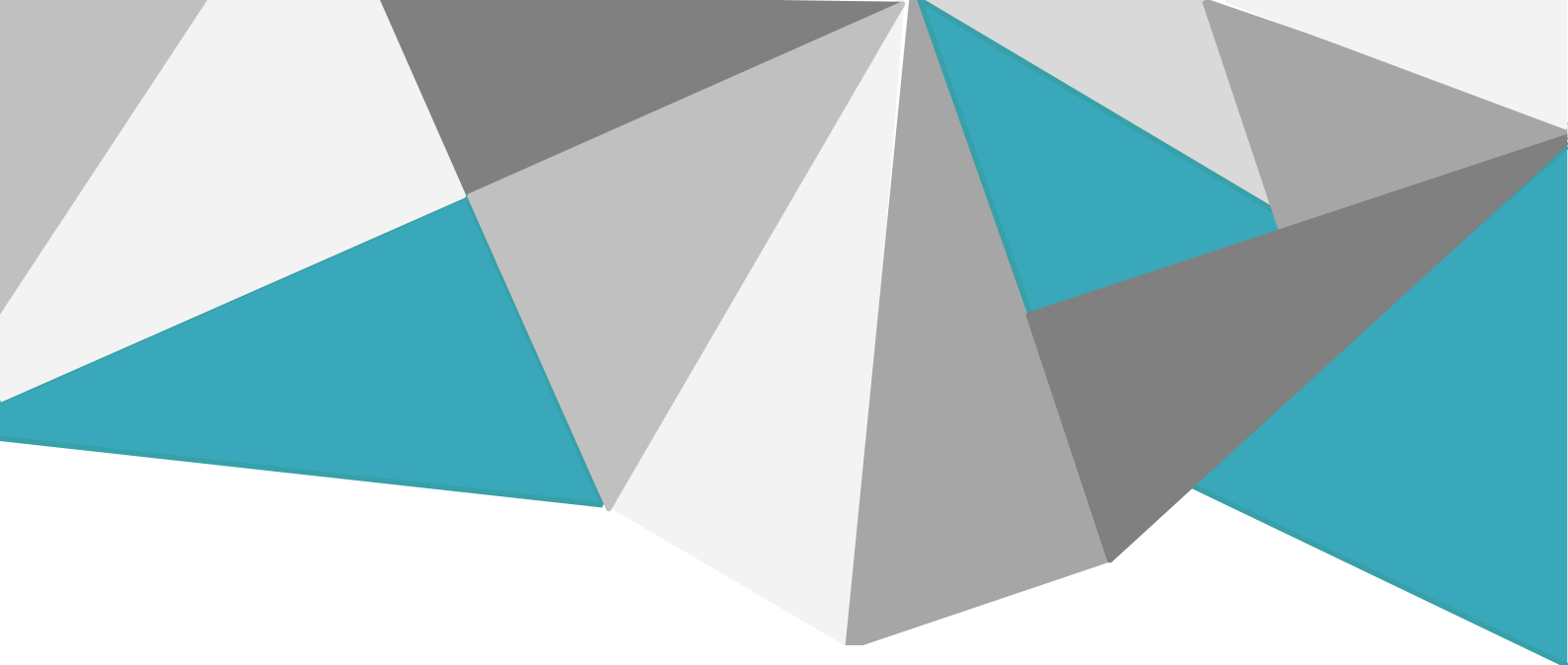
3.5. Development of economic activity

Clermont Auvergne Pépite is part of a student network for innovation, transfer and entrepreneurship. The organization supports young graduates' entrepreneurship projects. You will find all of the necessary information at clermont-universite.fr > Entrepreneuriat étudiant / pepite.auvergne@sigma-clermont.fr as well as pepite-france.fr.

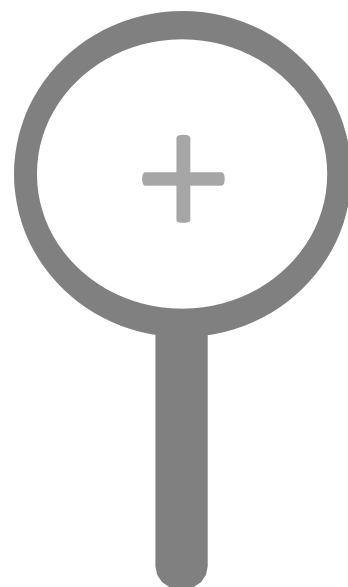
For its part, BUSI incubateur d'Auvergne is involved in innovative entrepreneurship projects in line with their members' domains of excellence, if you are interested, please visit busi.fr.

