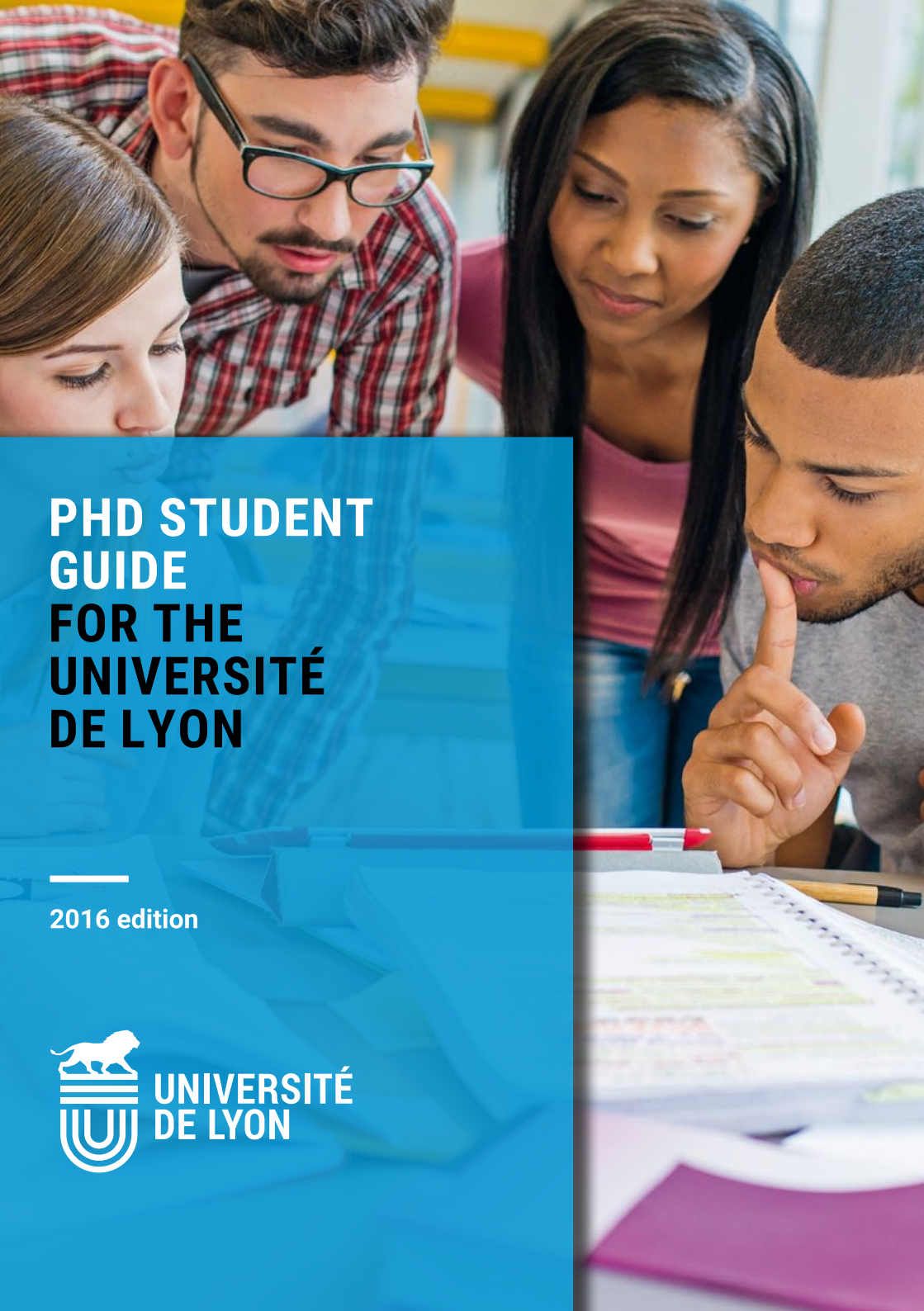


PHD STUDENT GUIDE FOR THE UNIVERSITÉ DE LYON

2016 edition

UNIVERSITÉ DE LYON

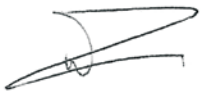
Congratulations, you are beginning your doctoral studies at the Université de Lyon! By choosing the Lyon-Saint-Étienne site, you have opted to pursue a fascinating and demanding avenue dedicated to knowledge and learning and benefitting from a particularly rich research environment of the highest quality.

We are committed to providing you with all the necessary means for your training and studies to allow you to acquire the skills and expertise demanded by today's knowledge- and innovation-based society. This objective is the shared responsibility of each Université de Lyon laboratory, doctoral school and institution, and is lent concrete form by the Université de Lyon doctoral degree awarded following your successful thesis defence.

This guide has been compiled to help you understand your PhD programme, anticipate its various stages, enrich your professional experience as a young researcher and prepare your future career.

I hope it will prove useful throughout your studies and training as a young researcher in pursuit of your Université de Lyon doctoral degree.

Khaled Bouabdallah
President of the Université de Lyon



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The doctorate represents a professional research experience that will allow you, in three years' time, to earn the highest level of qualification available in France: the PhD.

To be eligible for this degree, you must be simultaneously enrolled at an institution of higher education and research accredited to award the doctorate (see p. 7) and at a doctoral school (see p. 51). Writing up and then defending your doctoral thesis will teach you how to properly carry out research. But you will also contribute to the production of new knowledge and expertise by carrying out your research at a research laboratory (see p. 47), under the supervision of a thesis director (see p. 35).

Pursuing a doctoral degree demands seriousness, consistency and significant commitment over time.

The PhD degree demonstrates your very high level of expertise and signifies that you possess qualities and skills greatly appreciated by the professional world. During your training, you will have the opportunity to meet with researchers, teachers and occasionally entrepreneurs, all those who may be interested in your research subject and who are liable to facilitate your future integration into the professional world, whether at a university, a private firm, a public entity or an association. Do not await your thesis defence to begin seriously considering and questioning your future career path! In this manner, you will be able to adjust your initial research experiences to the demands of your professional projects.

The Université de Lyon (UdL)

The Université de Lyon (UdL) is a community of universities, schools and research bodies, gathering together 12 member institutions and 17 associates within the greater Lyon and Saint-Étienne metropolitan area.

The school is home to:

- **17 doctoral schools (4 for the life sciences, 7 for the exact sciences, 6 for the social sciences and the humanities):**

- **ED 205 – EDISS ("Sciences-Health Interdisciplinary")**
- **ED 340 – BMIC ("Integrative and Cellular Molecular Biology")**
- **ED 341 – E2M2 ("Evolution, Ecosystems, Microbiology, Modelling")**
- **ED 476 – NSCo ("Neurosciences and Cognition")**

- **ED 34 – "Lyon Materials"**
- **ED 52 – PHAST ("Physics and Astrophysics")**
- **ED 160 – EEA ("Electronics, Electrical Engineering, Automation")**
- **ED 162 – MEGA ("Mechanical Engineering, Energetics, Civil Engineering and Acoustics")**
- **ED 206 – "Lyon Chemistry"**
- **ED 488 – SIS ("Sciences, Engineering, Health")**
- **ED 512 – InfoMaths ("Computing and Mathematics")**

- **ED 483 – ScSo ("History, Geography, Town Planning, Urbanism, Archaeology, Political Science, Sociology, Anthropology")**
- **ED 484 – 3LA ("Literature, Languages, Linguistics, Art")**
- **ED 485 – EPIC ("Sciences of Education, Psychology, Information and Communication")**
- **ED 486 – SEG ("Economics and Managerial Sciences")**
- **ED 487 – Philo ("Philosophy: History, Representation, Creation")**
- **ED 492 – "Law"**

- **5,400 PhD students**
- **2,000 foreign nationals**
- **1000 theses defended each year**
- **530 international jointly supervised theses**

© Office du tourisme de Lyon - Brice Robert

Berges du Rhône, Lyon

ORGANIZATION OF THE DOCTORATE

1 The different actors of the doctoral studies at Université de Lyon

2 A double registration each year
- course registration
- administrative registration

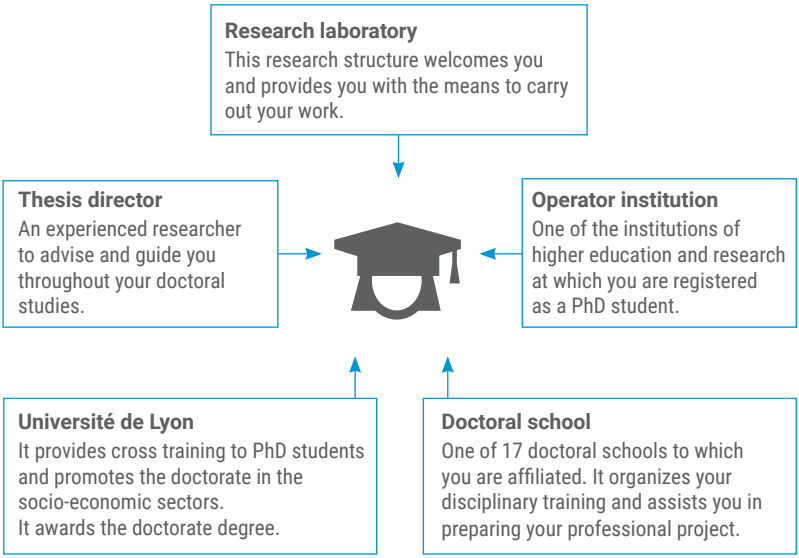
3 The international jointly supervised thesis

4 The training agreement

5 PhD student representation

"As freely pursued yet supervised research work, the doctorate calls upon the participation of several different actors with well-defined roles."

