



**PROCEDURES ON SELECTION AND MONITORING OF DOCTORAL STUDENTS
FRENCH UNIVERSITY IN ARMENIA**

Stage	Calendar	Reference
Selection of candidates	May-June	
Admission and enrolment to a French Doctoral School	July-December	Decree of 25 May 2016 setting the national training framework and the procedures leading to the award of the national doctoral degree (France)
Undertaken procedures (organization, re-registration, rights and obligations of the parties)	Subscription (x year) to defence (+3)	- Doctoral contract between the French University in Armenia and the doctoral student - National Charter of Ethics for Research (France) - PhD charter of the PhD student's doctoral school - Rules of procedure of the doctoral school the student is attached to.
Follow-up of doctoral students		
Defence and degree awarding	Until December (+3)	Decree of 25 May 2016 setting the national training framework and the procedures leading to the award of the national doctoral degree (France)

STAGE 1: INTERNAL SELECTION PROCEDURE OF CANDIDATES (UFAR)

Selection Procedure

- Public call for applications open to students holding a master's degree from UFAR or another institution.
- Convocation of candidates eligible for an interview.
- Interview with both French and Armenian deans of the disciplinary field concerned the Rector of the French University in Armenia and the Secretary General of UFAR.
- Elaboration of a report including with a list of admitted students and those place in the reserve list.
- On the basis of the research project, the UFAR solicits the French partners to appoint a thesis director and to enrol the candidate in a doctoral school.

Selection Criteria

- Demonstrated interest in the subject field.



- Quality of the thesis project.
- Meeting admission criteria to a French doctoral school (the average grade at a graduate level, and the grade for graduate thesis).
- Motivation and professional project.
- Ability to conduct research and integrate into a scientific team.

STAGE 2: ADMISSION AND ENROLMENT IN AN DOCTORAL SCHOOL (FRANCE)

In line with article 11 of the decree of 25 May 2016 setting the national training framework and the procedures leading to the issuance of the national doctoral degree:

“Registration in the first year of the doctorate is ratified by the head of the school on the proposal of the director of the doctoral school, after consulting with the thesis director and the director of the unit or the quality research team of the project and the conditions of its realization.

To be enrolled in the doctoral program, the candidate must hold a national diploma of master's degree or any other diploma conferring the degree of master at the end of a course of training or professional experience establishing his/her aptitude to the research. If the aforesaid condition is not met, the school head may, by way of derogation and on the proposal of the council of the doctoral school, enrol candidates having carried out studies of an equivalent level or benefiting from the validation experience gained under Article L. 613-5 of the Education Code. The list of beneficiaries of these measures is presented each year to the council of the doctoral school and to the research commission of the academic council, or to the corresponding body in the establishment concerned.”

STAGE 3: ORGANIZATION OF DOCTORAL STUDIES

3.1. Organization of Doctoral Studies

In line with part 2 of the doctoral contract between UFAR and the doctoral student:

“The doctoral student is enrolled in doctoral studies at a partner university, under the responsibility of a French thesis director. A referent, whose mission is the daily supervision of the doctoral student in Armenia, is designated within the UFAR.

The doctoral student is officially attached to the French research institute his/her thesis supervisor belongs to. S/he carries out and publishes research, benefits from all the scientific resources thus made available by the French partner university.”



The doctoral student travels to the French partner university for nearly 2 months per year, to work with his/her thesis director, to participate in the research and publications of the institute.

At UFAR, the doctoral student completes his/her research work and is integrated in the teaching process, s/he teaches and participates in educational projects. While carrying out these activities, the doctoral student is under the administration of UFAR and the direct supervision of the pedagogical director (dean) of the faculty concerned. "

In accordance with article 10 of the decree of 25 May 2016 setting the national training framework and the procedures leading to the issuance of the national doctoral degree:

“The doctoral student undergoes his/her doctoral training at a doctoral school under the responsibility of accredited institutions, within a unit or a recognized research team following an evaluation by the High Council of the evaluation of research and higher education or by other bodies whose procedures it validates, and under the responsibility of a thesis supervisor attached to this school, or within the framework of a co-direction as mentioned in article 16 of this decree.

The doctoral student may undergo his/her studies within a research unit or team, on the proposal of the institution or institutions concerned as part of their scientific policy, on the basis of an evaluation carried out for this purpose. The research team concerned is attached to a doctoral school, after consulting the council of this school, on the proposal of the school head (s).”

