

PHD HANDBOOK 2024-2025

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This document explains the functioning of TSE's PhD program from the Master 2 Year (Year 1 of the PhD) until the job market year (Year 6 or 7 of the PhD program) and should be thought of as a user guide for the student and the advisor. It is edited and revised every year.

The doctoral program in economics is organized within the doctoral school Toulouse Sciences Economiques under the decree of May 25, 2016 on doctoral training and within the framework of the University Research School CHESS. The PhD in Economics degree is awarded by the University of Toulouse Capitole, which is itself a component of the University of Toulouse. The legal framework is therefore the one defined by the University of Toulouse.

All legal and reglementary aspects of the PhD are available from the "Statuts de l'Ecole Doctorale TSE" and its "Règlement Intérieur" voted by TSE' board on June 19, 2023 and the Doctoral Charter from the Université de Toulouse. (see appendix)

SUMMARY OF THE PROGRAM:

Year 1 (M2-ETE):	Core courses that gives the basic tools and broad knowledge to understand and conduct research in Economics
Year 2 (MRes):	Topic courses that bring you to the frontier of Research
Year 3 (Mres+1):	First year of research dedicated to write a first paper
Years 4-5 (Mres+2-3):	Fully dedicated to research <ul style="list-style-type: none">- Job market paper- Potential visit in a foreign department
Year 6 (Mres+4):	Job market year <ul style="list-style-type: none">- Keep working on Job Market Paper- Job Market training

The first year of the PhD program is dedicated to endowed students with the basic knowledge, tools and methods that will be essential to write their thesis.

Semester 1: Students are requested to take 3 core courses:

- Econometrics 1,
- Macroeconomics 1, and
- Microeconomics 1

which last 12 weeks each and an elective course to choose among “Game Theory” and “Optimization” (10 weeks each). It is highly recommended to attend the second elective course. It is also possible to take it during the second year.

Semester 2: Students are requested to take 3 core courses:

- Econometrics 2,
- Macroeconomics 2, and
- Microeconomics 2

which last 12 weeks each and two elective courses to choose among the list of elective courses (10 weeks each) which are to be selected from the various fields present at TSE.

Each field offers an elective course. The Finance field is an exception and offers two courses; a student cannot take both finance electives (the Director of the Program can make special exceptions for students who want to specialize in that field); a student can take half of each course.

The program also proposes an elective course on “Optimal control in continuous time” offered by the mathematicians.

Exams: Core courses of the program and electives of the first semester have a mid-term exam and a final exam. Each elective course of the second semester has its own rules of assessment mentioned in the corresponding syllabus. The mid-term exams take place during the first two days after the semesters’ breaks (no classes nor TDs during these two days). The final exams take place at the end of each semester. There is one free week before the finals’ exam week (no TDs or any session during the revision week).

Master Thesis: In early January, students receive a list of thesis’ topics proposed by TSE’s researchers. Students are encouraged to develop their own thesis topic and question and reach out to TSE’s researchers for advice. The meetings with the fields’ representatives and the elective courses are opportunities to start discussions about topics and to ask about the

possible advisors given the topic of the thesis. It is extremely important to write a thesis in connection with one of the two elective courses selected by the student.

By the end of March, it is expected that the student has the question of his/her thesis, the advisor, and the data if the thesis requires empirical work. The second semester is very dense, and it is not expected from the student to spend too much time on the thesis beyond defining the thesis' question and identifying the advisor. The student should work on the thesis after the final exams of the second semester.

The defense of the Master thesis takes place during the last week of June or the first week of July.

Obtaining the Master degree: A student receives the M2 ETE degree if the average grade is above 10/20 (core courses count for 6 credits, whilst elective courses count for 4 credits and the thesis counts for 12 credits) and the thesis' grade is above 12/20. The core courses count for 60% while the thesis counts for 40%. Elective courses matter for marginal cases.

PhD admission: The PhD admission committee meets in July to select the students admitted into the PhD program.

Students admitted into the PhD program receive the funding formal document for all the following PhD years. Students not admitted into the PhD and holders of the M2 ETE degree can continue with the MRes program (without funding), but will have to leave the program in the following year.

Funding: Some M2 ETE students are offered funding. The decision is made during the M2 ETE's admission process.

Mentoring program: Each student is assigned a mentor selected from the pool of TSE's researchers. The role of the mentor is to meet with the student (up to 5 meetings during the academic year) to discuss various topics, including his/her progress in the program, whether he/she struggles, how to select the topic of his/her thesis, etc... The student is responsible for contacting his/her mentor to organize the meetings. Shall the student fail to contact the mentor, the latter gets in touch with the head of the program to investigate whether some problems or difficulties have emerged.

Representatives of students: Students elect two representatives by the end of September who will be in contact with the head of the program to report difficulties or problems.

TIPS AND PRACTICALITIES

During the M2-E TE year, students are allocated a desk in a shared office. Students are not allowed to “lend” their desk to persons external to TSE.

In November, a representative of each field gives a presentation detailing the functioning of the field: workshop, seminar, advising of students, reading group, PhD placement, topics of thesis, ... This is intended to help students form an idea of what to expect in the next few years and make an informed decisions regarding their main field affiliation.

Meetings with the mentor can be extremely useful when the students receive their mid-term and final exam grades or when the student faces some difficulties in the program.

The second year of the PhD program aims at offering more specialized knowledge and tools to the students. This is therefore an important year to prepare for future research.

Teaching Program:

At the beginning of the year, each student chooses two fields among the fields present at TSE (the list is discussed at the beginning of the year). Each field consists in a 30-hour course in the first semester, and three courses in the second semester of 15 hours each.

A student must take a total 120 hours of courses in the first semester and 135 hours in the second one. In order to fulfill this condition, a student must take additional courses from other fields: 2 30-hour courses in the first semester (one of them could be Game Theory or Optimization of M2 ETE); in the second semester, a student must take 3 15-hour courses from other fields. These courses could be taken from the MRes or the M2 ETE. It is possible to take half of an M2 ETE course with the permission of the teachers.