1 The different actors of the doctoral studies at Université de Lyon



Consult the PhD Charter of the Université de Lyon. This charter describes the reciprocal commitments of each actor and is made available to you via the SIGED application (see p. 13). You must read, approve and sign the charter, then include it in your registration dossier.

www.universite-lyon.fr

UNIVERSITÉ DE LYON

Charte du doctorat de l'Université de Lyon

Préambule
Le doctorat de l'Université de Lyon est régi par l'arrêté du 25 mai 2016 fixant le cadre national de la formation et les modalités conduisant à la délivrance du diplôme national de doctorat. Il respecte les recommandations et principes de la Charte européenne du/de la chercheur/euse et du Code de conduite pour le recrutement des chercheurs/euses. La délivrance du diplôme est assurée par la COMUE Université de Lyon. L'inscription administrative et la préparation de la thèse s'effectuent dans l'un des établissements opérateurs de l'Université de Lyon.

2 A double registration each year

You are required to carry out two separate doctoral-programme registrations: a "course registration" at a doctoral school and an "administrative registration" at an institution of higher education and research.

› Course registration
The approval of your application dossier by the doctoral school, via the SIGED application, signifies your registration at the doctoral school. This registration must be renewed each year via SIGED (see box).

› Administrative registration
You have been invited by e-mail to carry out your administrative registration at the institution of higher education and research that issued your admission to the doctoral programme. This e-mail explains how to proceed, as well as indicating the deadline.

Your registration is valid for the duration of the academic year, from 1 October to 30 September of the following year. It must be renewed each year by the head of your institution, upon the proposal of the doctoral school director and following the thesis director's recommendation and, starting with the third registration, the recommendation of the individual PhD monitoring committee. Starting the 4th year, you must provide at the minimum a reasoned recommendation by your thesis director to reregister.

Registration fees and exemptions

In France, doctorate registration fees are fixed each year by ministerial order. For the 2016/2017 academic year, these fees are set at €391, to which must be added €5,10 for the MPU (university preventive health coverage) and the optional right to access university athletic activities (fees for which vary according to the institution).

Those exempted from these fees include: students awarded a grant from the French government and PhD students under international co-supervision (according to the terms of their particular agreement), as well as PhD students benefitting from ACE (complementary teaching activity).

The IZLY card is a student or professional identity card provided by your institution of registration. It provides access to the university libraries and acts as a money card that can be used at the university restaurants and for other services offered by the CROUS

www.izly.fr

The SIGED application

("Information and Management System for the Doctoral Schools")

SIGED is a computer application created for all PhD students of the Université de Lyon and the institutions concerned.
It was on SIGED that you drew up your "PhD student dossier", after having received a user name and password, and it was also via SIGED that each step of your admission procedure was confirmed.

Each year, it is via SIGED that you will renew your doctoral school and institution registration.

SIGED offers other resources and notably the possibility to:

- **Register for cross-disciplinary training courses made available to PhD students;**
- **Fill in your profile and degree course. This information allows us to better know you and to send you targeted, pertinent information (for example, concerning the so-called "Doctor Employment Days" or JEDs, mobility grants, etc.).**

During registration, PhD students are requested by their institutions to sign a "Computing Charter". This charter defines the terms of use for the computer resources made available to students. The charter is sent to you via SIGED; it must be read, approved, signed and included in your registration dossier.

3 The international jointly supervised thesis

A doctorate under international co-supervision means that the PhD student is registered at two different higher education institutions, one of which is located abroad. A joint supervision agreement defines the relationship between the two institutions, and you must register simultaneously and each year at both institutions (starting the first year), even if your particular agreement has not yet been signed.
The agreement also specifies the terms for paying any registration fees; if the agreement exonerates you from paying registration fees at Lyon or Saint-Étienne, you must remember to request an exoneration when carrying out your administrative registration.

4 The training agreement

The Ministerial Order of 25 May 2016 defines the training agreement. Signed by both the thesis director and the PhD student, this agreement covers all contractual elements structuring the thesis project. The agreement notably specifies the title of the thesis subject, where and under whose direction the thesis is to be carried out, the thesis calendar, etc. It also includes the PhD student's professional project and the student's individual training programme in accordance with this project. This agreement specifies the rights and obligations of all concerned parties. It is based upon this agreement and the PhD charter that the PhD student's individual monitoring committee monitors the progress of his/her degree course.

5 PhD student representation

"Laboratory Committee", the "Doctoral School Committee", their institution's "Research Commission" and the COMUE's "Academic Committee". Their elected representatives can in this manner voice the concerns of PhD students and participate in the strategic decision-making that has a real influence on researchers' future. At your laboratory, you will find information boards set aside for such student-union and –representation activities.

PhD student representatives
Consult the website of your doctoral school and that of your registration institution.

© Jean-François Marin/Divergence-photo.com

Doctor Employment Day , June 2013, hosted by Université de Lyon

FOREIGN PHD STUDENTS

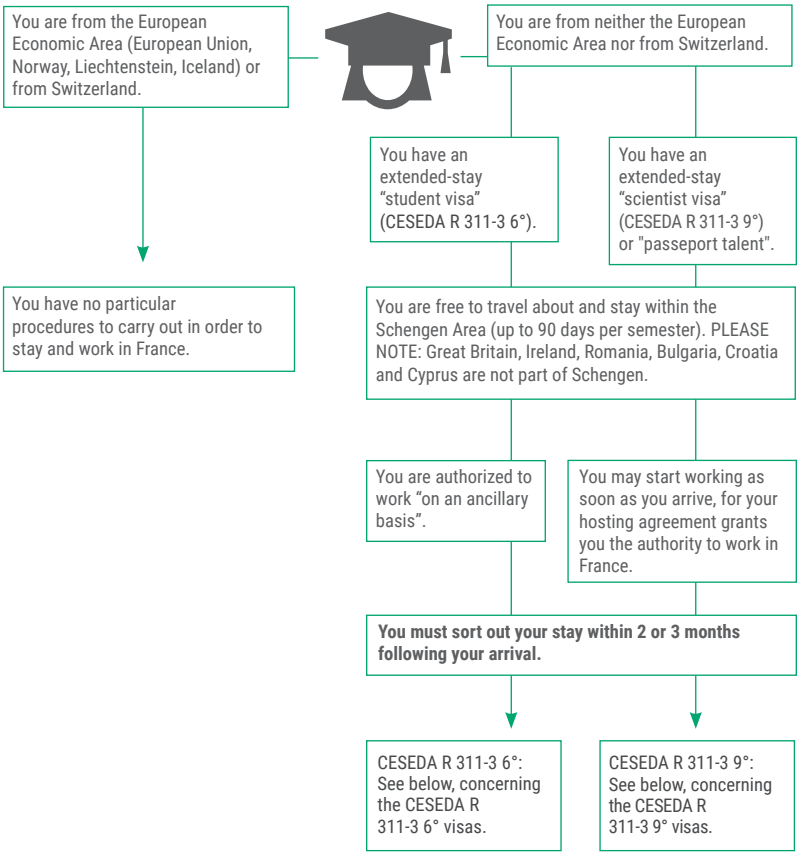
1 Staying and working in France
- you have a CESEDA R 311-3 9° visa
- you have a CESEDA R 311-3 6° visa

2 Learning or improving your French

"If you are a foreign national, your stay and authorization to work in France may be subject to certain conditions."

1 Staying and working in France

To stay and work in France during your doctoral studies, you must carry out certain administrative tasks, according to your particular situation and the visa you have been granted.
If you would like to work in France following your thesis, see the chapter: "Professional choices".



› You have a CESEDA R 311-3 9° visa as a "Scientist-Researcher"

This is an "extended-stay visa equivalent to a residence permit" (VLS-TS). Please note: the hosting agreement only grants work authorization for those missions specified in this agreement.

1st year

Within 2 months following your arrival in France, you must submit to the OFII ("French Immigration and Integration Office") the "OFII certificate request" form that was sent to you along with your visa and the list of requested documents. You will then be summoned to the OFII to have your visa validated and attributed the "value of a residence permit". You will have to provide a revenue stamp for 241 euros. This stamp may be purchased online at: www.timbresofii.fr or at a tobacconist's.

2nd and 3rd years

2 months prior to the expiration of your visa equivalent to a residence permit, you must request a renewal of your residence permit in order to remain in France. This request is carried out at the prefecture of the department in which you reside: that of the Rhône department if you live within Greater Lyon, or that of the Loire department if you live in or around Saint-Étienne.

The dossier comprises several administrative documents, including the *convention d'accueil* (hosting agreement) and the work contract (signed by you and your employer). In return and usually immediately, the prefecture will hand you a receipt, valid for a period of 1 to 4 months, attesting to your having filed a request for a residence permit renewal.

You will then pick up your temporary residence permit at the prefecture corresponding to the location where the request was filed. You will have to pay a tax, the amount of which will be communicated to you upon submission of your dossier. This tax may be paid via a revenue stamp, available for purchase at a tobacconist's or online at: www.timbreofii.fr.

The residence permit (an actual permit or an equivalent visa) has a maximum duration of 1 year for its first issuance. Remember to request its renewal 2 months prior to its date of expiration.

› You have a CESEDA R 311-3 6° visa as a "Student"

This is an "extended-stay visa equivalent to a residence permit" (VLS-TS).
This visa is marked: CESEDA R 311-3 6° and *Autorise travail limité 60% durée légale* ("Authorizes work limited to 60% of legal duration"), within all sectors of activity.

1st year

Within 2 months following your arrival in France, you must submit to the OFII ("French Immigration and Integration Office") the "OFII certificate request" form that was sent to you along with your visa and the list of requested documents. You will then be summoned to the OFII to carry out a medical examination and to have your visa validated and attributed the "value of a residence permit".

During your visit to the OFII, you will also have to prove your administrative registration at an institution of higher education and pay the OFII tax (58 euros in 2014). This tax may be paid via a revenue stamp, available for purchase online at: www.timbresofii.fr or at a tobacconist's.

2nd and 3rd years

If you would like to pursue your doctoral studies in France, within 2 months prior to the expiration of your visa "equivalent to a residence permit", you must request a temporary residence permit at the prefecture of your place of residence. This request is carried out at the prefecture of the department in which you reside: that of the Rhône department if you live within Greater Lyon, or that of the Loire department if you live in or around Saint-Étienne.

In return and usually immediately, the prefecture will hand you a receipt, valid for a period of 1 to 4 months, attesting to your having filed a request for a residence permit renewal.