3.2. Re-enrolment

In line with article 11 of the decree of 25 May 2016 setting the national training framework and the procedures leading to the issuance of the national doctoral degree:

“The enrolment is renewed at the beginning of each academic year by the head of the school, on the proposal of the director of the doctoral school, after consulting the thesis director and, from the third enrolment, the committee of individual follow-up of a doctoral student. In case if non-enrolment is envisaged, after consulting the thesis director, the reasoned opinion is notified to the doctoral student by the director of the doctoral school.

A second opinion may be requested by the doctoral student from the research committee of the academic council or from the body which is hold responsible in the institution concerned. The non-enrolment decision is taken by the school head, who notifies the latter to the doctoral student.



During the annual doctoral enrolment, the director of the doctoral school verifies that the scientific, material and financial conditions are at place to ensure the smooth running of the research work of the doctoral student and the preparation of the thesis.”

3.3. Rights and Responsibilities of Parties

In accordance with Part 3 of the doctoral contract between UFAR and the doctoral student:

“UFAR is committed to:

- register the successful candidate as a doctoral student at the UFAR in line with admission outcomes and on the order of the Rector,
- ensure the doctoral student has an office space and a laptop,
- organize the bridging of the doctoral student with the partner university of France, and the professional support in the process of preparation of the thesis,
- to pay a lump sum of 2000 (two thousand) euros, or its equivalent in drams, during the three doctoral years to cover the cost of transportation and accommodation related to the stay of 2 consecutive months in France of the PhD student,
- grant an annual thesis scholarship as described in the doctoral contract.

UFAR has the right to:

- exclude the doctoral student, by the order of the rector, if the latter does not respect the terms of the contract,
- terminate the doctoral contract in line with the law of the Republic of Armenia.

The doctoral student agrees:

- finish and defend the thesis in 3 years from the signing of this Agreement,
- present annually a report to the UFAR and / or the co-funding body of the doctorate, in accordance with the work plan,
- follow the compulsory courses organized as part of doctoral training in France and / or UFAR,
- be full-time present at UFAR, supporting the chair s/he is attached to throughout academic and research activities, as well as during the organization of events,
- realize and publish research works, besides the thesis,
- cooperate with his/her French doctoral supervisor and UFAR referee,
- teach about 60 hours of courses per year at the University, for which the University will pay a remuneration complementary to the monthly amount of the scholarship, calculated according to the tariff in force at the UFAR,



- pay the annual doctoral registration fees to the French partner university (approximately 300 euros),
- support the teaching at the University, as far as possible, during the 3 academic years following the defence of the thesis,
- respect the statutes, the rules of procedure and the internal legal acts of the University.

The doctoral student has the right to:

- take 35 paid working days a year, at least half of which are over the summer period,
- use, while carrying out research, scientific equipment, laboratories, computer equipment, the library and benefit from the trip in the same way as the staff of the University.”

STAGE 4: SUPERVISION OF DOCTORAL STUDENTS

In accordance with Part 3 of the doctoral contract between UFAR and the doctoral student:

“UFAR is committed to:

- formalize the doctoral student's work plan for the period of his/her doctoral studies and in particular the periods of stay in France in collaboration with the thesis supervisor,
- in accordance with the work plan, carry out a formal meeting of progress of the work of the doctoral student each year in the presence of the thesis supervisor.”

In addition, a weekly presentation of a doctoral student in front of his/her peers is organized in the presence of the Rector and the dean concerned.

In line with article 12 of the decree of 25 May 2016 setting the national training framework and the procedures leading to the issuance of the national doctoral degree:

“Under the responsibility of accredited institutions, the doctoral school sets the conditions for monitoring and supervising doctoral students in line with a doctoral charter the terms of which it defines. This charter sets, in particular, the means of mediating any dispute that might arise between the doctoral student and his/her thesis director and the commitment of the doctoral student to reply to any request for information relative to his/her job placement and professional career at the end of doctorate. This charter is approved by the director of the doctoral school, the director of the research unit or research team, or the thesis supervisor(s). It is signed by the doctoral student and the thesis director at the time of his first registration. Implementation of this charter, a training agreement, signed by the thesis director and the doctoral student, indicates the names of the doctoral student's registration establishment, the doctoral school and the unit or the host research team; it also mentions



the name(s) of the supervisor(s), the director of the unit or the host team, the doctoral student as well as the rights and duties of the parties involved.”

In accordance with article 13 of the decree of 25 May 2016 setting the national training framework and the procedures leading to the issuance of the national doctoral degree:

“An individual follow-up committee of the doctoral student ensures the smooth running of the course based on the doctoral charter and the training agreement. It evaluates, throughout an interview with the doctoral student, the conditions of his/her training and the progress of his/her research. It formulates recommendations and sends a report of the interview to the director of the doctoral school, the doctoral student and the thesis director. In particular, it seeks to prevent any form of conflict, discrimination or harassment. The composition, organization and functioning of this committee are determined by the council of the doctoral school. The members of this committee do not participate in the supervision of the doctoral student's work.”