When a core course is common to the two fields chosen by the student, the course counts only for one unique course and the student is required to take other courses to fulfill the rules of each semester. For example, the course Contract Theory is common to the fields Economic Theory and Public Economics; a student who selects these two fields must therefore take another 30-hour course in the first semester of the MRes.

Assessment: Each course has its own assessment rules detailed in the syllabus. In general, the assessment is based on projects, research proposals, referee reports and presentations. A student must achieve a minimum grade of 10/20 in each course to be awarded the MRes.

Advisor: From an administrative point of view, registration in the PhD program requires providing the name of an Advisor. The Advisor could be the advisor of the M2 thesis or any other researcher who is entitled to be an advisor. We acknowledge that, at the beginning of the MRes, students may not have clear idea of who will be his/her advisor. Hence, should a student not have an advisor, he/she may nominate the PhD program's Director (this can be easily changed later during the PhD).

Funding: Whatever the source of funding, all PhD students are funded.

Research Assistant and Teaching Assistant: An MRes student can work as a research assistant (RA) for a **maximum** of one day per week from September until March.

From April until August, a student can work one day per week **on average** as a RA.

A student can teach a maximum of 60 hours during the academic year, although we strongly recommend that students focus on their classes during the MRes year.

Research Group: In June, the student selects his/her main field of interest and the corresponding group; he/she informs the head of the PhD program and the head of the corresponding group. An office is allocated to him/her accordingly.

Workshop, Seminar, and Reading Group: When a student belongs to a Research Group, he/she is required to regularly participate the research activities (workshop, seminar, reading group) of the main group.

It is mandatory that each student attends *at least* two job market seminars (if any) during the season of the job market (January and February).

TIPS AND PRACTICALITIES

MRes students are allocated an office during the entire academic year.

The MRes year ends in June.

It is highly recommended that an MRes student belongs to a Research Group in connection with one of his/her two fields, but it is not mandatory.

It is advised (but not mandatory) to select the advisor among the faculty members of the group the student will be affiliated with.

It is advised that students attend seminars/workshop/reading groups organized by other groups than the main group they belong to.

YEARS 3, 4 AND 5: RESEARCH

During these three years, the student focuses on his/her research. The goal is to write a thesis which should contain 3 innovative chapters, including the Job Market Paper (JMP).

The three years have the same organization with some specificities. We start by presenting the common organization of the three years and then we present the specificities of each year.

Group: A student is affiliated with a Group and attends its research activities (workshop, seminar, reading group and conferences). As stated in section B. of Article 4 of the reglement of the school,

All students enrolled in the doctoral school Toulouse Sciences Economiques are mandatory to participate in the scientific and educational life of the doctoral school Toulouse Sciences Economiques (doctoral training courses, working groups) and of the UMR TSE-R (seminars, conferences...). They must also follow the training courses corresponding to the study and preparation program for entering the labor market set up by the doctoral school. A student who has not fulfilled these obligations is not allowed to defend his thesis.

Students are requested to attend at least 6 job market seminars during the season of the job market market.

Funding, teaching, and consultancy activities: During these three years, the student is funded by a Doctoral Contract (DC) from the Ministry of Research. The DC is a labor contract with the University of Toulouse Capitole with its formal rules, in particular regarding mobility (obligation to declare it), sick leave and vacations (5 weeks/year). (see appendix for an example of the labor contract).

During this period of three years, a student can teach and do consultancy activities up to a maximum of 32 days during an academic year.

An hour of teaching counts for half a day. Consequently, a student could teach a maximum of 64 hours during an academic year.

To be eligible for the funding during the job market year (Year 6; see below), the student must teach a total of at least 120 hours during the MRes+1 to 3 years.

A student can be funded by another way than the DC, like an ANR or an ERC funding of a researcher. However, to be eligible for the funding during the job market year, the student must teach a total of 120 hours during the MRes+1 to 3 years.

Advisor: The registration requires the name of an advisor.

When the student starts his/her research process, he/she must interact with researchers. It is expected that the student has an advisor from his/her Group by the end of the third year. Young researchers are not eligible to be formal advisors, but they can be in practice the main advisor; they could be formal co-advisors after their first review. A more senior researcher should be involved when a young researcher is in practice the main advisor.

During the thesis, the advisor could change, and, for example, the young researcher could become the formal advisor once he becomes eligible (e.g. tenured or holder of the HDR).

Mobility: Student are encouraged to visit in a top department abroad during year MRes+3/4. This intends to develop their research network, confront their ideas with other colleagues, make themselves known before the job market year.

TIPS AND PRACTICALITIES

Although this is possible, we strongly advise students to refrain from teaching in the MRes year (to focus on classes) and in the year of the job market.

Students willing to go on a visit during year MRes+3 must make sure that they will be able to satisfy the 120 hours teaching rule, to make sure they are eligible to job market funding.

It is advised to present in other workshops than the one the student selected. This offers extra opportunities to present, and it is an opportunity to receive feedback from research outside the student's main field (this is important for the job market). This also permits students who feel isolated in their research to maybe rebuild bonds with other researchers.

Some faculty offer the possibility to do some research assistance (RA). It can be a good opportunity, in particular in MRes+1, to approach researchers and further discuss the student's research. Engaging in RA activities in another field is also a good way to further complete the student's formation; keep an open eye on the research frontier in other fields; and potentially get another perspective on own's research.

Students who do not feel confident with the English language have access to English classes.

Third Year paper:

During their third year, the student must write a research paper —the Third-Year paper. The role of this paper is to make sure that students get involved in the research process as soon as possible. This gives the student as sense of what research is like.