You will then pick up your temporary residence permit at the prefecture corresponding to the location where the request was filed. You will have to pay a tax, the amount of which will be communicated to you upon submission of your dossier. This tax may be paid via a revenue stamp, available for purchase at a tobacconist's or online at: www.timbreofii.fr.

In order to work

Holders of this visa are authorized to work "on an ancillary basis" for up to 964 hours per year (60% of the annual legal work duration). This maximum allowed duration begins upon the attribution of the residence permit or upon the validation of the extended-stay visa equivalent to a residence permit.

A temporary work authorization is required:

- For Algerian students: authorization is limited to 50% (850 hours) of the annual work duration.
- In order to work more than 964 hours per year, for other non-European nationals.

In the above cases, you must submit a request to the territorial office of the DIRECCTE corresponding to your place of residence. This request must be accompanied by a "promise of employment" or a work contract, as well as your residence permit.

http://auvergne-rhone-alpes.direccte.gouv.fr/Rhone
and **www.rhone.gouv.fr/Demarches-administratives**

Translation of administrative documents

In the dossiers to be submitted to the prefecture, all original documents in a foreign language must be accompanied by their French translation. To be valid, these translations must be carried out by a sworn translator, recognized as an expert by a French Court of Appeal. A list of sworn translators approved by the Court of Appeal of Lyon is available online at: www.ca-lyon.justice.fr

IMPORTANT: If this represents your first such request, do not leave France without first obtaining your residence permit; otherwise, you risk not being able to re-enter the French territory!

www.rhone.gouv.fr/Demarches-administratives

The Espace Ulys assists you in moving to the Lyon - Saint-Étienne site. To benefit from the services on offer (help with administrative formalities, searching for housing, invitations to various events and evening receptions, French lessons, etc.), please first register with the database for international researchers and PhD students.

www.espace-ulys.fr

ESPACE ulys
ACCUEIL INTERNATIONAL
UNIVERSITÉ DE LYON

2 Learning or improving your French

Even if your work language is English, a knowledge of French will facilitate your move to France, as well as your social integration. As a PhD student, you benefit from several French language course offers. These courses are partially or fully subsidized.

Certain **Université de Lyon institutions** offer French language courses to their students each semester. These courses may start as early as September or October. For more information, contact your registration institution.

FLE ("French as a Foreign Language") contacts:
Université Claude Bernard Lyon 1 : inscription.fle@univ-lyon1.fr
Université Jean Monnet Saint-Étienne : annick.lafond@univ-st-etienne.fr
ENS de Lyon : veronique.rancurel@ens-lyon.fr
ENTPE : brendan.keenan@entpe.fr
INSA de Lyon : delphine.fradois@insa-lyon.fr
École nationale supérieure des mines de Saint-Étienne : guelon@emse.fr

The doctoral training and instruction offered by the Université de Lyon includes French language courses. These courses generally begin in January or February and are suited to all language levels. Their completion contributes to the validation of the doctorate.

Important: Preregistration is required (between October and December).

www.universite-lyon.fr/doctorat, section:Se former pendant le doctorat

If you arrive in Lyon outside the academic or registration periods, and you would like to begin learning or practicing your French, the Espace Ulys offers courses for beginning to intermediate learners (32-hour module offered every month except August). PhD students are requested to contribute around €80 to attend these courses, which are also made available to their spouses.

For more information on the conditions for taking advantage of these courses, visit the Espace Ulys website: www.espace-ulys.fr.

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THE LEGAL FRAMEWORK FOR YOUR DOCTORAL STUDIES

1 The doctoral contract

2 CIFRE (“Industrial Agreements for Training through Research”)

3 ATER (“Temporary Teaching and Research Assistant”)

4 Additional contracts and grants

5 Suspending and/or abandoning your doctoral work
- temporary interruption
- Caesura
- stopping or abandoning your doctoral studies

"The doctorate represents a professional research experience entailing certain obligations and rights"

1 The doctoral contract

The doctoral contract is a public-law, fixed-duration contract with a duration of 3 years.
It may be extended for a maximum of 1 additional year, if "justified by exceptional circumstances concerning the research work" or if you have benefitted from, during the course of the contract, "a period of maternity, paternity, adoption or sick leave lasting over 4 consecutive months or a leave of at least 2 months following a work-related accident" (Ministerial Order 2009-464 of 23 April 2009). It can also be extended twice by amendment, for up to one year per amendment, without exceeding 6 years.

The annual work volume is set at 1,607 hours. This volume may be exclusively dedicated to your doctoral research work, or it may be divided between your research work (5/6 of the total work-hour volume) and one or more of the following activities:

- A teaching assignment of 64 hours (equivalent to a tutorial).
- Expertise/assessment missions (for a local authority, an administration, an association, a public institution or a foundation), scientific dissemination missions or research dissemination missions, not to exceed 1/6 of the total work-hour volume (268 hours or 32 days).

These activities may be modified each year by simply amending the contract.

The minimum salary is set at €1,684.93 gross per month and €2,024.70 gross per month for activities complementary to your research work.

www.enseignementsup-recherche.gouv.fr, section:recherche
See Ministerial Order 2009-464 of 23 April 2009 relative to contractual PhD students at public institutions of higher education or research.

2 CIFRE (“Industrial Agreements for Training through Research”)

An “Industrial Agreement for Training through Research” or CIFRE is a private-law contract established by a company, an authority, an NGO, etc. to hire a PhD student via an open-ended contract or a fixed-duration contract of 3 years. The gross minimum salary is set at €1,957 per month. CIFRE are financed by the French Ministry of Higher Education and Research, which has entrusted their implementation to the ANRT (“National Association of Technological Research”). Note that the company benefits from a subsidy of €14,000 per annum.

If this is your case, a “contract of collaboration” drawn up between the structure employing you and your host laboratory specifies the terms and conditions of your research work, as well as the ownership clauses concerning any results you obtain.

3 ATER (“Temporary Teaching and Research Assistant”)

A PhD student can serve as an ATER (“Temporary Teaching and Research Assistant”) during the last year of his/her doctorate (or for up to 3 years, if the student is a civil servant or a trainee civil servant).

Full-time ATER are liable for an annual teaching service of 192 hours, equivalent to a tutorial (1 course hour = 1.5 tutorial hours). In addition to a monthly salary of €2,041.95 (gross index 513), the ATER benefits from a per-semester or per-year “research and higher education bonus”.

www.education.gouv.fr/cid1217/les-attaches-temporaires.html
See Ministerial Order 88-654 of 7 May 1988 relative to the hiring of ATER at public institutions of higher education, on the “Ministry for National Education” page.

http://doc.tlti-informatique.net/web/altair-cand
The ALTAÏR application, available via the Galaxie website, is dedicated to the hiring of ATER. There you will find information on available positions, as well as the application procedure.

4 Additional contracts and grants

› Other work contracts

Some PhD students are hired by a public institution of higher education, a research institute or a private foundation within the framework of a 1-year, renewable contract. Such is the case for PhD students recruited for a research project funded, for example, by a local government. In this case, a doctoral contract is not drawn up, and the provisions concerning complementary activities do not apply. Consult your contract for information on your rights and obligations.

› Grants

If you benefit from a grant to carry out your doctoral project, you are not bound by a work contract, but rather by the grant rules and regulations that you signed.
For your institution, as well as for your social security, your status is that of a student.

5 Suspending and/or abandoning your doctoral work

The conditions and procedures for suspending or abandoning your doctoral project are specified in your work contract, in the rules and regulations of your grant or in your joint supervision agreement. Be sure to read them carefully before making any decision.

If you would like to suspend or abandon your thesis, you should first speak with your thesis director(s). Whether the interruption is temporary or definitive, the doctoral school, the laboratory and the institution you are registered at will have to be notified.

› Temporary interruption

An extended suspension, for an illness, a work-related accident, maternity leave, etc., can result in your delaying your thesis work for an additional year. A special dispensation could then be granted, allowing you a 4th doctoral year.
If you are under doctoral contract, a 1-year maximum renewal is possible and provided for by the law.
No matter the work contract that you have signed, you may benefit from parental leave during the period of your contract's suspension.

› Caesura

The Ministerial Order of 25 May 2016 – specifying the national framework for training programmes, as well as the methods and procedures for awarding the French PhD degree – established the right to benefit from a caesura (break). "On an exceptional basis and upon the PhD student's reasoned request, an indivisible caesura of up to one year max may be enjoyed a single time […].

› During this period, you temporarily suspend your training and research work, but you have the possibility of remaining registered at your institution.
› This break period is not included in the thesis duration.
› Your institution guarantees your reregistration in the doctoral training programme at the end of this caesura."

Important: Excepting the above cases, you are registered to be pursuing a 3-year doctorate programme and must pay your yearly fees up until your thesis defence.

› Stopping or abandoning your doctoral studies

If you receive a salary for your thesis work, you must follow the provisions laid out in your work contract in order to stop or abandon your doctorate, either by quitting or by reaching an agreement with your employer.

If you are a grant holder, the terms and conditions of your scholarship include a clause on suspending or abandoning your thesis; be sure to read it carefully before making your decision.

A doctorate may also be terminated upon the reasoned request of your scientific supervisors. This amounts to a dismissal accompanied with a notice of termination, the duration of which is stipulated in the public or private contract that you have signed.

In the absence of any work contract, you will take the necessary steps in mutual agreement with your thesis director and the directors of your laboratory and of your doctoral school.

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Palais Hirsch Grand amphitheatre, Université Lumière Lyon 2

part › 4

SOCIAL SECURITY

"Social security covers all PhD students, both French and foreign, salaried and non-salaried."

You are employed.

You benefit from social security for the employed.
You and your employer pay your contributions that are directly deducted from your salary each month.

However, the social security scheme for students (if you are under 28 years old) is mandatory if your work contract does not cover the academic year (from 30 September to 1 October) or if you work less than 120 hours per quarter.

You are not employed.