For more information on entrepreneurship in Auvergne, log on to clermontmetropole.eu > Dynamiser, entreprendre.

Are you planning on creating a business in the ESS sector ("économie sociale et solidaire" or, social and solidarity economy)? You will find a wealth of information on the following sites: avise.org (national development portal for ESS); auvergneactive.net; cress-aura.org.



INTERNATIONAL PhD STUDENTS





The reception desk for all international PhD students is the Euraxess Auvergne service center:

clermont-universite.fr > Relations internationales et européennes > Chercheurs et doctorants étrangers ; see also uca.fr > International > Euraxess.

euraxess-auvergne@uca.fr Direction des Relations Internationales, Villa Blatin, 36 bis boulevard Côte Blatin, Clermont-Ferrand / **04 73 40 63 29** or **21**

Objectives: assistance and advice to international researchers (including PhD students) for resident permits, administrative procedures and everyday life (housing, bank accounts, health care, etc.) It is important to contact them as early as possible.

General information can be found at: <https://www.campusfrance.org> > Chercheurs

1. Resident permits

You will find many answers to your questions on accueil-etrangers.gouv.fr.

International students from a European country, the European Economic Area (Iceland, Norway and Liechtenstein) or Switzerland do not need a resident permit; they only need identification from their country.

Nationals of other countries must have a resident permit.

Please note that if you are Algerian, there are specific procedures; the following information does not concern you. Log on to Euraxess or the website accueil-etrangers.gouv.fr.

Before entering France, you must make a visa request, which must be affixed to your passport: Either a single-entry 3-month visa, or a 1-year long-stay visa (titre de séjour - VLS-TS).

You will find all the procedures to follow at france-visas.gouv.fr.

- PhD students who have a work contract related to their research topic (doctoral contract, ATER, a CIFRE contract with a company, etc.) must request a “passeport talent – chercheur” visa. To do this, you must contact the Euraxess center to draw up a hosting agreement that will be signed by the university, at least 2 months before your arrival.

For more information, log on to campusfrance.org > Chercheurs > S'organiser >

Demander son visa / valider son titre de séjour.

- PhD students who don't have a work contract related to their research must request a student (“étudiant”) visa. They must be able to show that they receive at least €615/month in financial resources.

To find out more, visit campusfrance.org > S'organiser > visas et cartes de séjour

> Visa long séjour.

Before your visa expires (as early as possible), you must request a multi-year resident permit, either “passeport talent – chercheur” (valid until the end of your contract) or “étudiant” (which will cover the 3 years of your PhD).

This permit is issued by the Puy-de-Dôme préfecture (puy-de-dome.gouv.fr).

You can inquire about the “passeport talent – chercheur” permit at the Euraxess Auvergne Services Center.

For “étudiant” cards, visit the Espace accueil étudiants run by the CROUS : usine.crous-clermont.fr > Le Crous > Espace accueil étudiants / 30 rue Étienne-Dolet, Clermont-Ferrand / 04 73 34 95 71).

/!\ If the mandatory civil status documents from your country are not written in French, you must have them translated, at your expense, by a certified translator (“agrée”).

Your first resident permit - either a long-stay visa (VLS-TS), or your resident permit obtained after a single-entry visa - must be validated within three months by the French Office for Immigration and Integration (OFII, ofii.fr), in addition to a medical visit (free) and payment of a €269 tax for a “passeport talent – chercheur” resident permit and €79 for a “étudiant” (student) resident permit.



These different resident permits allow you to move freely without any formalities in all Schengen area countries (Germany, Austria, Belgium, Denmark, Spain, Estonia, Finland, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Netherlands, Poland, Portugal, Czech Republic, Slovakia, Slovenia, Sweden, Switzerland).