- The paper should be original and ambitious. The paper should be a complete working paper that could be submitted to conferences during the thesis and be part of the Job-Market file. (The third-year paper can serve as a Chapter of the thesis.)
- During the summer between the second and third years, the student works on the project and submit by the end of September a project to the head of the PhD and the head of his/her group to receive feed-back. The student is expected to interact with at least a researcher from his/her Group and hence benefit from guidance in writing the paper.
- The student must make a presentation in the workshop of his/her group in November or December. It is his/her duty to book a slot in the Workshop and to inform the head of the PhD program. He/she is not expected to have a draft of the paper at this stage.
- The aim of this presentation is that the student receives comprehensive feedback from the audience of the workshop. In particular, the feedback shall inform the student about the opportunity to continue the project, to amend it, or to take a totally different path.
- It is highly recommended to interact with two researchers (including one senior faculty). The interaction can be limited to a single researcher until the presentation in the fall, but a second researcher is required after the first presentation.
- The paper could be co-authored with a student from the same cohort, but it cannot be used by the two students as the « 3rd Year Paper ».
- The paper could be co-authored with a researcher or a faculty member or with a student from a previous cohort from in or outside TSE. In these cases, the student will need to write a second paper (not co-authored) that will be presented during June of the fourth year (with students of the third year of the next cohort).
- The paper is presented in June in front of a Third-Year Paper Committee (across groups and fields). A draft of his/her paper shall be sent to the committee prior to the presentation (at least 1 week before). The committee assesses the ambition, the relevance of the question, the quality of execution, the writing ... and decides whether the student passes or not the Third-Year paper step.
- If the paper is not complete or deemed receivable by June of the third year (for example when only half of the paper is ready), then the student is given extra time to complete the paper and is offered a second opportunity to present the paper in front

of the same Committee (some marginal changes can occur in case some members are not available, but the student shall be informed prior to these changes).

- The student has until June of the fourth year (MRes+2) to pass the Third-Year paper step.
- If the student does not pass this step, he/she leaves the program.

SPECIFICITIES OF YEARS 4 AND 5:

PhD Workshop: During these two years, the students follow a PhD workshop where they present their research and get feedback, more specifically on their presentation skills. Participation to the workshop is mandatory and is part of the job market preparation. At the end of each semester, the organizers of the workshop validate the workshop of each student.

Meeting with two researchers: From September until January, and from February until June, each student must meet regularly (at least once a month) with two researchers. At the end of each period, the student presents a document with the signatures of the two researchers.

Visiting abroad: It is highly recommended (but not compulsory) that a student visits in a top department abroad. The school provides funding for up to a 4 month visit (see the mobility guide at the end of the handbook). It is the responsibility of the advisor to find a department host. It is recommended that the visit takes place during the fifth year. The visit shall not interfere with the 120 hours teaching requirement for job market funding.

When a student is abroad, he/she does not follow the PhD workshop but must follow the rule of meeting regularly with two researchers, these researchers could be in his/her visiting institution.

TIPS AND PRACTICALITIES

It is important to keep in mind that when a student is on the market, he/she must have 3 faculty references who will write reference letters. The regular meetings with researchers are an opportunity to develop close relationships with researchers, make sure they are familiar with the student's work and have them to act as references for the job market.

That year the student is expected to be on the market. He/she is involved in the job market preparation which is mandatory if a student wants to be on the list of TSE's students on the market.

Job market preparation: In addition to the preparation that each group provides to its students, TSE also offer a job market preparation that follows the following steps:

- The students meet in the spring of the fifth year with the PhD placement officer to get the information and instructions for the upcoming market.
- A 30-minute presentation to TSE members is scheduled in May/June of the fifth year.
- A 60-minute presentation to TSE members is scheduled in early September of the sixth year.
- A researcher who does not write a reference letter for the student reads the paper in September and provides comments and suggestions about the presentation of the paper and its content.
- In October, the student applies for the (six) TSE job market scholarships which are awarded to the best students on top of regular funding.
- In October, the student sends his/her paper for proof-reading; the process is funded by TSE.
- After mid-November, the student receives a coaching training from a professional to improve his/her presentation skills.
- Two mock interviews are organized by the school.
- The student has a 75 to 90-minute presentation like a real job market seminar.

Funding: The student is funded for eight months (from September until April) if he/she is on the international job market and if he/she fulfilled the 120 hours teaching rule. He/she is not allowed to teach or to conduct research assistance during these eight months. He/she can do research assistance when the market is over.

On top of the regular funding, job market candidates can apply to a TSE fellowship which allocation is decided by a committee.

If the student is not on the market: It may happen that the student is not ready to go on the market and asks for an extra year. In that case, his/her sixth year follows the process and the rules of the fifth year, while the seventh one follows those of a job market year. However, the 8 months funding cannot be postponed. The student and his/her advisor must secure a funding for the last 4 months of the sixth year and the funding of the seventh year. This funding may come from his/her advisor's research grant(s), RA activities ... The head of the

PhD program has the right not to provide the 8 months funding if he/she thinks that the postponement plan is not realistic, and that the student will not be able to be on the market during the seventh year. The student meets with his/her "Comité de Suivi" before doing the registration for a new academic year.

After the job market has taken place, students are expected to defend their thesis. There is a protocol to follow to organize the defense. See appendix.

This note describes the overall process of submission of the thesis in preparation for the defense.

1. Initiation of the procedure on ADUM: 3 months before the scheduled date of defense and at the latest 1 month and a half before the date of defense, the PhD student shall

- Initiate the defense procedure in ADUM. He/ She completes his/her ADUM file by filling in the sections relating to the thesis defense: title (in French and in English), keywords, date, place, referees, members of the jury, abstract, etc...

- Complete the registration by finalizing the submission procedure. This action is only possible if all the mandatory fields are complete.

2. Declaration of Referees: 3 months before the defense and at the latest 1 month before the date of defense, 2 referees have to be selected. They have to be qualified to conduct research and could not be members of the University/PhD School and must not have co-authored with the candidate. The doctoral school verifies that the proposed referees respect the defined criteria.