You are **over 28 years old.**

You continue to benefit from French health insurance coverage for a period of one year starting on the date of your birthday. Afterwards, or if you never benefitted from French health insurance coverage, you can take out a **private insurance** plan or sign up for the **PUMA (universal health coverage)**. PUMA contributions are calculated based on salary; to sign up, visit your local health insurance office* . Students are exempted from the obligation to have resided at least 3 months in France in order to benefit from the PUMA.

* *And at CPAM Paris for the "talent/ scientist-researcher passport" holder*

You are **under 29 years old.**

You must subscribe to a **social security scheme for students.** When you sign up, you will be requested to choose your student mutual insurance company and to pay your contribution (215 euros for the 2016/2017 academic year).

Under 29 years old at first registration: you continue to benefit from Student health insurance coverage for the duration of the doctoral program.

Thanks to social security, you benefit from the reimbursement of the health care you receive in the event of an illness or a pregnancy. You also benefit from insurance covering work-related accidents and professional illnesses, which covers you in the event of your suffering an accident while carrying out your research work, during your training or instruction, during your commutes between home and work, and during any work or research placements carried out in France or abroad.
If you are an employee, you also pay contributions to cover the risk of unemployment and toward your retirement. You benefit from death and disability coverage and you have the right to maternity- and parental-leave benefits.

www.ameli.fr, section:Droits et démarches

Important: if you have signed a doctoral contract, the social security is active provided you are registered as a PhD student at an Higher education Institution.

CPAM Paris for the "Talent / Scientist-Researcher Passports":
Assurance Maladie de Paris (national health care office)
SRI / Talents
75948 PARIS cedex 9
Call centre (French / English): 0811 36 36 46

In the event of a trip carried out within France or abroad, you must request a "mission order" from your employer or the director of your laboratory. If you pursue a research stay at another university or another laboratory and you are not employed, request a "research placement agreement", which will provide you with coverage during your stay.

UMR5537 – Virology and viral pathology Lab, Lyon

© CNRS Photothèque - Jérôme Chatin

CARRYING OUT THE THESIS

1 Supervision and monitoring

- the thesis director
- the laboratory director
- the doctoral school

2 The language for your thesis work and paper

3 Writing up the thesis

4 The thesis defence and its various stages

- the thesis defence language
- choosing the date and location of the thesis defence
- choosing the rapporteurs
- the composition of the defence committee
- handing in the thesis prior to the defence
- the thesis defence
- following the defence
- joint supervision of a thesis

5 Intellectual property

- literary and artistic intellectual property
- industrial intellectual property

6 Settling conflicts

"Successfully completing a thesis necessitates your understanding, respecting and anticipating certain key stages and rules."

1 Supervision and monitoring

› The thesis director

Your thesis director is a highly qualified researcher with an *habilitation à diriger des recherches* (HDR or "accreditation to supervise research"). He/she accompanies you during your evolution as a young researcher and supervises your research project. Your thesis director may be assisted by a co-supervisor, whose involvement has been validated by the "Scientific Committee" of your institution or by a "Supervision Committee". This co-supervisor can be recruited from the socio-economic world, in which case you may benefit from as many as two co-supervisors.

The thesis director

› "Is fully responsible for the scientific supervision of your thesis work.

› Undertakes to regularly monitor your project's progress and consider new avenues to explore given the ever evolving results.

› Has the obligation to inform you regarding any positive assessments or, conversely, objections and criticisms liable to be provoked by your work, notably during the thesis defence.

› Must encourage your integration at your host laboratory."

Charte du doctorat de l'Université de Lyon

It is your responsibility to regularly inform your thesis director regarding the progress of your thesis work, any difficulties encountered and your schedule.

› The laboratory director

› The laboratory director The laboratory director is responsible for the proper functioning of the research unit. The director welcomes you and signs the Université de Lyon PhD Charter and, if you are an employee, the *procès-verbal d'installation* ("integration statement").

› The doctoral school

One principal mission of the doctoral schools is ensuring the regular monitoring of their PhD students and the progress of their doctoral theses throughout the course of their studies, in partnership with the laboratories. It notably sets up an individual monitoring committee. Established by the Ministerial Order of 25 May 2016, this committee "monitors the proper progress of the student's degree course, based upon the PhD charter and the student's training agreement. In a meeting with the PhD student, it assesses his/her training conditions and research progress. It proposes recommendations and furnishes a meeting report to the doctoral school director, the PhD student and the thesis director. In particular, it attempts to prevent any form of conflict, discrimination or harassment."

Consul your doctoral school's website.

The STEP platform

STEP is an interface kept up-to-date by the supervisors of theses being prepared at institutions, mainly universities… For each new thesis project, an "identification form" is created, containing notably information on the PhD student's affiliation and the defence of his/her thesis. You are allowed to access the platform in order to provide and complete certain information.
Accessible via the website: www.theses.fr, all of this information allows those persons involved in research to consult a summary of on-going thesis and to monitor the evolution of a particular research theme or field.

http://m.abes.fr/Theses/Les-applications/Step
website of ABES ("Bibliographic Agency for Higher Education")

2 The language for your thesis work and paper

You may carry out your research in French, English or any other language, in accordance with your doctoral project.

However, your thesis paper must be written in French. In certain specific cases, you may be allowed to write your paper in another language, following your thesis director's reasoned request to the head of your institution or the director of your doctoral school. This request must be made during the 3rd year of your doctorate, prior to the submission of your thesis defence dossier.

If you are granted permission to write your paper in another language, the following elements must nevertheless be furnished in French:

› The cover page in French, with the thesis title in both languages.
› The introduction.
› The table of contents.
› A summary of each chapter.
› The conclusion.

If your knowledge of French is insufficient, you can benefit from French language courses for all levels. See p. 21.

3 Writing up the thesis

Your thesis paper must follow certain rules regarding both its content and its presentation or layout.

It is the responsibility of your thesis director to guide you concerning the content and to monitor the progress of your work. In particular, your director assists you in:
› Specifying your problem.
› Drawing up your bibliography.
› Framing your field of research.

The form or presentation of your thesis paper must meet certain obligations, notably regarding the title and introductory pages, which must contain certain elements in a specific order.

Other format characteristics (typography, footnote presentation, bibliography, etc.) are not subject to any legal obligations and often vary according to the common practice within a given field, at a certain institution, etc. For clarification, consult your thesis director, as well as your institution; certain institutions provide style guides, tutorials or even a graphic charter, which you can or must use.

To determine which electronic file(s) to use (notably for images and other multimedia inserted into the thesis), please consult the list of archivable formats: www.cines.fr/archivage.

Guide for writing and presenting doctoral thesis papers
French Ministry for National Education, Higher Education and Research, 2007.

Consult the website of your university library
Assistance for writing the dissertation is on offer.

4 The thesis defence and its various stages

At the end of the 2nd thesis year, the defence deadline must be considered based upon your work schedule. If additional time would appear necessary, a defence extension must be considered with the doctoral school director, also taking into consideration any necessary additional funding.
Preparing the administrative thesis-defence dossier requires the same rigour as preparing the thesis itself: this process cannot and must not be rushed.

It is the head of the institution who authorizes the thesis defence, based upon the rapporteurs' recommendation concerning the thesis paper. The thesis defence procedure is specified by the Ministerial Order of 25 May 2016, as well as by certain specificities characteristic of each institution.

Consult the website of your registration institution
It describes all the formalities to be completed for defending and submitting your thesis.

› The thesis defence language

If you would like to defend your thesis in a language other than French, you must first obtain permission from the director of your doctoral school and the head of the institution. You may be required to orally present an extended summary in French.
When selecting your thesis defence committee, verify that its members are sufficiently proficient in the chosen language.

› Choosing the date and location of the thesis defence

It is the responsibility of the thesis director to propose a thesis defence date, at least 3 months prior to the proposed date.

Pay attention to proposing dates that may necessitate an administrative reregistration. For example, if you are registered for the N/N+1 academic year, you may defend your thesis until 30 September N+1, at the latest. A defence scheduled for 1 October or later would undoubtedly require your reregistration for the N+1/N+2 academic year. Contact your registration institution to verify your applicable deadline.

Important: In order to apply for qualification as a *maître de conférence* (senior lecturer) via the CNU ("National Council of French Universities"), the first stage in a French academic career, you must have defended your thesis prior to a fixed deadline (around 15 December, each year).

The thesis defence is held at the institution of registration, though exceptions may be made with the approval of the institution's head.

› Choosing the rapporteurs

A proposal for two rapporteurs is the first document that must be submitted to the doctoral school office, then transmitted to the institution of registration.

Rapporteurs are researchers or teacher-researchers with an *habilitation à diriger des recherches* (HDR or "accreditation to supervise research") selected from outside the registration institution and the doctoral school. For work involving persons from the socio-economic world not belonging to academia, a third rapporteur, recognized for his/her expertise in the field of research, can be designated upon the proposal of the doctoral school director, following the recommendation of the thesis director. Their mission is to read your thesis paper prior to your defence and to prepare a report based upon which you will or will not be authorized to defend your thesis. Once the rapporteurs have been proposed by the doctoral school and approved by the thesis director, the head of the institution names them and informs them of their mission. This "green light" allows the applicant to officially send his/her thesis paper to the chosen rapporteurs. Their respective reports must be submitted to the institution at least 14 days prior to the scheduled defence date.

When proposing foreign rapporteurs (professors or non-professors, for whom HDR accreditation does not exist), a detailed CV (listing his/her works and publications, as well as the number of supervised and defended theses) must be attached to the rapporteur request document.

› The composition of the defence committee

The thesis defence committee is designated by the head of your institution, following the recommendations of the doctoral school director and the thesis director.

Specific rules govern the committee's composition:

› The committee must comprise 4 to 8 members.
› At least half of the committee members must be professors or persons with a similar status.
› At least half of the committee members must be chosen from outside of the student's institution of registration and his/her doctoral school.

Your particular institution may also have specific requirements regarding defence committee composition; contact your institution for more information. The committee members choose from among their numbers a president and, if need be, a thesis defence rapporteur.
Once the reports have been received, the head of the registration institution may sign the thesis defence authorization; the defence notification may then be issued and the committee members summoned.