STAGE 5: DEFENCE AND DEGREE AWARDING

5.1. Authorising for Defence

In line with article 17 of the decree of 25 May 2016 setting the national training framework and the procedures leading to the issuance of the national doctoral degree:

“The authorization to defend a thesis is granted by the school head, after consulting the director of the doctoral school, on the proposal of the thesis director.

The work of the doctoral student is pre-examined by at least two reviewers appointed by the head of [...] school, on the proposal of the director of the doctoral school, after consulting the thesis director.

In the scenario when the doctoral thesis involves representatives from the socio-economic world who do not belong to the academia, a third reviewer, recognized for his/her expertise in the field, may be appointed on the proposal of the director of the doctoral school, after consulting the supervisor.

Unless the disciplinary field or the content of the work does not allow it, the two reviewers are external to the doctoral school and the institution of the doctoral student. They may belong to foreign higher education or research institutions or other foreign bodies.

The reviewers have no involvement in the work of the doctoral student.

The reviewers should make their opinion known at least fourteen days before the date scheduled for the defence by means of written reports. Based on the latter the school head authorizes the defence.

These reports are sent to the jury and the doctoral student before the defence.”



In line with article 24 of the decree of 25 May 2016 setting the national training framework and the procedures leading to the issuance of the national doctoral degree:

“The doctoral student shall submit his/her doctoral thesis one month before the date scheduled for the defence to the doctoral service of the institution of higher education where doctoral education was conducted. The doctoral student provides his/her thesis in digital form according to the requirements of the institution in charge of organizing the defence. S/he also provides printed copies for the members of the jury, when they request those. The institution then ensures the printing of the thesis from the digital medium. The defence is pre-conditioned by the delivery to the president of the jury of a certificate ratifying the deposit of the thesis (by the department in Charge of Doctorate) and the electronic form completed with the assistance of the Service in Charge of Doctorate and the General Service for Documentation or the Inter-Institutional Service of Document Cooperation or Library, including a summary in French and a summary in English and a list of keywords. It includes the metadata necessary for the description, management, dissemination and archiving of the thesis, in accordance with the national TEF recommendation (French Electronic Theses).”

5.2. Jury Composition

In line with article 18 of the decree of 25 May 2016 setting the national training framework and the procedures leading to the issuance of the national doctoral degree:

“The thesis jury is appointed by the school head after consulting the director of the doctoral school and the thesis director. The number of jury members is between four and eight. It is composed at least half of French or foreign members, outside the doctoral school and the enrolment institution of the doctoral student and chosen because of their scientific or professional competence in the field of research concerned [...]. Its composition must allow a balanced representation of women and men. [...]. The members of the jury designate among them a president and, if necessary, a defense reporter. The president must be a teacher or equivalent, or a teacher of equivalent rank. The thesis director participates in the jury, but does not take part in the decision-making process.”

5.3. Format of Defence

In line with article 19 of the decree of 25 May 2016 setting the national training framework and the procedures leading to the issuance of the national doctoral degree:

“The defence is public, except exemptions granted by the head of establishment if the subject of the thesis has a confidential nature. Before the defence, the summary of the thesis is disseminated within the establishment or establishments benefiting from a joint accreditation.”

5.4. Conditions of Being Awarded the National Doctoral Degree

In line with article 19 of the decree of 25 May 2016 setting the national training framework and the procedures leading to the issuance of the national doctoral degree:



“As part of its deliberations, the jury evaluates the quality of the work of the doctoral student, their innovative nature, the ability of the doctoral student to situate them in their scientific context, as well as his/her quality of exposure. [...]. In the scenario when the work represents the outcome of a collective research, the personal part of each doctoral student is evaluated by a thesis which s/he drafts and presents individually to the jury. Exceptionally, and except the chairman, the members of the jury may participate in the defense by means of videoconferencing or electronic communication allowing their identification and their effective participation in a collegiate deliberation and satisfying the technical characteristics guaranteeing the continuous and simultaneous transmission of debates.

The admission or the denial is pronounced after deliberation of the jury.

The president signs the defence report, which is countersigned by all the members of the jury present at the defence. The defence report is sent to the doctoral student in the month following the defence.”

In line with article 24 of the decree of 25 May 2016 setting the national training framework and the procedures leading to the issuance of the national doctoral degree:

“If the jury has recommended corrections in the thesis, the novel doctor has a period of three months to file his corrected thesis in an electronic form.”