3. Declaration of the members of the jury: 3 months before the defense and at the latest 1 month before the date of defense a jury of 4 to 8 members must be constituted. 50% of the jury must come from outside the doctoral school and the University. 50% of the jury must be of professorial rank or equivalent. There should be equal representation of women and men. The president of the jury will be designated by the members of the jury on the day of the defense. He/ She must be a professor or equivalent. The PhD advisor is a member of the jury, cannot be a referee and does not take part in the decisions

4. Legal submission of the PhD thesis (1st submission): 3 months before the defense and at the latest 1 month before the date of defense, the PhD student proceeds to the electronic submission of his/ her thesis. To do so, he/she deposits on his/her ADUM website the electronic version

5. Review of the thesis by the referees: After the 1st submission, a link is sent by email to the referees reports and the jury members consult the PhD dissertation. They then prepare a report on the thesis that must be received 15 days before the defense. If not, the PhD defense cannot be authorized.

6. Review of reports by the PhD school: As soon as the referees reports are received and at the latest 10 days before the scheduled date of the defense, the PhD school

administration submits an opinion on the defense, which will be sent to UTC President or the head of the institution. This opinion serves as a basis to the president to authorize the defense.

7. The defense: The day of the defense, the PhD student presents the mail results of his thesis and answers questions and remarks of the members of the jury, who then decide whether or not to award the doctorate to the student.

8. Legal submission of the thesis (2nd submission): The student then submits a final version of the thesis on the ADUM website, including the potential corrections that were requested during the defense.

More details can be found in the tutorial ([ADD A LINK](#))

Throughout all his/her thesis, a student is followed by a doctoral individual monitoring committee —“Comité de suivi”— which is responsible for meeting the student at the end of each academic year in order to ensure that his/her progress is smooth, for evaluating the conditions of training and research progress, for making recommendations and submitting a report, and for preventing any form of conflict, discrimination or harassment.

The composition of the committee evolves with the year of the thesis, to take into account the maturation of the research project. The composition is decided by the head of the PhD program in agreement with the student and his/her thesis supervisor or principal investigator. The committee should have at least a member of the gender of the student.

Each year, the student will meet with the committee to discuss his/her progress, well-being, potential difficulties. The report on the interview is sent to the doctoral school director, to the student and to the thesis supervisor. In the event of a disagreement between a thesis director and his or her doctoral student, the mediation procedure described in the Université de Toulouse Thesis Charter (Section 5) is followed (see Appendix).

There exist some year specific features for the comité de suivi:

- At the end of his/her MRes year, and when all the grades are available, the student meets with his/her “Comité de Suivi” to talk about his/her MRes year and his/her progress. In that year, the “Comité de Suivi” consists of the head of the MRes program and an MRes’ teacher of the main field of the student. The meeting takes place between mid-July and Mid-September.
- In MRes+1, after the presentation of his/her third-year paper, the student meets with the “Comité de suivi”, which is then composed of two members of the "Third year paper" committee, including one member of the research group with which the student is affiliated. The head of the PhD program attends the meeting, as does the researcher who supervised the "Third year paper", but a time for discussion is set aside at the end of the meeting in their absence. The committee is chaired by the member of the student's group. The meeting takes place before the end of June.
- In the following years, the composition of the committee remains unchanged. It includes a member of the student's group, ideally a member of the Third-Year paper committee, plus a member from the institution outside of the field of economics or a member from outside the institution (including TSE-affiliated researchers). The thesis advisor takes part in the meeting, and possibly the head of the PhD program, but a time for discussion is set aside at the end of the meeting in their absence. The

committee is chaired by the member of the student's group. The meeting takes place between July and mid-September for the Year 4 students, and before the end of June for the Year 5 student (and after their first job market presentation).

MOBILITY PROCEDURES

Students have the possibility to visit a top department abroad. The most natural period for this visit is the fifth year. Three conditions must be met to set up a visit: approval of the visit, compatibility with teaching requirements, funding.

Approval: The visit should be validated by the thesis advisor and the head of the PhD program. As soon as student has confirmed the principle of the visit, he/she provides the undernoted list by email to - phd.edtse@tse-fr.eu

- Details of the project in a letter addressed to the head of the PhD program,
- An invitation letter from the host institution,
- Details of any funding that has already been secured.

Compatibility with teaching requirements: The visit must be compatible with teaching requirement (completion of 120 hours of teaching during the PhD years). If some teaching has to be done the year of the visit, the student must wait the approval of the teaching service before confirming the visit period with the host university.

Funding: There are two Mobility funding campaigns per academic year. The first in October for those leaving the second semester, and the second in May for those leaving the first semester. Details are sent by email.

For both campaigns the procedure is identical. The following documents need to be provided:

- Application form
- Letter of motivation, two pages maximum, specifying the contribution of the stay abroad as well as the thesis project
- CV
- Letter of support from the thesis advisor
- Invitation letter from the host institution.
- Budget of the operation showing the different funding as well as, separately, the cost of living, transport and accommodation on site, visa health insurance, university fees etc... The budget shall state the fix and variable components of the costs.

TSE finances a visit of up to 16 weeks (4 months). The student is entitled to leave for a longer period of time, but extra funding from outside sources will be needed (ERC, ANR, fullbright fellowship...).

TSE covers fixed costs (flights, visa fees, health insurance if in fixed amount ...), offers a per diem on a weekly basis to cover for regular expenditures (food, rent, commuting), and finances health insurance (if variable, i.e. if the amounts depends on the time spent in the

foreign country) for up to 4 months.¹ In case a student is willing to stay more than 4 months, TSE will finance 4 months and the remaining will need to be financed relying on other sources. For example, assume a student wants to leave 6 months, and is required to pay \$6000 to cover for health insurance during these 6 months, TSE will pay $4 \times 6000 / 6 = \$4000$ and the remaining \$2000 will have to be financed by other means.

Funding will be provided in 3 installments: before the visit, upon arrival and upon return in TSE.