› Handing in the thesis prior to the defence

You must submit your thesis paper (electronic file format) to the doctoral office of your registration institution, within 1 month prior to your defence. You must also furnish paper-format copies if requested by defence committee members. You will be issued a "proof of submission" certificate.

At this time, you will fill out the thesis registration form (paper version) and furnish all elements required for the description of your thesis via the Star application.
Important: depending on the institution, this must be done following the defence.

Most institutions now require the legal electronic submission of their students' theses.

› The thesis defence

The French Ministerial Order of 25 May 2016 stipulates that "the thesis defence shall be public, unless an exemption is exceptionally accorded by the head of the institution in the event of the thesis subject being deemed confidential in nature".

Following deliberation, the committee pronounces its admission or "postponement". Important: since the Order of 25 May 2016, the thesis director participates in the committee, but does not take part in the final decision. A thesis defence report, signed by the committee president and countersigned by each committee member, is issued to the PhD student within 1 month following his/her defence.

Consult the website of your registration institution
It describes all the formalities to be completed for defending and submitting your thesis.

Spread the word!

Your thesis defence is a special opportunity to make yourself better known and to promote your work. Therefore, in addition to your family, friends and colleagues, remember to invite persons from outside the university whom you have met during your work, as well as persons liable to be interested in your thesis subject. Attending a thesis defence should not be viewed as a chore; on the contrary, for persons from outside the academic world, it represents a unique window on the university and research.

› Following the defence

If your thesis defence committee requested that modifications be made, you must submit the modified version of the thesis within a deadline of 3 months.

Following your thesis defence and upon receipt of the defence report, you will promptly receive your degree certificate. At a later time, following the definitive submission of your thesis, the Université de Lyon shall hand you your French national diploma, thereby granting you the status of "doctor".

Ministerial Order of 25 May 2016 relative to doctoral studies
For more information on submitting, registering, reproducing, distributing and archiving doctoral theses and doctoral work.

Listing, dissemination and archiving of defended theses

All theses, no matter their format, are listed by the institutions' documentation services:

- **In the Sudoc, the national index of French doctoral theses.**
- **On Thèses.fr, the thesis search engine.**
- **In your institution's catalogue.**

All institutions are required to ensure the dissemination of their defended theses.

- **Printed theses are kept in the university library, which ensures their dissemination (except in the event of a confidentiality clause). Electronic theses are sent to CINES (National Computing Centre for Higher Education) for archiving and are made accessible (except in the event of a confidentiality clause) according to the methods chosen by the doctorate holder, who signs a contract stipulating the desired procedures: dissemination via the Internet or dissemination limited to the institution's intranet.**
- **The institution ensures this dissemination via either its own server or an outside server (Thèses.fr, TEL).**
- **You may also publish your thesis on other websites of your choosing, in which event you must first verify your right to disseminate any outside documents included in the thesis.**

www.abes.fr/Theses/Espace-pour-les-doctorants
Consult the PhD Student Guide.

› Joint supervision of a thesis

For theses under international co-supervision, the thesis defence procedures (location, date, rapporteurs, committee members, etc.) are negotiated by both institutions.

Thesis submission, both prior and following the thesis defence, must be made at both registration institutions, according to each institution's own calendars and procedures. For more information, contact the thesis director of the partner institution.

5 Intellectual property

In France, "intellectual property" consists of an ensemble of rights relating to "creations of the mind", in other words: inventions, literary and artistic works, software programs and databases, symbols, names, images, drawings and models.

Fighting plagiarism

In the French dictionary Le Robert, the term *plagiat* ("plagiarism") is defined as "appropriating the words or ideas of another person and presenting them as one's own". This practice is both illegal and contrary to the ethics of proper research.

"The Code de la Propriété Intellectuelle ['Intellectual Property Code'] and simple honesty forbid that one present, even by omission, another's work as one's own. Plagiarism is a serious offence, liable to disciplinary action, even criminal prosecution."

The Université de Lyon charter of ethics concerning the borrowing, citing and use of documentary sources.

To better fight plagiarism, the Université de Lyon institutions rely upon special plagiarism detection software. These programs are made available to PhD students and thesis directors, according to the conditions set by each institution.

Intellectual property can be divided into two main types:

› **Literary and artistic intellectual property,** which includes "copyright", an ensemble of "moral rights" and "property rights", applies to literary and artistic works. Copyright is of direct concern to PhD students because a thesis is considered a work of the mind. Therefore, the PhD student benefits from:

› Exclusive "moral rights" for his/her thesis, as well as any publications and conferences the student presented as part of his/her thesis work.

› "Property rights" allowing for the use of "works of the mind". These rights are transferable. Such is the case when the PhD student is employed to carry out his/her research work: the work contract includes provisions concerning the transfer of these rights to the student's employer.

› **Industrial intellectual property,** including patents, which belong to those persons having submitted the patent requests and who may be persons other than the inventors themselves.

For international co-supervised theses, the relevant agreement includes provisions concerning intellectual property.

https://cjc.jeunes-chercheurs.org/expertise
Consult the document: Recherches doctorales et propriété intellectuelle ("Doctoral Research and Intellectual Property") by the CJC ("Confederation of Young Researchers").

www.universite-lyon.fr/doctorat
Doctoral training module "Research and Industry: Main Issues Surrounding Intellectual Property" at the Université de Lyon.

6 Settling conflicts

Conflicts are part of professional life. Whenever possible, they should settled in an amiable manner by calling upon the intervention, if necessary, of a third party, such as the director of your research team or laboratory, or your supervisor.

A conflict with your thesis director is a more delicate situation. If such a conflict arises and persists, you should turn to your individual monitoring committee for assistance. You can also request the assistance of the PhD representatives at your laboratory or doctoral school.

If none of these initial procedures resolve the conflict, your doctoral school director may call upon the services of a mediator, in accordance with the relevant provisions of the Université de Lyon PhD Charter.

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Thèse'Art project/Université Claude Bernard Lyon 1

TRAINING TO CARRY OUT RESEARCH

1 Participating in the life of the laboratory

2 Gathering information and monitoring on-going research development

3 Publishing one's work

4 Participating in conferences

5 Learning to transmit complex knowledge

6 Organizing seminars

7 Creating a junior laboratory

8 Joining research networks

9 Diversifying one's skills and knowledge via training

10 Promoting and disseminating one's thesis in the socio-economic world

11 Volunteering one's services

"The doctorate represents an immersion in the professional research environment. Take advantage of the opportunity to diversify your experience."

1 Participating in the life of the laboratory

You are a fully-fledged member of the laboratory to which you are attached. Your laboratory ensures your scientific environment and makes available to you various resources: equipment and facilities, access to data, financial aid, etc. It is often your place of work and you must understand and respect its particular rules of operation.

What is a laboratory?

A laboratory is a research unit that gathers together researchers (teacher-researchers, research fellows, postdocs and PhD students), technical personnel (research engineers and technicians), administrative personnel, research-placement students and associated researchers. The specific administrative form taken by the laboratory may vary, notably when it includes researchers from the CNRS or other large research bodies, in which case it is referred to as a joint research unit (JRU, UMR).

2 Gathering information and monitoring on-going research development

Doctoral work is carried out within a vast landscape of diverse knowledge. In addition, you must remain up-to-date and informed regarding previous and on-going studies within your particular subject area, by reading the publications of other researchers. At the beginning of your thesis, you will dedicate significant time to this documentation effort, which will then continue throughout your PhD studies, via an information monitoring strategy.

You must first acquire information skills which will prove useful for your thesis work, for your professional integration and for your continued evolution throughout your entire career. You are offered a wide range of training programmes by:

› The URFIST (Regional Training Unit for Scientific and Technical Information) of Lyon

http://urfist.univ-lyon1.fr
Consult the quarterly catalogue of training courses.

› The libraries and documentation services of the Arts and Humanities institutions (Université Lyon 2, Université Lyon 3, Université Jean Monnet and the Diderot Library)

The websites for these libraries
Consult the Isidoc't joint programme.

› Your doctoral school

› The Université de Lyon

www.universite-lyon.fr/doctorat
Consult the training course catalogue.

3 Publishing one's work

Throughout your doctorate, keep in mind that you are also preparing your professional future. The more experiences you acquire, the more you will then be able to promote and take advantage of them. Do not wait to publish, notably articles in reviews within your field of study, and be sure to consult your thesis director.

You can also place your work, articles and theses onto HAL or HAL-SHS, a platform of open archives. By so doing, "you choose to make your research results freely accessible to your colleagues, as well as all Internet users, no matter their location" (http://blog.ccsd.cnrs.fr). You thereby lend greater visibility to your work, increasing your chances of being read and cited. Important: You may not remove a publication after placing it on the platform.

The "manuHAL": www.ccsd.cnrs.fr/support.html

Digital tools facilitate dialogue and the sharing of knowledge. For instance, you can maintain an online "research log" throughout your thesis, to share its progress with other Internet users.

http://fr.hypotheses.org

Scientific reviews

A scientific review is a selective review that publishes only the very best research works. To this end, it relies upon a scientific committee made up of specialized researchers who accept or refuse submitted articles. The higher the standards of a given review, the greater the confidence accorded its published research results. HCERES ("Council for the Assessment of Research and Higher Education") offers a list of reviews in the social sciences and humanities.

www.hceres.fr

4 Participating in conferences

Just as it is important for you to publish your work, it can be good training to participate in conferences. There you can discover, prior to their publication, the results of research carried out by your colleagues, which may prove useful in preparing your thesis.

Furthermore, you can broaden your contact base and meet researchers interested in the same sets of themes as yourself.

To make a presentation at a conference, you must answer a "call for papers" by submitting a "conference project" focusing on the conference's theme(s). Various field-specific websites exist listing these calls for papers. For more information, consult your laboratory director.

Following conferences, "paper proceedings" may be published.

5 Learning to transmit complex knowledge

During your training, you have acquired a level of specialization that may occasionally complicate your establishing links with non-specialists, partners or future employers. Indeed, it is not always easy to explain a thesis subject or a specialized disciplinary approach. However, solutions exist to help you improve your capacity to popularize your work.