The “passeport talent – chercheur” resident permit only authorizes you to work in the jobs covered by your hosting agreement. It entitles individuals to unemployment benefits, which are subject to the same conditions as for French citizens (see C/ 6.7)

The “étudiant” resident permit allows you to work up to 964 hours/year, or 60% of annual full-time employment, but does not entitle recipients to unemployment benefits.

To work beyond this limit, you must first make a provisional authorization request to work (with an offer letter), valid for 1 year (renewable), from the Direction régionale des entreprises, de la concurrence, de la consommation, du travail et de l'emploi (Dircecte), service Main d'œuvre étrangère

– [auvergne-rhone-alpes.dircecte.gouv.fr/ Puy-de-Dome](http://auvergne-rhone-alpes.dircecte.gouv.fr/Puy-de-Dome) This authorization entitles the recipient to unemployment benefits.

2. What happens at the end of the PhD?

- **PhD students with a “passeport talent – chercheur” resident permit** have the right to renew it at the end of their contract for the same period as their unemployment benefits (see C/6.7), i.e. a maximum of 2 years, whether they have finished their PhD or not. They can then look for work in France while receiving unemployment benefits. They can then renew their resident permit with a new hosting agreement if they find a new research contract, or request another type of resident permit if they find another job.
- **PhD students with an “étudiant” (student) resident permit** may request its renewal as long as they pursue their PhD studies and have adequate financial resources. If they attain their degree, they may qualify for a “recherche d’emploi et création d’entreprise” (or, job seekers and entrepreneurship) resident permit for one year, which is not renewable. This resident permit allows the recipient to work in the same conditions as the “étudiant” (student) resident permit, qualify for unemployment benefits, look for a job and work in a job related to your studies with monthly gross income of at least €2 281,82 (as of January 1, 2019). They can then request a resident permit for salaried employees or a “passeport talent – chercheur”.

3. Social rights

International students from Europe, EEA, and Switzerland qualify for the social rights mentioned in the “Life as a PhD student” section, in the same conditions.



Unless otherwise stipulated, non EU-EEA-Switzerland international students who have a valid resident permit also qualify, in the same conditions, with two main exceptions:

- unemployment benefits (cf. “Life as a PhD student” 6.9), cf. certain conditions depending on the resident permit, point E/1.
- the work bonus (see “Life as a PhD student” 6.9) is only granted to non-European EU-EEA-Switzerland students under certain conditions (for example, individuals who have held a resident permit authorizing work for at least the past 5 years).

4. Every-day life

General information is available at:

- campusfrance.org > Chercheurs > S'organiser
- euraxess.fr/france/ > Information & Assistance

When you arrive, before finding long-term housing, you can stay for a few days in a private home (:// bnb.fr/s/Clermont-Ferrand/) or in the CROUS dorms reserved for the university community (rooms & studios):

- crous-clermont.fr/miu/
- bedandcrous.com

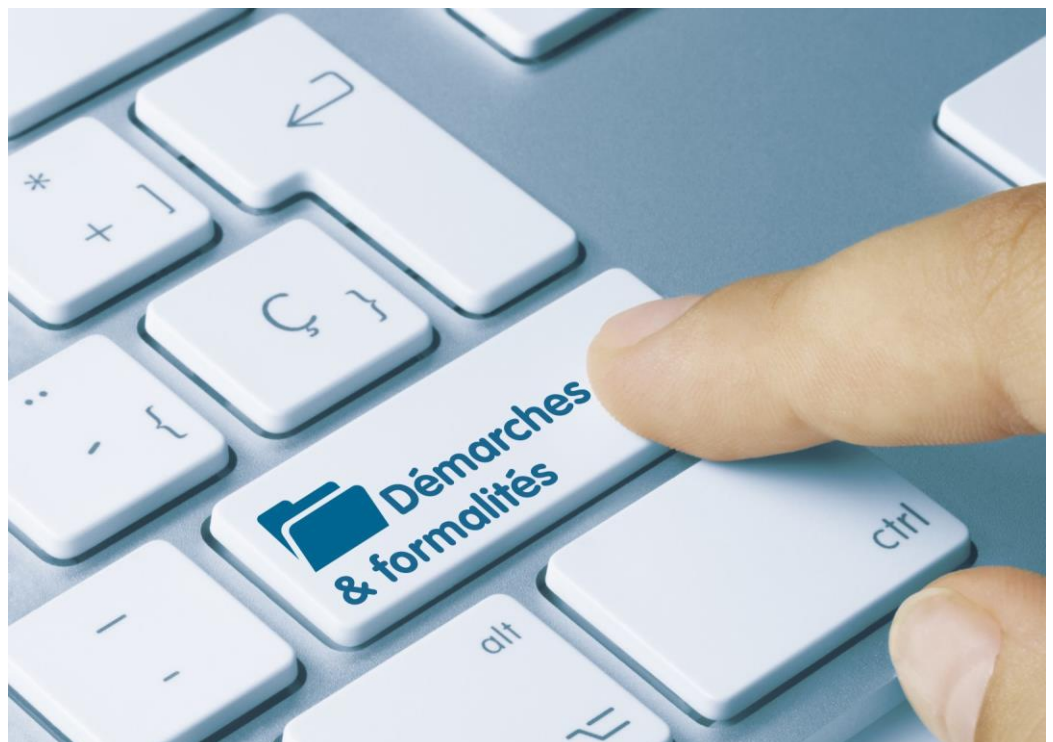
To rent housing on a long-term basis, you must first gather your administrative documents and subscribe to a housing insurance plan. You may ask for advice in the Euraxess center.