Upon return, the student

- provides all receipts and, if required, adjustments will be made;
writes a small report detailing what was achieved during the visit.

¹ The exact amount of the per diem is likely to vary across countries and from year to year depending on the overall budget available for funding, and will be communicated every year before the campaign.

CONFERENCE FUNDING RULES FOR TSE-R PHD STUDENTS

This note aims at clarifying the procedure TSE-R PhD students need to follow in order to get conference funding as well as the administrative tasks to perform each time you want to travel to go to a conference.

Before asking funds from TSE-R, Phd students should ask their advisor if he/she has any research fund that can be used to finance their conference.

Conference funding rules : The following rules deal with expenses funded either by TSE-R alone or by TSE-R & BQR² altogether.

Remark: Other sources of funding can be obtained, such as research contracts, funding by your advisor, and so on, in which cases the following does not apply. Please bear in mind that an “ordre de mission” (travel order) should still be written (see below).

A necessary condition for funding (TSE-R & BQR) is to present a paper during the conference. Summer/Winter Schools: Funding requests for summer school will be considered on a case-by-case basis.

In any case, the following conditions must be met:

- The thesis director has no other source of funding
- The summer school takes place abroad or is international
- Very close link with the thesis subject

Funding demands must be addressed to bqr-funding@tse-fr.eu.

The number of calls per year depends upon funding availability.

The maximum funding **excluding transport costs** (TSE-R+BQR) is 800€ for a conference in Europe, and up to 1000€ for a conference outside Europe. TSE-R may consider funding requested above these limits if these requests are clearly justified.

Maximum number of conference participations for each PhD year:

- 1st and 2nd year students: at most one conference per year (under the conditions above).

² BQR = Bonus Qualité Recherche is a type of funding allocated by TSE-R.

- Starting from 3rd year: one conference per year (under the conditions above). A second conference may be funded subject to the joint approval of the TSE-R head and your thesis advisor.

Administrative tasks to be completed before leaving for a conference

To be done with [Corinne Vella](#) (T-249 – Aile Saint Pierre), as soon as the paper has been accepted to the conference.

Before going to the conference:

- Establish an “ordre de mission”³ (travel order) with or without expenses.
- Fill in the document “creation agent” and provide a RIB (bank details) in order to be reimbursed.

General principles:

- No booking should be made before asking Havas Voyages to draw up an estimate (the university has made a deal with this travel agency). Only the university can buy tickets. If students do, we cannot reimburse them.
- Departure place must be either your administrative residence, or your personal one.
- Departure and arrival dates are the day before and the day after the conference.
- The journey should be the most direct one with the lowest possible price.
- Any additional trip to a different destination than the conference is yours to pay.

After the conference:

- Establish an “état de frais” (state of expenses).

Travel expenses:

- Plane, train, bus, toll, parking... will only be reimbursed if receipts are provided.
- It is mandatory to keep **originals of all tickets**:
 - Plane: boarding pass + receipt
 - Train: ticket (2nd class)
 - Personal car: copy of car registration documents, toll receipts.
Reimbursement for personal car is made on the basis of a 2nd class train ticket. If not, on the basis of mileage allowance.⁴
 - Bus, metro: receipts,
 - Taxi : no refund

³ Administratively and legally, the “ordre de mission” allows the absence of the employee by the employer and guarantees the employee’s rights with respect to work accidents. It also establishes TSE-R financial responsibility for travel and stay expenses.

⁴ This allowance will be systematically applied if the use of the personal car was motivated by carpool.

Accommodation expenses:

Two cases shall be distinguished:

- **Stay abroad:** hotel, meals, transportation will be reimbursed on an inclusive basis with respect to a daily allowance. Allowance depends on the country. [Original hotel receipt](#) is absolutely necessary to be reimbursed.
- **Stay in France:** hotel and meals expenses will be reimbursed on an inclusive basis upon presentation of [originals receipts](#). Meal rate⁵ (20 euros), hotel rate in province (130 euros), hotel rate in Paris (150 euros).

⁵ To be reimbursed for meals, it is necessary to be out of the administrative or personal residence and to take the meal between 11am and 2pm for lunch and between 6pm and 9pm for dinner.

Teaching permits the PhD students to acquire pedagogic skills and experience, which are of high importance when going on the job market, in and outside academia. The teaching activity accomplished by PhD students also plays a major role in the Education mission of TSE in Bachelor (Licence) and Master programs.

Teaching load composition: Every year, in April/May, PhD students are asked to provide their wishes about the teaching for the next academic year. Then, the school allocates courses to PhD students based on consultation with faculty responsible of fields and courses and taking into consideration PhD students' wishes as best as it can. As the school cannot commit to fulfill all PhD students wishes, PhD students must wait for the confirmation of their teaching load composition before committing to a period for their visit.

Teaching practice: Teaching in a course involves the following elements:

- Preparing the material,
- Teaching and answering students' questions in class,
- Answering students' questions outside the class,
- Providing formal feedback to students, when applicable (help desk, group supervision),
- Participating in evaluation: writing questions and grading,
- Participating in invigilating exams.

Scheduling: Before the semester, the administrative services of the school define the teaching slot after consulting the teachers. PhD students must pay attention to the following elements:

- Courses cannot be re-scheduled, except under exceptional circumstances (e.g. sickness).
- The teaching and exam periods are set up well in advance. Teachers must take these periods into account before scheduling any personal or professional trip.

Teaching quality: It is important that the teaching provided by PhD students meets the high-quality standards of the school. The quality of the teaching provided relies, in particular, on being well prepared before the class by working on the course material, and on following instructions provided by teachers in charge of the courses. Feedback on the quality of teaching is provided by course evaluations, regular meetings between the school, head of programs and students' delegates, and discussions with teachers in charge of courses. PhD students will be provided by a synthesis of the course evaluation they taught in during their PhD at the time they go on the job market.