› My Thesis in 180 Seconds

MT180 is an international competition during which candidates present their thesis subject in 180 seconds max. The Université de Lyon offers innovative training courses, notably based upon improvisation, to help you prepare. Over and beyond the competition, this activity will help you prepare for all future occasions when you must present and defend complex knowledge.

http://mt180.fr/

› BARCamp workshops

Offered by the Université Lyon 1, the BARCamp allows PhD students to make 10-minute presentations on their thesis subject. The idea is to adapt one's discourse to an audience of non-experts, by using entertaining, dynamic means to render complex knowledge more easily accessible.

http://portaildoc.univ-lyon1.fr/culture/barcamp/

6 Organizing seminars

Seminars are work sessions that allow researchers to present their studies to members of their laboratory or to persons from outside their lab, and to test and compare their ideas. As a laboratory member, you have the opportunity, with the approval of your laboratory director, to organize seminars. By hosting such a seminar, you can contact researchers from outside your laboratory and publicize the orientation of your research work. It also represents an opportunity for you to familiarize yourself with the organization of scientific events, to demonstrate your active involvement in the laboratory, etc. – all desirable qualities if you plan on pursuing a career as a researcher or teacher-researcher.

7 Creating a junior laboratory

Certain institutions offer their PhD students the possibility to create a "junior laboratory". Set up for a duration of 2 years, a junior laboratory gathers together young researchers under 30 years of age (PhD students, engineering school students, etc.) who do not hold a position at a research body or an institution of higher education. To create such a laboratory, you must present your proposed project to the institution. For more information, contact your institution.

8 Joining research networks

Researchers are obligated to remain informed regarding publication notices, conferences and important events within their field. Networks, both formal and informal, represent an important source of this information. They also represent important tools to take advantage of for your future professional integration.
Various mailing lists exist to which you can subscribe; ask your thesis director for more information.

Numerous scholarly and/or professional societies gather together members of one or more fields around a particular theme or research subject. Do not hesitate to join those societies in line with your research work.

9 Diversifying one's skills and knowledge via training

The doctoral schools organize doctoral symposiums. Destined for their PhD students, these gatherings represent an opportunity to meet the school's directors and other doctoral students, to attend presentations of scientific studies, and to gather information on the doctoral programme. Do not hesitate to participate!

In addition to pursuing your scientific training, essential for your thesis work and supervised by your research laboratory, you must also take cross-disciplinary courses, so as to expand your "scientific culture" to encompass fields outside your thesis subject, to provide you with complementary skills and techniques, and/or to help you prepare for your future professional career.

Each doctoral school specifies the number of training/instruction hours it requires of its PhD students; these hours must be validated in order to be able to defend the thesis. In certain cases (international co-supervised theses, CIFRE students, salaried students, etc.), partial or complete exemptions may be accorded. Doctoral training courses do not earn the student ECTS credits.

The doctoral school

The doctoral school gathers together research units and teams around a given scientific theme.

The school is headed by a director, assisted by a council. The doctoral school council comprises representatives of the various institutions, research units or teams and PhD students, as well as persons from outside the school. A report is drawn up for each council meeting, which you can access by contacting the secretary's office.

Its missions are:

- **To ensure the quality of doctoral student recruitment, supervision and training.**
- **To assist PhD students in implementing their professional project and pursuing their post-doctorate career.**
- **To provide a European and international opening to the doctoral training.**

Students enjoy a very wide range of courses:

- Scientific training courses: see you doctoral school.
- Training courses to assist you as a researcher and to help you prepare your future career: scientific communication, (project) management, intellectual property law, starting a business, English, etc.; the Université de Lyon catalogue offers over 60 modules.
- Training courses designed for PhD student-teachers.
- French lessons for foreign PhD students, from beginning-level to thesis-writing courses; French lessons are offered by both your registration institution and the Université de Lyon.

You can also have your doctoral school validate a training course taken in your personal capacity, as well as your participation in a conference. To request such a validation, you must furnish the necessary proof: course contents, number of hours, certificate of attendance, etc.

We recommend that you spread out your training course hours over the entire course of your doctorate, according to your needs and schedule. You may take more than the required number of courses.

www.universite-lyon.fr/doctorat
Consult the training course catalogue

Validating your training programme

Starting in 2018, upon completion of your doctoral programme, you will be issued a "PhD Student Portfolio". Established by the Ministerial Order of 25 May 2016, this portfolio lists all of your activities and training courses during your doctoral studies (teaching, dissemination of scientific culture, transfer of technology, etc.). This document is required by your doctoral school to validate the completion of your training programme. It can also accompany your CV to attest to the qualifications that you have acquired while pursuing your research work.

10 Promoting and disseminating one's thesis in the socio-economic world

A thesis may be disseminated via its publication. But the ideas developed within the thesis may also be disseminated via: teaching, the transfer of technology, the creation of new activities and the sharing of knowledge with the socio-economic world to encourage its utilization ("open innovation").

The various institutions of the Université de Lyon have assigned the mission of dissemination to Pulsalys, the Technology Transfer Acceleration Company (SATT) of Lyon Saint-Étienne. This mission encompasses raising the awareness of all interested parties, as well as the transfer of research results to society and the marketplace by licensing and by the creation of spin-offs.

Université de Lyon researchers can call upon Pulsalys for advice and accompaniment if they would like to promote, develop or protect an innovative project.

www.pulsalys.fr

The cross-disciplinary doctoral training programme of the Université de Lyon offers several modules under the theme of innovation and entrepreneurship.

www.universite-lyon.fr/doctorat

11 Volunteering one's services

There are numerous PhD student associations – for each research field, doctoral school, etc. – to which you may offer your services. Participating in such an association can allow you to meet and discuss with other PhD students, to locate additional resources, and to momentarily "escape" your research work. Such an experience can prove wonderfully enriching and later assist you during your post-thesis job search.

› A few examples in Lyon

BioDocs-Lyon is the association of young biology researchers of Lyon. Open to researchers in the life sciences, from master's students to post-docs, the association notably participates in organizing the BIOTechno en Rhône-Alpes forum, held alternatively in Grenoble and Lyon.

www.biodocslyon.com

The Têtes Chercheuses is a young association of the 3LA ("Literature, Languages, Linguistics, Art") doctoral school, created to allow for scientific, intellectual and methodological exchanges and discussions among PhD students. The association partners with the Université de Lyon in organizing the "Doctor Employment Day" for the social sciences and humanities.

http://teteschercheuses.hypotheses.org/

ENthèSe is a multidisciplinary association of PhD students present at ENS Lyon since 2006. The association is open to all PhD students, no matter their registration institution. Its mission is to inform young researchers, to assist them during their doctoral studies and to propose, via its events and blog, a platform for discussion on the doctoral experience.

https://www.facebook.com/ConfluenceJCSHS

Collectif Confluence gathers together young researchers from all fields of the social sciences, arts and literature, in France and abroad. The association seeks to promote its young researchers by organizing various events and by offering them accompaniment, a peer review committee, and other services.

http://collectif-confluence.fr

› A few national and international examples

ANDès is the French national association of doctorate holders. Seeking to promote the doctorate degree, the association gathers together, both in France and abroad, PhD holders from all disciplines, no matter their age or professional status.

www.andes.asso.fr

The CJC ("Confederation of Young Researchers") gathers together some forty associations of PhD students and doctorate holders, voluntarily involved in the recognition of the doctorate as a professional experience.

http://cjc.jeunes-chercheurs.org

EURODOC (European Council of Doctoral Candidates and Junior Researchers) gathers together 34 national organizations from the European Union and the Council of Europe countries.

www.eurodoc.net

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part › 7

GOING ABROAD

1 What type of international mobility?
- the international jointly supervised thesis
- the “co-directed thesis”
- the research stay

2 Financing one’s mobility

3 Preparing one’s departure
- the visa
- protection and security

"The world of research is international. Funding programmes exist to help you go abroad as part of your doctoral studies."

1 What type of international mobility?

During your first experience as a researcher, you will undoubtedly have the opportunity to pursue an international mobility, either because the data or equipment useful for your research is located abroad, or because your curiosity prompts you to pursue a stay at a foreign university.
While the jointly supervised thesis represents the most "complete" international PhD research experience, there exist other doctoral mobility possibilities, such as the "co-directed thesis", the research stay or participating in an international conference.

› The international jointly supervised thesis

Defined by the Ministerial Order of 25 May 2016, the "international jointly supervised thesis" allows a PhD student to simultaneously obtain the rank of "doctor" in France and the equivalent foreign rank following a single thesis defence.

To pursue such a jointly supervised thesis, the PhD student must:

- Register simultaneously at two higher education institutions (see p. 14) to prepare his/her thesis; this may necessitate the following of two doctoral degree courses, depending upon the requirements of the particular institutions.
- Be supervised by two thesis directors, one at each institution.
- Spend alternating periods studying at both institutions throughout the duration of the thesis.

This procedure takes effect starting the first thesis year and is authenticated and governed by a joint supervision agreement. Each institution has an office in charge of writing up such joint supervision agreements; it is this office which you must contact if your project for a jointly supervised thesis has been accepted by both thesis directors. The mobility periods, the rules governing the thesis defence, the payment of registration fees, the intellectual property rights, etc. may be negotiated and are specified in the final joint supervision agreement.

International agreements

Many theses are carried out under joint supervision with universities in China, Quebec, Italy, Germany, Switzerland, etc. In addition, the Université de Lyon has signed framework agreements allowing for jointly supervised theses with certain foreign universities: the University of Ottawa, the Université de Sherbrooke and the Université de Montreal (Canada); East China Normal University – ECNU, Tongji University, Fudan University and the University of the Chinese Academy of Sciences - UCAS (Shanghai, China); the University of São Paulo (Brazil); the Polytechnic University of Turin and the Polytechnic University of Milan (Italy); and TECHNION (Israel).

› The "co-directed thesis"

The "co-directed thesis" represents a less restrictive procedure than the international jointly supervised thesis. The PhD student is not registered at both institutions, but his/her thesis is supervised by two thesis directors.
This procedure allows the student to obtain only one doctorate-level degree.