A French bank account is vital for many procedures, even for Europeans. To create an account, you will need proof of address. You may find more information at Euraxess.

Driver's licenses issued in the European Union or European Economic Area countries (Norway, Iceland, Liechtenstein) are valid in France.

Holders of the "étudiant" resident permit may use their driver's license from their home country throughout the entire period of their "étudiant" (student) resident permit. Others ("passeport talent – chercheur") may only do so for their first year in France, on the condition that they provide (if it is not written in French) an official translation by a certified translator.

Beyond one year, holders of the "passeport talent-chercheur" resident permit must request to exchange their license for a French license (procedure: service-public.fr/particuliers/vosdroits/F1460), or take the French driver's license exam. Ask Euraxess for advice.



5. Learn French

A 56-hour French class module is provided by the Doctoral college, which takes place over two intensive weeks and is free of charge. This module is mandatory for international non-francophone PhD students.

The classes are given in the FLEURA center (Centre de français langue étrangère et universitaire en région Auvergne), a UCA service dedicated to teaching French to international students. See information in the College modules list doctorat.clermont-universite.fr > Modules socio-professionnels.

If you feel it necessary, you may supplement your training with paid classes offered all year long by the center. Your laboratory may contribute to the cost of your classes. For more information: uca.fr > International > Centre FLEURA. 34 avenue Carnot, Clermont-Ferrand. **04 73 40 64 96** - centre.fleura@uca.fr

Please note: +33 is the French country dialing code for international calls, if you wish to call this number from abroad, you must dial +33 4 73 40 64 96.

6. Taxes

If you live in France, you must pay taxes to the French

fiscal administration. Some taxes are automatically deducted from your income (gross salary minus – net salary).



The following are some of the main taxes:

- The housing tax, which is due by the residents of a room, apartment or house, when they live there on January 1st of a given year (whether they are officially tenants or not). A single tax payment must be made for every room, apartment, or house. If you live with others, you can divide the amount owed. A form will be automatically sent to your home in autumn by the fiscal services with the payment amount and instructions. The tax is usually a couple of hundred euros for a small apartment. If you moved into your accommodation after January 1st, you are not liable for this tax the year of your arrival, you can send supporting documentation to the fiscal administration to cancel the amount owed. You are automatically exempt if you live in CROUS university dorms.
- Income tax. This tax is calculated at a progressive rate (increases with respect to your income); it is approximately 1.5% for an individual earning €1500 net/month. An annual declaration is required every year in the spring by the fiscal administration. The form will be sent to you in the mail. Ask Euraxess for advice.