One year gap:

A student may take a one-year gap. If he/she takes it after the M2 ETE year or the MRes year, he/she is not guaranteed to keep the funding. If he/she wants to take it after the other years, he/she needs to provide a project to keep his/her funding, which is not guaranteed. The funding decision is made by the head of the PhD program.

Office: During the PhD program, a student has an office. A student is not allowed to share his/her office with a person outside the PhD program.

Psychological help:

For various reasons, some students may need psychological help during the PhD. Two psychologists work in close relationship with TSE: Stacy Callahan and Julia Phister (see below). Students can consult with them either via videoconference or at their office (4 rue Godolin, 31000 Toulouse for Mrs Callahan, 1 rue de Rennes, 31000 Toulouse for Mrs Phister). These consultations are strictly confidential, **nobody** in the school is informed that a student is going. Appointments will be scheduled by email or phone directly with the psychologists.

📧 **Stacey Callahan** (callahan.stacey@gmail.com) is a Professor of Psychopathology at the University of Toulouse 2-Jean Jaurès. She is also known in the field of CBT (Cognitive Behavioral Therapy) and is the head of the M2 Psychotherapy and Psychopathology training program, as well as continuing education programs. She is the author of numerous scientific articles and books. She was trained in the United States and France. In addition, she worked as a consulting psychologist at the International School of Toulouse between 2006 and 2019. She is therefore familiar with the particular situation of expatriates of all ages. Professor Callahan has a large network of colleagues (psychologists and psychiatrists) who can take over from individuals who wish to initiate more in-depth care on their own.

📧 **Julia Phister** (julie@phister.fr) is a Clinical Psychologist and holds dual nationality. She was born in France to English-speaking parents and is therefore perfectly bilingual. She has traveled and lived extensively outside of France and has always worked with expatriates. Being bicultural contributes to an increased sensitivity to cultural and identity differences. During her studies, her research focused on the mental health of expatriates with the aim of developing better care specific to their needs.

RELEVANT CONTACT INFORMATION

PhD Assistants:

- M2 ETE and MRes: Laurence Delorme - laurence.delorme@tse-fr.eu
- PhD Administrative Manager : Louise Strachan - louise.strachan@tse-fr.eu
- PhD Assistant : Christelle Fotso Tatchum - christelle.fotso-tatchum@tse-fr.eu

Harassment committee:

- Delphine Pouts – delphine.pouts@iast.fr

Human Resources UTC (PhD contracts):

- Louise Strachan - louise.strachan@tse-fr.eu (primarily)
- Josiane Béraud – josiane.beraud@ut-capitole.fr

USEFUL EMERGENCY CONTACT

POLICE : 17

- Free and available 24/7

Emergency number in case of immediate danger.

SAMU (Service d'Aide Médicale d'Urgence) : 15

- Free and available 24/7 (gratuit et disponible 24h/24 et 7j/7)

Emergency number for immediate medical assistance in urgent health issues, including psychiatric emergencies (severe anxiety, suicidal thoughts, or psychiatric disorders).

CHU de Toulouse - Hôpital Purpan : 05 61 77 22 33

- Free and available 24/7

Competent hospital for medical examinations and evidence collection in cases of sexual violence (including rape). The emergency department is equipped to handle such situations with trained professionals who provide confidential support and medical care. Victims can receive the necessary care, including psychological support and guidance on legal steps. It is crucial to seek medical assistance as soon as possible to ensure both health and the preservation of evidence. The staff is trained to approach cases sensitively and respectfully, creating a safe environment for victims.

VIOLENCES AGAINST WOMEN INFO / VIOLENCES FEMMES INFO - 3919

- Free and available 24/7

The 3919 is the national helpline for women victims of violence. You can discuss with a female listener who will provide a compassionate, empathetic, and non-judgmental listening ear.

CIDFF (Centre d'Information sur les Droits des Femmes et des Familles) : 05 34 31 23 31

- Monday - Friday : 09:00am – 12:00 pm / 13.30 pm – 05:00 pm

Legal information, social support, and assistance for women victims of violence, including domestic, sexual, and gender-based violence. Located 95 Grande Rue St Michel in Toulouse (M line B).

SOS RAPE: 0 805 05 95 95

- Monday to Friday : 10:00am – 07:00pm

Free number, anonymous and confidential.

CNAE (Cellule Nationale d'Accueil et d'Écoute) : 0 801 90 90 85

- Free and available 24/7

A free, confidential, and anonymous helpline dedicated to victims and witnesses of gender-based and sexual violence in higher education and research. It provides psychological support, informs about rights and procedures, and directs callers to specialized services.

FREE CHAT / CHAT GRATUIT - <https://commentonsaime.fr>

- Monday – Thursday : 10:00 am – 12:00 am

Free, anonymous and secure, this chat provides compassionate listening and advice from professionals regarding relationships, sexuality, and gender-based or sexual violence.

APPENDIX

DOCTORAL CHARTER

Université Toulouse Capitole
Université Toulouse - Jean Jaurès
Université Toulouse III - Paul Sabatier
Toulouse INP
INSA Toulouse
ISAE-SUPAERO
IMT Mines Albi
ENAC

41, Allées Jules Guesde
CS 61321
31013 Toulouse CEDEX 6
Tél. : 05 61 14 80 10

www.univ-toulouse.fr



PREAMBLE

Summary

1. The doctorate, a stage in a personal and professional project
2. Before enrolling for a doctorate
3. During doctoral research
4. After the defense
5. Conflict, violence, discrimination, harassment, mediation procedure

COMMITMENT AGREEMENT

The UT Doctoral Charter formalizes the agreement between the doctoral student, the thesis supervisor*, the director of the research unit, the director of the doctoral school, and the institution where the doctoral student is registered.

This Charter is based on the principles set out by the Ministry of Higher Education and Research through its regulatory texts (Decree of 25 May 2016 establishing the national framework for doctoral training and the procedures leading to the award of the national doctoral diploma, revised by the Decree of 26 August 2022).

