

## **Charter of the doctorate in psychological sciences**

The subject-specific doctoral committee for the psychological sciences wishes to draw up a doctoral charter to clarify/define the roles, responsibilities and expectations of the doctoral student, the supervisor and the supervisory panel.

The subject-specific doctoral committee is aware of the decisive nature of the support relationship between supervisor and doctoral student in the successful completion of a thesis project. The doctoral committee believes that it is essential for doctoral candidates and their supervisors to have had a detailed discussion about the practical arrangements for organising the support relationship before submitting their application for admission to the doctoral committee.

With this in mind, the doctoral committee invites doctoral candidates and their supervisors to familiarise themselves with this document, which proposes the way in which they will decide to put their support relationship into practice.

The doctoral committee makes it clear that its approach is in no way intended to restrict the freedom of organisation of the doctoral student and his/her supervisor. Its sole function is to ensure that the ways in which the support relationship is organised have been discussed constructively and consciously before the start of the thesis.

This document is a model, a proposed structure that the parties can adapt according to the particularities of each doctoral student's programme. These arrangements may of course be adapted as the thesis progresses, according to the specific needs of each stage of the doctoral programme.

It aims to create an environment conducive to the successful completion of the thesis project in the best possible conditions, while guaranteeing a structured and respectful framework for all parties involved.

When examining the doctoral application, the doctoral committee will only check that this stage has been completed.

### **Preamble**

The purpose of this charter is to define the roles, obligations and commitments of the doctoral student and the thesis supervisor in order to guarantee high-quality supervision and effective progress in doctoral research.

#### **1. Charter objectives**

- Guarantee a clear and respectful working environment for the doctoral student and the thesis supervisor;
- To help the thesis run smoothly and achieve its research objectives;
- Specify the rights and duties of each party;
- Discuss mutual expectations: make sure that the candidate's personal project matches the promoter's research area, availability expected from both parties, etc.

#### **2. Roles and obligations of doctoral students**

Personal and academic commitment:

- Undertake to work assiduously, seriously and independently on their research project;
- Demonstrate initiative and autonomy in the conduct of their research, and take responsibility for completing their thesis within the allotted time;
- Respect the deadlines and academic obligations defined jointly with the thesis supervisor and the doctoral committee;
- Maintain regular communication with the thesis supervisor and keep him/her informed of the progress of the work;
- To have the right, vis-à-vis their thesis supervisor and their supervisory panel, to their "duty to inform" about any difficulties they may encounter and the help they may seek. Not to remain silent and to inform in good time and in a positive spirit of any difficulties that he/she may encounter both scientifically and in terms of relationships within his/her supervisory panel;

- Give due consideration to the advice of its supervisor and supervisory panel regarding the progress of its work;
- Submit to the organisation of the doctoral committee, in particular with regard to deadlines for the compulsory stages of the doctorate and the organisation of the doctoral training programme;
- Undertake to follow the disciplinary and cross-disciplinary training courses in which the supervisor and the supervisory panel invite them to participate;

#### Participation in academic life:

- To integrate as effectively as possible into the research team and demonstrate team spirit and ethics;
- Participate in seminars, colloquia and other scientific events relevant to their field of research;
- Contribute to the promotion of its research work through publications, presentations and other forms of scientific dissemination.

#### Respect for rules and ethics:

- Comply with the regulations of the university and institute and the ethical standards of research;
- Respect the rules of intellectual property and confidentiality.

### **3. Roles and obligations of the thesis supervisor**

#### Supervision and monitoring :

- To ensure that the candidate is suitable for the doctorate and capable of carrying out the proposed research, in particular through a spirit of initiative and innovation, as well as the technical skills that may be required;
- Discuss with the candidate the practical arrangements for supervision: frequency of meetings and expectations in terms of content, any supervisory tasks, organisation of / participation in the lab's scientific seminars, articles / papers to be prepared, material resources available, signature on publications, rules on ethics and intellectual property, etc;
- Helping doctoral students to draw up their research project: helping them to clearly define their research project, to ensure that the project is original and personal and does not duplicate research carried out elsewhere, to formulate relevant research questions and to establish achievable objectives for the thesis;
- Find out from the doctoral student the financial conditions (and duration) under which he/she intends to carry out his/her research and ensure that the doctoral student can complete his/her thesis in good material conditions;
- Facilitating the integration of doctoral students into the research unit;
- Offer personal support and organise regular meetings to review the progress of the thesis and discuss any difficulties;
- Propose the appointment of a co-promoter when this seems useful, and particularly if it appears, at any time and for any reason (prolonged absence, prolonged stay abroad, etc.), that he or she might be prevented from following up the supervision of the thesis.

#### Advice and support:

- Provide methodological, theoretical and practical advice to doctoral students;
- Meet deadlines for proofreading doctoral work, publications, etc. ;
- Support doctoral students in their efforts to obtain funding, take part in conferences and publish their work;
- Encourage contacts with other researchers, participation in conferences and collaboration with experts in the field;
- Encouraging independence and excellence.