7. Social security

General information on the French social security system (health insurance, retirement, unemployment, etc.) for non-nationals is available at this website: cleiss.fr > Documentation > Systèmes nationaux de sécurité sociale > En France > le régime général

7.1. Healthcare

Healthcare insurance in France is comprised of a mandatory healthcare insurance plan, funded by salary deductions, and a top-up healthcare insurance plan. The mandatory plan is managed by the Caisse Primaire d'Assurance Maladie (CPAM) of Puy-de-Dôme (ameli.fr) ; or by the Mutuelle Générale de l'Éducation Nationale (MGEN) for contractual PhD students and UCA staff (mgen.fr).

After joining, a social security card (“carte vitale”) will be sent to you by the CPAM or MGEN. Keep it safe while you are living in France; it is proof of your healthcare insurance and allows for the automatic transfer of information for your reimbursements when you go to a healthcare practitioner. This mandatory plan ensures that you will receive partial wages if you take sick leave at work and reimburses you for about 70% of the amount of common healthcare expenses (medications, appointments, exams, etc.), except for dental care, eye care and hospitalization, which are considerably less covered.

Europeans (EU, EEA, Switzerland) who are covered by the healthcare insurance system of their country qualify for reimbursements from CPAM upon presentation of their European health insurance card. Inquire at your healthcare insurance branch and at CPAM. Europeans who are covered in their own country are not concerned by the “parcours de soins coordonné” (or, healthcare referral system) (see below).

To qualify for other healthcare benefits, you must subscribe to a top-up insurance contract commonly called “mutuelle”. MGEN offers this kind of contract on top of managing the mandatory plan for public servants in education and research, but you are free to choose another plan. This additional insurance is strongly recommended, as your health care fees will be significant if you are hospitalized. Ask Euraxess for advice to guide you.



The French healthcare system is based on a referring physician, who may prescribe you further examinations, treatments or refer you to other health care professionals (medical specialists, physiotherapists, etc.) – referred to as the “parcours de soins coordonnés” (or, healthcare referral system). Dental care, eye care and gynecological check-ups are excluded.

You are free to choose your referring physician, generally a general practitioner, by declaring them to your healthcare insurance branch (CPAM or MGEN) upon their approval. If you do not go to this referring physician for your healthcare, the amount of the reimbursement by the health care insurance system will be decreased.

The university health care service offers free appointments (see. C/ 13.4). If you would like to book an appointment elsewhere, the official directory is online: annuaire.sante.ameli.fr

You will find the rates for each doctor in this directory.

The French healthcare system authorizes two types of rates for medical appointments:

“Sector 1” doctors charge a flat rate set by the health care insurance system (ex: €30 for an appointment with a specialist, €20 of which is reimbursed by the mandatory scheme).

“Sector 2” doctors are free to charge more than the amount set by the health care insurance system. Visiting doctors who adhere to the “Controlled Pricing Practices Option (OPTAM)” entitles you to the same reimbursements as for Sector 1 doctors (for example, you will be reimbursed €20 for an OPTAM specialist consultation that costs €50). If you consult a Sector 2 doctor who sets their own rate, your reimbursement will be reduced (€15.10 for a specialist).

Doctors from the medical centers included in the directory offer flat-rate consultations (Sector 1) and you will not have to advance the amount reimbursed by your top-up healthcare insurance plan (“tiers payant”).

For more information on the different specialties, prices, healthcare referral system, please visit: ameli.fr.

Emergency numbers in France:

- European emergency number (valid in most European countries), all kinds of emergencies (police, medical, accident) from a mobile phone (recommended): **112**
- Emergency number for people who are deaf or hard of hearing, by text message: **114**
- Emergency medical care (SAMU): **15**
- Accidents, fires (fire brigade): **18**
- Police emergency squad: **17**

7.2. Pension rights

By working full-time in France for an equivalent of a trimester, as a European citizen (EU, EEA, Switzerland) or if you have a resident permit allowing you to work, you automatically accrue retirement pension rights later in life, starting at the age of 62, even if you no longer live in France.

This system is divided between active workers and pensioners (no capitalization) and is funded by the deductions automatically taken from your salary. Keep your pay slips safe throughout your life as they are proof of your right to a pension when the time comes.