› The research stay

You can schedule a foreign stay in order to consult a library collection, carry out a field study or use a specific facility or piece of equipment. Whatever the reason, a stay abroad is always an enriching experience. It allows you to expand your contact base, to discuss your thesis subject and to perhaps create long-lasting ties with the host institution.
Keep in mind that library-based research does not favour making encounters, so you must make an effort to meet people! When carrying out a field study, get into contact with a university or a French research institute in the host country.

www.ifre.fr

Mobilities engender additional expenses and therefore require specific funding. They also necessitate certain administrative procedures which should be anticipated.

2 Financing one's mobility

Several organizations help fund PhD student mobilities:

› either by awarding grants to PhD students selected following a call for applications;

› or by attributing funding to research teams whose selected projects make provision for PhD student mobility, such as the Hubert Curien Partnerships (PHC).

For mobility within the framework of an international jointly supervised thesis, financial aid is attributed by bilateral structures, such as:

› The Université franco-allemande ("Franco-German University").

› The Université franco-italienne ("Franco-Italian University").

› The Réseau franco-néerlandais ("Franco-Dutch Network").

› The French-Quebec Frontenac programme (www.consulfrance-quebec.org)

EXPLORA DOC, within the Rhône-Alpes Region CMIRA programme is specially dedicated to PhD students at the Université de Lyon : the call for applications for grants is launched in October, with the deadline in December/January.

Contact your institution
or **www.rhonealpes.fr/844-rayonnement-international.htm**

Other sources of funding exist: the Fulbright Commission for a research stay in the United States (http://www.fulbright-france.org), the Globalink programme for Canada (https://www.mitacs.ca/fr/programmes/globalink/ bourses-de-recherche-mitacs-globalink-campus-france-au-canada) and grants offered by the French Research Institutes Abroad (www.ifre.fr).
Important: financial aid applications must be submitted 6 to 12 months in advance.

3 Preparing one's departure

You must anticipate your departure and ask yourself two questions:

› Is a visa or other authorization necessary to stay in the host country?

› How will your social security and your safety be ensured during your stay?

› The visa

If you are a citizen of a country belonging to the European Economic Area (EEA, comprising the European Union, Iceland, Norway and Liechtenstein) or of Switzerland*, you are free to move about this area. **If you are from outside this area,** the host country's authorization and/or a visa may be required for your stay. For clarification, consult the "Visas" section of the website of the embassy for the country where you would like to stay. A researcher is not a tourist!

** Switzerland: The above information remains valid as long as the future federal law limiting the entry of foreigners has not been approved and applied (minimum of 3 years as of February 2014). A cancellation of the freedom of movement agreement will in no case engender the loss of any rights already acquired.*

If you are not a citizen of a EEA country or of Switzerland, you may have to request an authorization and/or a visa to stay in a European country located outside the Schengen Area or in a non-EU country. Please note: the United Kingdom*, Ireland, Romania, Bulgaria, Croatia and Cyprus are not part of the Schengen Area!

You should also verify that your visa, in the absence of a residence permit, allows you to move about the Schengen Area.

› Social security and safety

Within the European Union, there exists an agreement allowing all social security contributors to benefit from the social security services of the Union's other member countries. To do so, you must possess a European health insurance card (valid for 1 year), which is sent to you upon request by your health insurance provider or your mutual insurance company. Also, remember to request that your insurance company extend your coverage to include the country where you will be staying.

Health care can be very expensive in certain countries outside the European Union. Complete health coverage (illnesses, accidents, repatriation and civil liability) for abroad is strongly recommended. Certain North American universities require that one subscribe to their own insurance. Whatever your particular case, be sure to consult your insurance provider and your mutual insurance company.

If you are employed by your university or by a company for your thesis work, you will be carrying out a mission abroad and therefore covered by your employer. Do not forget to have a "travel order" validated for the entire duration of your stay, be it for 1 day or 6 months.

Prior to your departure, remember to register at the Ariane portal of the French Ministry of Foreign Affairs. In the event of a crisis or major accident occurring in your host country, the ministry and embassy will be alerted to your presence, allowing them to establish contact.

www.diplomatie.gouv.fr, section: Conseils aux voyageurs ("Advice for Travellers")

www.universite-lyon.fr/doctorat, section: Mobilité internationale/Centre de mobilité

Protection of scientific data

Take care to protect your data. France's ANSSI ("National Agency for the Security of Information Systems˝) has published recommendations that you can consult on its website.

www.securite-informatique.gouv.fr/gp_article712.html

* *The United Kingdom is expected to begin, prior to March 2017, the 2-year process for leaving the EU.*

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Rendez-vous de l'emploi job fair, June 2012, hosted by Université de Lyon

part › 8

PROFESSIONAL CHOICES

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7 The future of doctorate holders from the Université de Lyon

"A professional career is prepared well in advance of your thesis defence and obtaining your degree. Don't wait to question and consider your future!"

1 Gathering information and preparing oneself

The institutions, the doctoral schools and the Université de Lyon offer services to help orient you and to optimise the pursuit of your professional career.

› Cross-disciplinary training courses

The Université de Lyon offers training modules to help you prepare for your professional integration: "Constructing one's professional project", "Promoting and making the most of one's skills", "Job-search techniques", etc.

www.universite-lyon.fr/doctorat

Consult the training course catalogue.

› The JEDs ("Doctor Employment Days")

Hosted twice yearly by the Doctoral Studies Department of the Université de Lyon and by the institutions' orientation and professional integration departments, the JEDs offer PhD students and young doctorate holders the opportunity to reflect upon their future. These special events allow them to discover a diversity of professional career testimonials, to meet with company directors, and to participate in a variety of workshops (setting up a business, promoting one's skills, writing up a CV, job-search techniques, simulated job interviews, etc.).

The JED held in April is specially dedicated to PhD students and young doctorate holders in the social sciences and humanities, while the June JED is dedicated to PhD students and young doctorate holders in the exact sciences.

www.universite-lyon.fr/doctorat

› The BIOTechno Forum

Organized each year by the Biodocs-Lyon Association, with the support of the Université de Lyon and held alternately in Lyon and Grenoble, the BIOTechno Forum offers PhD students and young doctorate holders active in the life sciences the opportunity to meet with biotechnology professionals.

www.biodocslyon.com

› The Rendez-vous de l'emploi job fair

Every year, the Université de Lyon hosts the Rendez-vous de l'emploi job fair. During one full day, job recruiters gather in Lyon to meet with PhD students and young doctorate holders, preselected via a dedicated online platform.

www.universite-lyon.fr/doctorat

› Recruitment Forum for PhD Holders

Held each year in Grenoble, with the participation of the Université de Lyon, the Recruitment Forum for PhD Holders allows young doctorate holders to meet with companies, obtain advice and follow conferences liable to assist them in their professional integration.

www.universite-lyon.fr/forum-de-recrutement-docteurs-grenoble-333713.kjsp

› APEC (national employment agency for executives)

Outside the university, APEC offers young graduates personalized and free assistance in searching for a job. APEC advisors are well aware of the particularities of the PhD-holder profile and can offer you specific, helpful advice.

http://cadres.apec.fr

Les besoins en compétences dans les métiers de la recherche à l'horizon 2020 ("In-demand skills for the research professions, looking ahead to 2020"), study by APEC-Deloitte, 2010. Available for consultation and download at: http://cadres.apec.fr, section: Observatoire de l'emploi

Compétences et employabilité des docteurs ("Skills and employability of doctorate holders"), study report, 31 January 2012 - Barthélémy Durette, Marina Fournier, Matthieu Lafon. Available for consultation and download at: www.adoc-tm.com/rapport.pdf

› Services for assistance and accompaniment at the institutions

SOIE ("Student Orientation and Professional Integration Service") at the Université Claude Bernard Lyon 1

http://soie.univ-lyon1.fr

Professional integration office for PhD students and young doctorate holders, research department of the Université Lumière Lyon 2

www.univ-lyon2.fr/recherche/

BAIP ("Professional Integration Assistance Office") of the Université Jean Moulin Lyon 3

http://lyceens.univ-lyon3.fr/baip-832195.kjsp?RH=1305190882406

Information, Orientation and Professional Integration Service of the Université Jean Monnet in Saint-Étienne

http://portail.univ-st-etienne.fr

› Job offers
Several websites list job offers.

Euraxess jobs, the European website for researchers
http://ec.europa.eu/euraxess

APEC, the employment website for executives
http://cadres.apec.fr

L'Intelli'agence, specialized in the employment of doctorate holders in public research and the private sector
www.intelliagence.fr

Adoc talent management, consultancy specialized in the recruitment of doctorate holders
http://www.adoc-tm.com

The Université de Lyon regularly updates its website page dedicated to job offers for doctorate holders
www.universite-lyon/doctorat

2 Entering the civil services

› Becoming a teacher-researcher
Teacher-researchers (*maîtres de conférence* and university professors) are civil servants assigned to a public institution of higher education and research via competitive exam. Their two-fold mission comprises teaching courses at their institution and carrying out research at their laboratory.

To become a teacher-researcher, the first step is to request, following one's doctorate, to be included on the national qualification list with a view to being named a *maître de conférence* by a branch of the CNU ("National Council of French Universities"). This procedure is specific to France. Registration is carried out via the Galaxie portal. Each dossier is then examined by two rapporteurs, who qualify the applicant if he/she meets the necessary criteria. Each CNU branch establishes its own specific criteria; for details, consult the website of your local branch.

www.universite-lyon/doctorat
Doctoral training module "Les carrières de l'enseignement et de la recherche" ("Careers in Teaching and Research") offered by the Université de Lyon.

Qualification campaign schedule

2016/2017 academic year

Qualification registration was open online from 8 September to 25 October 2016. The thesis must have been defended prior to 14 December and the complete application dossier submitted prior to 19 December. The results are published in late February 2017. Please note that dossier requirements may vary from one CNU branch to the next. Teaching experience proves advantageous.