It specifies them in order to take into account the policy and support measures for the doctorate institution within the framework of the École des Docteurs of the University of Toulouse. It is completed by an Individual Training Agreement.

* By thesis supervisor, we mean the supervisor and, if applicable, the co-supervisor(s).

The objective of this Charter is to make the partners responsible and to define the rights and duties of each of them.

The different partners involved in this Charter are:

- the doctoral student ;
- the thesis supervisor who has scientific responsibility for the student's work, guiding and monitoring its quality, and who is recognised by the relevant scientific community, which should include those who are responsible for the thesis report and members of the thesis defense panel ;
- the research unit in which the doctoral student conducts their research and whose internal regulations and rules governing the use of tools and any confidentiality practices must at least be respected ;
- the doctoral school, supported by the institution awarding the national doctoral diploma, which brings together the research units hosting the doctoral students around a doctoral training project ;
- the accredited institution with which the doctoral student is administratively registered, a legal entity that is responsible for the organisation of doctoral training and the regular delivery of the doctoral degree ;
- the École des Docteurs, which promotes the sharing of work and training programs among all stakeholders across the University of Toulouse.

Doctoral studies provide training in and through research, offering professional research experience. It leads to the production of new knowledge. The preparation of a doctorate is part of a training programme defined by the doctoral school to which each doctoral student belongs and is subject to the conditions of supervision and evaluation requirements defined by the school.

The doctoral schools define the associated complementary training to facilitate the career development of doctoral students.

Students working towards a doctorate under an international joint supervision agreement have the same rights as other doctoral students and must comply with the requirements set out in the relevant signed agreement.

Each doctoral school provides its students with information on its training portfolio and the research units it encompasses.

Under the responsibility of the accredited institutions, this charter must be signed, at the time of the first registration in the doctoral programme, by the doctoral student, the thesis supervisor, the director of the research unit and the doctoral school, and the head of the institution.



1. The doctorate, a stage in a personal and professional project

The preparation of a doctorate must be part of a personal and professional project that is clearly defined in terms of its aims and requirements. It constitutes a professional research experience. It is recommended that doctoral work be financed.

The doctoral student is then bound to the legal entity providing the funding, by a contract whose provisions must be compatible with the preparation of the doctorate and which are binding on the doctoral student. In the Science, Technology and Health college, a minimum monthly funding of 1200 € net is mandatory for doctoral students ; however, exceptional exemptions may be granted by the Doctoral Policy Council in a restricted disciplinary formation, on the proposal of the director of the doctoral school. In the Humanities and Social Sciences and Arts, Letters and Languages colleges and Law, Political Science, Economics and Management college, other forms of funding may be offered depending on possibilities and opportunities. The thesis director and the research unit are encouraged to take all steps to obtain funding.

The means to be implemented to facilitate the future doctoral student's career are also based on the doctoral student's professional project. This project must therefore be specified from the second year and described in the Individual Training Agreement as soon as possible in consultation with the thesis supervisor, so that the training can be adapted. These elements will be detailed in the Individual Training Agreement attached to this charter. Data on the professional future of locally trained doctoral students is communicated to them by their doctoral school and/or institution.

At the same time, it is the doctoral student's responsibility, with the support of the doctoral school and the research unit, to take care of this career pursuit by making contact with possible future employers (companies, national research organizations, universities...). This strategy will be based on participation in the Doctoriales and other complementary training courses.

2. Before enrolling for a doctorate

The choice of subject, the working conditions necessary for the progress of the research and the nature of the tasks to be carried out within the laboratory must be agreed between the candidate and their thesis supervisor when the application is submitted. The thesis supervisor specifies the subject, its scientific context and the research unit in which the work will be carried out.

In the case of a doctorate carried out in public industrial and commercial establishments with research missions, private training or research establishments, private research foundations, private companies and administrations, the direction or co-direction of the thesis must be attached to a doctoral school in Toulouse and a significant part of the research must be carried out in a research unit attached to the registration institution. The conditions for carrying out the doctorate will be described in the Individual Training Agreement attached to the present charter.

The preparation of the doctorate must lead to the realisation of a work that is both original and formative, and whose feasibility fits within the timeframe provided, which is three years for full-time studies and six years at the most in other cases. The thesis supervisor must inform the candidate of the possibilities of funding during the doctorate (doctoral contract, international mobility grant, CIFRE contract, etc.), of the number of doctoral students he or she supervises or co-supervises and of the professional future of the last doctoral students he or she supervised. He or she also informs the candidate about career paths in his or her field.

The director of the doctoral school ensures that future doctoral students have access to information on the training programme offered to them and on the career development of the doctoral students trained by the doctoral school.

When the doctorate is funded, the source, amount and duration of the funding, as well as the associated rights and constraints, should be clearly defined. In addition, the costs of tuition and social security coverage should be specified.

3. During doctoral research

Rights and duties of partners

The doctoral student fulfils his administrative obligations towards his registration institution.

He is fully integrated into his research unit. As such, he has the same rights and duties as the other members of the unit and participates in the collective tasks inherent to the scientific life of his unit. However, he cannot compensate for the inadequacy of the technical supervision of the research unit and cannot have tasks imposed on him outside his research project that would delay its completion. The doctoral student commits himself to a time and a rhythm of work. He has a duty to his thesis supervisor to inform him of the results obtained and the difficulties encountered during the progress of his doctorate. He undertakes to submit as many progress notes as the subject requires and to present his work in the seminars of the research unit. He undertakes to respect, throughout his research work, the principles and requirements of scientific integrity.



The doctoral student must follow a certain number of hours of complementary training, proposed or validated by the doctoral school, which will pursue several objectives, in particular:

- increase their skills in their field of research and broaden their scientific culture (participation in seminars, workshops, etc.) ;
- promote the principles of scientific integrity and be aware of the challenges of open science and the dissemination of research work in society to strengthen the relationship between scientists and citizens ;
- prepare for professional integration (language training, Doctoriales, specific modules, conferences, general interest, etc.).