For more general information on the French retirement system:

info-retraite.fr

For information on the right to a pension when living abroad:

- info-retraite.fr > Vivre ma retraite > Installation à l'étranger
- cleiss.fr > Particuliers > Vivre sa retraite
- lassuranceretraite.fr > Salariés > Mes droits en fonction de mon parcours > International : activités en France et à l'étranger



USEFUL NUMBERS, INDEX AND REFERENCE TEXTS



THE DOCTORAL SCHOOLS AND THE DOCTORAL SCHOOLS COLLEGE

École Doctorale SVSAE

Director: Monique ALRIC

Rita BOUZABOUNE
Tel. 04 73 17 79 37
edsvsae.drv@uca.fr

Website: svsae.ed.uca.fr

École Doctorale SF

Director: Patrice Malfreyt

Suzanne HERNANDEZ
Tel. 04 73 40 53 76
edsf.drv@uca.fr

Website: sf.ed.uca.fr

Collège des Écoles Doctorales

Fatima GONCALVES
Tel. 04 73 40 70 10
ced.drv@uca.fr

Website: ed.uca.fr

École Doctorale LSHS

Director: Ludovic VIALLET

Karen VERGNOL-REMONT
Tel. 04 73 34 68 25
(City-center MSH)
Tel. 04 73 40 51 62
(Cézeaux campus DRV)
edlshs.drv@uca.fr

École Doctorale SEJPG

Director: Martine AUDIBERT

Franceline BEYBOT-BATISSON
Tel. 04 73 17 74 09
edsejpg.drv@uca.fr

Website: sejpg.ed.uca.fr

École Doctorale SPI

Director: Thierry CHATEAU

Dominique TORRISANI
Tel. 04 73 40 76 09
edspi.drv@uca.fr

Website: spi.ed.uca.fr

RESEARCH LABORATORIES

Collegium Droit, Economie, Gestion

Centre d'Etudes et de Recherches sur le Développement International (CERDI)
04 73 17 74 00

Centre Michel de l'Hospital (CMH)
04 73 17 75 79

Clermont Recherche Management (ClerMA)
04 73 17 77 40

Territoires **04 73 44 06 58**

Collegium Technologie, Sciences pour l'Ingénieur

Institut Pascal (IP) **04 73 40 72 50**

Laboratoire d'Informatique, de Modélisation et d'Optimisation des Systèmes (LIMOS)
04 73 40 53 57

Collegium Sciences de la Vie, Santé, Environnement

AutomédiCation Conciliation Pharmaceutique Patient (ACCePPT)
04 73 17 80 59

Centre de Recherche en Odontologie Clinique (CROC) **04 73 17 73 81**

Génétique Reproduction et Développement (GReD) **04 73 17 81 70**

Physique et Physiologie Intégratives de l'Arbre en Environnement Fluctuant (PIAF) **04 73 40 79 09**

Imagerie Moléculaire et Stratégies Théranostiques (IMoST) **04 73 15 08 00**

Plateforme de Recherche Intégrative chez l'HoMme en NUtrition et Mobilité (PRIMUM)
04 73 60 82 50

Douleur et Biophysique neurosensorielle (Neuro-Dol) **04 73 17 73 12**

Laboratoire des Adaptations Métaboliques à l'Exercice en conditions Physiologiques et Pathologiques (AME2P) **04 73 40 71 33**

Microbes, Intestin, Inflammation et Susceptibilité de l'Hôte (M2iSH) **04 73 17 83 79**

Microbiologie, Environnement Digestif, Santé (MEDIS) **04 73 17 83 08**

Génétique, Diversité et Ecophysiologie des Céréales (GDEC) **04 73 40 79 13**

Neuro-Psycho-pharmacologie des Systèmes dopaminergiques sous-corticaux (NPsy-Sydo)
04 73 75 47 90

Role of intra-Clonal HEterogeneity and Leukemic environment in ThErapy Resistance of chronic leukemias (CHELTER) **04 73 75 06 82**

Unité de Nutrition Humaine (UNH)
04 73 62 41 55

Unité Mixte de Recherche sur le Fromage (UMRF)
04 43 79 11 10

Laboratoire de Physique de Clermont (LPC)
Equipe MAM **04 73 40 72 72**

Unité Mixte de Recherche sur les Herbivores (UMRH) **04 73 62 40 25**

Unité d'EPIdémiologie Animale (EPIA)
04 73 62 42 70

Unité de Recherche sur l'Ecosystème Prairial (UREP) **04 43 76 16 00**

Qualité des Produits Animaux (QuaPA)
04 73 62 44 48

Centre d'investigation Clinique (CIC)
04 73 17 84 10

Laboratoire Microorganismes : Génome et Environnement (LMGE) **04 73 40 78 69**

Institut Pascal (IP)