#### Assessment and feedback:

- Meeting with the doctoral student as often as necessary to monitor the progress of the work, discuss any difficulties encountered and possible solutions, and discuss new directions that the thesis might take in the light of the results obtained;
- Provide constructive feedback on the doctoral student's work within a reasonable timeframe;
- Have a duty to inform the doctoral student of any positive or negative assessments, objections or criticisms that his/her work may give rise to. Guarantee constructive criticism on the basis of transparent and fair criteria;
- Helping doctoral students to prepare for the various stages of thesis assessment (annual meetings / mid-term evaluation, formation of specific PhD examination boards, thesis defences, etc.);
- Plan and respect the dates set for the annual meetings, which are a real monitoring and support tool. They will help doctoral students to improve their research skills and refine their ideas. They also enable the doctoral committee to gather essential information on the progress of research work, on achievements and on the quality of the relationship between the doctoral student, his/her supervisor and his/her supervisory panel. These assessments are particularly important in that they help to maintain a healthy working environment that is conducive to research;
- With this in mind, the doctoral committee informs you that annual reports are systematically requested.

#### **4. Roles and obligations of the supervisory panel**

- Follow the progress of the work closely by taking part in the annual meetings (in person or online);
- Provide regular support throughout the PhD. To do this, the supervisory panel meets with the doctoral student at the start of the thesis and then every year at the annual meeting;
- To ensure that the programme is progressing smoothly and to assess the progress of the doctoral student's research;
- Make recommendations;
- Guiding and advising the doctoral student, both to reinforce the supervisor's action with regard to the direction of the research, and to broaden the network of scientific contacts;
- Listening to doctoral students to help them effectively in their research;
- At the annual meetings, it is informed by the supervisor and the doctoral student of the progress made towards the objectives set and any difficulties encountered. Together with the supervisor, the committee sets the objectives to be achieved over the coming year, in terms of disciplinary and cross-disciplinary skills as well as scientific objectives;
- At the mid-term evaluation, the committee will assess the progress of the doctoral student's research work to determine whether it is likely to lead to the submission of a doctoral thesis. The committee will decide whether to encourage or discourage the doctoral student to continue his or her thesis work. For doctoral students receiving full-time grants, this "mid-term evaluation" will take place no later than the end of the second year of the thesis (the third for assistants). In other cases, this deadline may be extended by a "reasonable" amount by the supervisory panel, in agreement with the doctoral committee. In the event of serious shortcomings, the support committee must advise the doctoral student not to continue with the research work. This decision will be the subject of a report to be submitted to the doctoral committee;
- At the end of the thesis, the supervisory panel, together with the supervisor, decides whether or not to submit the manuscript for private and public defences. If it considers that the doctoral student's research work is sufficiently advanced, or even complete, and that the doctoral training programme has been completed, it will draw up a proposal for the formation of specific PhD examination boards (jury), which it will submit to the doctoral committee in accordance with the deadlines.

## **5. Joint commitments**

Communication and mutual respect:

- Maintain open and respectful communication between the doctoral student, the thesis supervisor and the members of the supervisory panel;
- Resolve any conflicts constructively, with the help of the supervisory panel if necessary.

Planning and organisation :

- Define together the thesis project that will lead to the production of an innovative, original and personal work, and whose feasibility will be within the planned timeframe;
- Define a work schedule and short, medium and long-term objectives together;
- Plan regular meetings at a frequency that suits the doctoral student and the supervisor;
- Regularly assess progress and adjust work plans accordingly.

## **6. Mediation procedure**

Extracts from the doctoral regulations

2.2.7 "Any conflict between the doctoral student and one of his/her supervisors or his/her supervisory panel is the responsibility of the doctoral committee of the field concerned".

The working principles of the doctoral committee in situations of conflict between the supervisor/supervisory panel and the doctoral student are as follows:

- Any such problematic situation may be communicated by either party, orally and/or in writing, to any member of the doctoral committee, who will report it to the doctoral committee;
- In its efforts to understand the situation and find solutions, the doctoral committee may meet separately with the various people in conflict. They are contacted by one of the members of the doctoral committee and invited to a meeting of the doctoral committee to discuss possible solutions;
- The aim of these meetings is to hear the points of view of all parties in order to obtain a clear and balanced perspective, and to enable the doctoral committee to position itself fairly and seek possible solutions;
- The doctoral committee may bring any problematic situation to the attention of the research institute's president;
- After consultation, all parties will endeavour to achieve conciliation;
- The doctoral committee ensures that the agreements adopted at the meeting are followed up and remains available to manage any follow-up to the dispute;
- If this fails and the dispute persists, an appeal may be lodged.

## **7. Final provisions**

Revision of the charter :

- This document may be revised periodically to adapt to changes in research practices and the expectations of each party.

Application of the charter :

- It comes into force as soon as it is signed by the doctoral student and the thesis supervisor. It will be appended to the doctoral student's follow-up file.

**Date and signatures of doctoral student/supervisor.**