Once the applicant has "qualified", he/she is allowed to participate in the competitive recruitment of *maîtres de conférence* by the institutions, once again via the Galaxie portal on which the teaching positions are published. A recruitment campaign is launched in March, but teaching positions may be made available via competitive exam all year long.
Citizens from the European Economic Area and from Switzerland (see footnote p. 59) applying for a teacher-researcher position within a European Union country have the same rights and must meet the same obligations as applicants from this EU country.

www.enseignementsup-recherche.gouv.fr
section:Recherche/personnels de la recherche
Professions, hiring procedures and accessing Galaxie

› Becoming a researcher

Researchers (research fellows and research directors) are civil servants carrying out research at public research bodies such as CNRS, INSERM, CEA, INRA, etc. If they so desire, they may also teach at an institution of higher education. To apply for a research fellow position, one must hold a PhD and be no older than 31 years of age on 31 December of the year of the competitive examination.
The competitive-exam calendar varies from one research body to the next. For instance, applicants may register in December to the yearly hiring campaign via competitive exam organized by the CNRS.

Examination juries for researcher and teacher-researcher positions are attentive to the quality of the research work that applicants have already carried out. To maximize your chances, take advantage of your doctorate to publish articles in "A-ranked" reviews, participate in international conferences, etc. The publication of your thesis can also prove advantageous.

› Becoming a research engineer

Research engineers are civil servants who participate in the implementation of research, training and management activities, in the dissemination of knowledge and in the promotion and development of scientific and technical information. They are employed by institutions of higher education, leading research institutions and institutions under ministerial supervision. They are recruited via competitive examinations open to holders of a doctorate degree or an engineering degree (category "A" of the ITRF competitive exam).

The exam comprises a national admissions stage, followed by a local admissions stage. To participate, consult the positions made available at the national level, then register (via the dedicated online schedule) for one or more of these positions. If you are declared admissible by the national jury, you will then be summoned by the institutional jury corresponding to your desired position(s).

www.enseignementsup-recherche.gouv.fr/recrutements/itrf

› Other civil service professions

The local, hospital, state and European public services also offer interesting career opportunities to young, highly promising professionals. These positions are also filled via competitive exam.

www.carrieres-publiques.com
Professions and competitive exams for the French state, local and hospital public services

http://europa.eu/epso/index_fr.htm
Professions and competitive exams for the European Union public services

3 Entering the private sector

Public bodies are not the only organizations to offer researcher positions. In 2010, 231,000 persons worked full-time positions in the R&D departments of private companies. 61% of these personnel (some 140,000 persons) were researchers.
In the larger companies, there exist two main types of researcher: the "experts" and the "managers", corresponding to two distinct professional career paths. The position of "manager" is filled by internal promotion within the company.
Keep in mind that doctorate-holders having completed their thesis within the framework of a CIFRE agreement will likely find it easier to integrate the private sector, for they have acquired a better understanding of how companies function.
Foundations hire their researchers via private-law contracts.

Outside research, PhD holders offer assets that are more than simply scientific in nature and are well worth promoting among recruiting companies. Your high level of training, your reasoning skills, and your ability to carry out and successfully complete a long, complex and innovative project are all skills held in high esteem by companies. In 2007, 47% of doctorate holders pursued an activity outside R&D (*Compétences et employabilité des docteurs* ["Skills and Employability of PhD Holders"] – study report, 31 January 2012. See p. 64).

The Université de Lyon offers training courses to help you construct your post-doctoral professional project.

The "Docteur-Conseil" programme

Financed by Greater Lyon and the Auvergne-Rhône-Alpes Region, the "Docteur-Conseil" programme is dedicated to companies who commit themselves to entrusting a young PhD holder from the Université de Lyon with a high value-added mission within the innovation domain (research, economic intelligence, forecasting, transfer of technology, etc.). The programme provides financial support to the company that hires the young doctorate holder for a minimum duration of 6 months. To help bring companies and PhD holders together, the Université de Lyon maintains two special areas on its website: one dedicated to companies with missions to offer, and one dedicated to doctorate holders looking to share their CVs with companies.

www.universite-lyon.fr/doctorat

The JEDs ("Doctor Employment Days")

Each year, the Université de Lyon hosts the JEDs ("Doctor Employment Days"), gathering together representatives from the private sector and the non-academic public sector, as well as recruiters. Do not hesitate to register and to participate in the various workshops.

www.universite-lyon.fr/doctorat

4 Pursuing a “postdoc”

A post-doctoral job or “postdoc” is a fixed-duration job, lasting no more than 3 years, that allows a young PhD holder to carry out research work varying from that of his/her thesis. Opting for this type of contract will allow you to expand your publications and diversify your CV, with a view to afterwards finding employment at a university, an institute or a company.
A postdoc pursued abroad represents an excellent opportunity to further enrich your research experience and widen your contact network, while expanding your prospects.

Public and private universities and research centres offer postdoc positions, publishing their offers on their websites. You can also submit your application directly to a laboratory at which you would like to work.
We recommend first visiting the laboratory before accepting any position.

http://ec.europa.eu/euraxess
Euraxess jobs

5 Working abroad

The PhD degree is recognized the world over and can open the door for you to foreign universities and companies.

› Working within the European Economic Area (EEA) or in Switzerland*

› You may freely move to and work in any EEA country or in Switzerland if you are a citizen of any EEA country. You many also apply for academic positions if you meet the required criteria. You may not be discriminated against by recruiters due to your nationality.
› If you are a citizen from outside the EEA and Switzerland, you are subject to each of these countries’ rules and regulations concerning the employment of foreigners.

› Working outside the EEA and Switzerland
Each country has its own rules and regulations concerning the hosting and employment of foreigners. Each situation is doubly specific: according to the country in which you would like to work and according to work and according to your own nationality.

When a country allows for the hiring of foreign workers, it is often the recruiting company that must request the necessary authorization from the local authorities. The relevant information may be available on the website of this country’s embassy in France.

* *See footnote page 59*

When a country allows for the hiring of foreign workers, it is often the recruiting company that must request the necessary authorization from the local authorities. The relevant information may be available on the website of this country's embassy in France.
A postdoc is often the opportunity to gain work experience abroad. Postdoc jobs at universities and research centres are usually open to foreigners and are particularly numerous in North America. But keep in mind that a postdoc position is temporary and does not guarantee that you will afterwards find another job in the host country or in your country of origin!

6 The employment of foreign doctorate holders in France

Foreign citizens, both Europeans and non-Europeans, may apply along- side French citizens for researcher and teacher-researcher positions made available in the public research sector. A few examples: in 2012, the CNRS employed 1,749 foreigners among its 11,312 researchers. At INSERM, the number of foreigners was 281 out of 2,153 researchers. Finally, at the Institut Pasteur, this proportion was even greater, with 264 foreigners out of a total of 622 researchers.

Private companies may also hire foreign citizens holding a French PhD degree for a job corresponding to their qualifications. If you are a citizen from outside the European Economic Area (EEA) and Switzerland and you have successfully completed your doctorate in France, you may request authorization for a temporary 12-month stay in order to search for a job that meets your qualifications. As soon as you have agreed to a work contract lasting at least 12 months and corresponding to your degree, you must request a temporary "employee residence permit" at your local prefecture. With regard to hiring, you may not be discriminated against due to your nationality.

This provision does not apply to Algerian nationals, to whom a separate specific regime applies.

http://vosdroits.service-public.fr and **www.fnak.fr**

7 The future of doctorate holders from the Université de Lyon

Each year since 2011, the Université de Lyon has carried out a survey on the professional situation of its PhD holders, 2 years following their graduation. The 2013 survey results* show that:

› Professional integration

Two years after defending their thesis, 89% of our PhD holders have found a job: 28% are under a postdoctoral contract** ("postdocs") and 61% have another type of contract. 9% are actively searching for a job, 2% are pursuing vocational training or are inactive.

› Job search duration

The average amount of time spent searching for a first job is 6 months for "postdocs" and 4 months for the other types of employment.

35% of "postdocs" found their first job immediately after beginning their search, 36% within 6 months of actively searching and 29% after 6 or more months.

46% of PhD holders having signed another type of contract ("non-postdocs") landed their first job immediately after beginning their search, while 77% were hired within the following 6 months. PhD holders in the exact sciences have greater facility in finding a job within 6 months (79% compared to 77% for the social sciences and 70% for the life sciences).

› Sector of activity

55% of PhD holders with non-postdoc jobs have joined the public sector. 41% work in the education/training sector.

› Geographical location of jobs

69% of PhD holders with non-postdoc jobs work in France, with 36% in the Auvergne-Rhône-Alpes region;

› Rate of satisfaction

69% of PhD holders with non-postdoc jobs consider that the doctorate was a determining factor in their recruitment. 73% consider that their current job corresponds to their level of qualification and 84% consider that it corresponds to their field of training.

www.universite-lyon.fr/doctorat

* *1010 docteurs ont été diplômés en 2013. Le taux de réponse à cette enquête est de 64%.*

** *A fixed-duration contract of up to 3 years, in a public or private research laboratory.*

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Printed by Daniel Faurite

Our sincerest thanks to:
Bénédicte Durand, école doctorale BMIC
André Robert, école doctorale EPIC
Gérard Scorletti, école doctorale EEA
Christophe Dujardin, école doctorale PHAST
Isabelle Scheider, Claire Denecker, Université Claude Bernard Lyon 1
Véronique Prudhomme, Université Lumière Lyon 2
Monique Joly, INSA Lyon
Guillemette RONY, Espace ULyS, Fondation pour l'Université de Lyon
Bénédicte Peralez, association EnThèse, ENS de Lyon
Laurédane Bonnet, Bernard Jean, Mathieu Nivon
and Noël Sagna at Université de Lyon, for contributing to the creation and proofreading of this guide.

Cover photos
iStock/Vinko Murko

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With the support of:

MINISTÈRE DE L'ÉDUCATION NATIONALE, DE L'ENSEIGNEMENT SUPÉRIEUR ET DE LA RECHERCHE

La Région Auvergne-Rhône-Alpes

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