Axe GePEB **04 73 40 52 67**

Axe TGI **04 73 17 84 44** or **04 73 17 81 95**

Institut de Chimie de Clermont-Ferrand (ICCF)

Equipe MPS **04 73 40 76 43**

Collegium Lettres, Langues, Sciences Humaines et Sociales

Centre d'Histoire "Espaces et Cultures" (CHEC)

04 73 34 68 48

Centre de Recherches sur les Littératures et la Sociopoétique (CELIS)

"Ecritures et interactions sociales" et

Littératures 20/21" teams: 04 73 34 68 32

"Littératures et représentations de l'Anti-quité au Moyen Âge" and "Lumières et Roman-tismes"

teams: 04 73 34 68 44

Espaces Humains et Interactions Culturelles:

Groupes, Citoyennetés, Empires, Identités, politiques (EHIC) **04 73 34 66 45**

Institut d'Histoire des Représentations et des

Idees dans les Modernités (IHRIM) **04 73 34 68 27**

Laboratoire Activité Connaissance Transmission

Education (ACTé) **04 73 31 87 69**

Laboratoire Communication et Sociétés (COMSOC)

04 73 40 64 25

Laboratoire d'Etudes Sociologiques sur la Construction et la Reproduction Sociales (LESCORES)

04 73 34 68 71

Laboratoire de Géographie Physique et Environnementale (GEOLAB) **04 73 34 68 18**

Laboratoire de Psychologie Sociale et Cognitive (LAPSCO) **04 73 40 64 69**

Laboratoire de Recherche sur le Langage (LRL)

04 73 34 68 72 or **04 73 34 68 44**

Laboratoire Philosophies et Rationalités (PHIER)

04 73 34 68 54

Maison des Sciences de l'Homme (MSH)

04 73 34 68 00

Territoires (UMRA 1273) **04 73 44 06 58**

Fédération de Recherche en Environnement (FR Environnement) **04 73 40 79 24**

Confédération de Recherche Interdisciplinaire en Sport (CRIS)

Basic science Collegium

Institut de Chimie de Clermont-Ferrand (ICCF)

04 73 40 71 25

Laboratoire de Mathématiques Blaise Pascal (LMBP)

04 73 40 70 50

Laboratoire de Météorologie Physique (LaMP)

04 73 40 73 73

Laboratoire de Physique de Clermont (LPC)

04 73 40 72 72

Laboratoire Magmas et Volcans (LMV)

04 73 34 67 11

Laboratoire Vellave sur l'Élaboration et l'Etude des Matériaux (LVEEM) **04 71 09 90 40**

Observatoire de Physique du Globe de Clermont-Ferrand (OPGC) **04 73 40 73 80**

Fédération de Recherche en Mathématiques Rhône-Alpes-Auvergne (FRMRAA) **04 73 40 70 69**

Institut Pascal (IP) **04 73 40 72 50**

Fédération de Recherche en Environnement (FR Environnement) **04 73 40 79 24**

HUMAN RESSOURCES

Isabelle HANDAKI 04 73 17 72 43 (*PhD students CAP20-25*)

Celine COUPAT 04 73 40 63 22

Celine GARDETTE 04 73 17 72 36

Elodie CALVAR 04 73 17 72 72

SCHOOLS, UFR AND INSTITUTES

Collegium Droit, Economie, Gestion

École d'Économie
04 73 17 77 76

École de Droit
04 73 17 76 00

École Universitaire de Management - IAE
Auvergne
04 73 17 77 00

Collegium Technologie, Sciences pour l'Ingénieur

École Universitaire de Physique et d'Ingénierie
04 73 40 72 00

Institut d'Informatique
04 73 40 50 35

Polytech Clermont-Ferrand
04 73 40 75 00

Collegium Sciences Fondamentales

École de l'Observatoire de Physique du Globe de
Clermont-Ferrand
04 73 40 73 80

École Universitaire de Physique et d'Ingénierie
04 73 40 72 00

UFR de Chimie
04 73 40 78 45

UFR de Mathématiques
04 73 40 70 70

Collegium Lettres, Langues, Sciences Humaines et Sociales

École Supérieure du Professorat et de l'Éducation
04 73 31 71 50

UFR Langues, Cultures et Communication
04 73 40 64 29

UFR Lettres, Culture et Sciences Humaines
04 73 34 66 97

UFR Psychologie, Sciences Sociales, Sciences de
l'Éducation
04 73 40 61 42

UFR Sciences et Techniques des Activités
Physiques et Sportives
04 73 40 75 35

Life Sciences, Health, Environment Collegium

Ecole des sages femme
04 73 75 03 15

UFR de Biologie
04 73 40 54 58

UFR de Médecine et des Professions
Paramédicales
04 73 17 79 00

UFR de Pharmacie
04 73 17 79 00

UFR d'Odontologie
04 73 17 73 00

Index

- Activities 30, 31, 35
- Adoption 26
- Assistance 27, 34
- Benefits 34, 54
- Leaving the program 26
- Associations 11
- Associates 8
- House insurance 55
- Bank 27, 55
- Library data base 38
- Time-table 20
- Career 47
- Cards 17, 30, 54
- Catalog 21
- Guarantee 27
- Gap year 23
- Chèques-vacances 30
- Unemployment 34, 54
- CIFRE 15
- CLASS 30
- Rankings 8
- Clubs 31
- Doctoral school college 8, 62
- Conferences 40
- Monitoring committee 24
- Skills 46
- Top-up healthcare insurance 29
- Bank account 55
- Time-off 26
- Advice 20, 37
- Contractual 26
- Contracts 1715
- Dual-degree programs 17
- Childcare 30
- Research tax credit 15
- CROUS 30, 34
- Culture 30
- Scientific culture 36
- CVEC 18, 30
- Degree 42
- File 24
- Rights 27, 39, 54, 59
- Doctoral schools 8, 62, 63
- Supervisor 14, 20
- Management 20, 49
- Surveys 47
- Teaching 35, 48
- Expertise 37
- Family 26, 30
- Financing 14
- Harassment 25
- Taxes 56
- Information 31
- Enrollment 17
- Institutes 65
- Laboratory 63, 65
- Housing 27
- Recreation 30
- Illness 26
- Maternity 26
- Doctors 29, 57, 58
- International student mobility 40
- Modules 21
- Top-up insurance provider 57
- Numbers 61
- Organization 20
- Guidance 31
- Passport 53
- Paternity 26
- Events 23
- Driver's license 55
- Pharmacy 29
- Plagiarism 41
- Portfolio 20
- Work bonus 34
- Private sector 49
- Interpersonal issues 25
- Doctoral project 14
- Intellectual property 40
- Public sector 50
- Research 9, 35, 49
- References 20, 67
- Re-enrollment 23
- Representatives 14
- Resources 38
- Human resources 65
- Food service 28
- Retirement 59
- Health 29, 57
- Social security 9
- Healthcare 29, 57, 58
- Thesis defense 42
- Sport 31
- Status 10
- SUC 30
- Thesis subject 14
- Taxes 56
- Permit 46
- Resident permit 52
- Transport 28
- Work and PhD studies 38
- UFR 65
- Emergencies 58
- Valorization 40, 46
- Visa 52, 53

Reference texts

Education Code (third year PhD student)

Research Code (PhD student benefits)

Decree of May 25 2016 setting the national
framework for the doctoral degree

Decree 2009 (amended) on the doctoral
contract

University Doctoral Charter

Individual training agreement

Work contract for contractual/CIFRE/etc students. *Doctorat à la
loupe* CJC-ANDèS Documents (guide-doctorat.fr/fiches)



Find us on our social network accounts:

Facebook

[/universite.clermont.auvergne](https://www.facebook.com/universite.clermont.auvergne)

Twitter

[@UCAuvergne](https://twitter.com/UCAuvergne)

Instagram

[@UniversiteClermontAuvergne](https://www.instagram.com/UniversiteClermontAuvergne)

Youtube

www.uca.fr/youtube/