The thesis supervisor is responsible for supervising the doctoral student and undertakes to devote a significant amount of time to him. The thesis supervisor is attached to a doctoral school in Toulouse, except in exceptional cases, on the advice of the doctoral school and the decision of the doctoral student's enrolment institution. Requested because of his recognised mastery of the field of research concerned, he helps the doctoral student to identify the innovative nature of his work in the scientific context and ensures that it is up to date. In consultation with the doctoral student, he defines the different stages of the doctoral programme and ensures regular follow-up. In particular, he monitors any changes in the project up to the composition of the thesis jury. He must also ensure that the doctoral student shows initiative and creativity. The thesis supervisor informs the doctoral school of any unforeseen events in the progress of the work, and ensures that the re-registration and defense files are completed on time. He is responsible in particular for planning publications.

The co-supervisor may be attached to a different doctoral school. When the co-supervisor is a person from a public industrial and commercial institution with research missions, a private training or research institution, a private research foundation, a private company or an administration, the number of co-supervisor may be increased to two.

The director of the research unit ensures that the doctoral student is integrated into the research unit and has access to the same resources as the full researchers to carry out his/her research work: equipment, work space, resources, documentation, the possibility of attending seminars and conferences and presenting his work at scientific meetings. He verifies, before signing the thesis re-registration, the reality of the scientific follow-up and the progress of the doctoral student's work.

The director of the doctoral school implements a doctoral training programme. He ensures that doctoral students have access to information on these courses and on the professional careers of the doctors trained by the doctoral school. He ensures that the University of Toulouse's doctoral charter is respected, and in particular that the conditions of supervision are effective. He sets up the doctoral student's individual monitoring committee. He offers thesis supervisors, co-supervisors and all persons supervising or participating in the work of the doctoral student specific training or support aimed at preventing all forms of discrimination and violence. He undertakes to support the Ecole des Docteurs in participating in national surveys organised by the Ministry of Higher Education and Research and in drawing up the report mentioned in 11° of article L.712-2 of the Education Code, and to disseminate publicly and in

open access the results of their scope.

The enrolment institution is responsible for compliance with the provisions of the 2016 Order, and is responsible for the administrative management of the student, the management of his schooling and the defense of his doctorate. It issues the national doctoral diploma. It is responsible for the deposit, reporting, dissemination, intellectual property and archiving of the defended thesis.

Scientific integrity

The institution promotes the performance of doctoral students' research work in accordance with the requirements of scientific integrity and research ethics. Doctoral students have access to training in the principles and requirements of research ethics and scientific integrity provided by the doctoral school or the accredited institution. They undertake to respect them throughout their doctorate. The institution, doctoral school directors, thesis supervisors, research unit directors and all persons supervising or participating in the work of a doctoral student undertake to encourage and support this commitment.

Individual doctoral monitoring committee

An individual doctoral student monitoring committee ensures that the programme runs smoothly, based on the doctoral charter and the training agreement attached to it. The doctoral student's individual monitoring committee provides support for the doctoral student throughout the duration of the doctorate. It must meet before registration in the second year and then before each new registration until the end of the PhD.

In the event of difficulties, the doctoral student's individual monitoring committee alerts the doctoral school, which takes any necessary measures concerning the doctoral student's situation and the progress of the doctorate. As soon as the doctoral school becomes aware of acts of violence, discrimination, moral or sexual harassment or sexist behaviour, it will report them to the institution's anti-discrimination and anti-sexist violence unit. The composition, organisation and functioning of the committee are proposed by the doctoral school board.

The doctoral school ensures that the doctoral student is consulted on the composition of his/her individual monitoring committee before its meeting.

Publications, papers and patents

The quality and impact of the thesis can be measured through the publications, patents or industrial reports that will be derived from the work, whether it is the doctoral thesis itself or articles and communications produced during or after the preparation of the manuscript. The publication of the results of doctoral work must respect the rights of the doctoral student. The position of the doctoral student among the co-authors of a publication must correspond to his contribution to the work. The doctoral student must be encouraged and advised by the thesis supervisor, if applicable the director of the research unit and/or the director of the doctoral school, to publish and present a scientific paper(s) at an international conference.

All publications must respect the requirements of scientific integrity and research ethics.

Conditions for completing the doctorate

A doctorate is a step in a research process. It must respect the deadlines set, in accordance with the spirit of doctoral studies and the interests of the doctoral student. The reference duration for the presentation of a doctorate is three years of full-time equivalent research. In all other cases, the duration of doctoral studies may not exceed six years.

After the third registration, annual extensions may be granted by the head of the institution, on the proposal of the thesis director and after the opinion of the monitoring committee and the director of the doctoral school, on a reasoned request from the doctoral student, explaining the reasons for the delay and specifying the expected date of the defense. The defense files are examined by the doctoral school. They must meet the requirements set by the doctoral school and/or the institution in terms of scientific production and training plan.

At the end of the defense and in the event of admission, the doctor takes an oath, individually committing to respect the principles and requirements of scientific integrity in the rest of his/her professional career, whatever the sector or field of activity.

The doctoral oath relating to scientific integrity is as follows:

“In the presence of my peers.

With the completion of my doctorate in [research field], in my quest for knowledge, I have carried out demanding research, demonstrated intellectual rigour, ethical reflection, and respect for the principles of research integrity. As I pursue my professional career, whatever my chosen field, I pledge, to the greatest of my ability, to continue to maintain integrity in my relationship to knowledge, in my methods and in my results.”

4. After the defense

Delivery of doctoral degree

In order to obtain the doctoral degree (or a diploma certificate), the doctoral student must, within a maximum of 3 months after the defense, have submitted the corrected thesis manuscript, drawn up after taking into account the requests of the defense jury, to the defense institution.

Promotion of the doctorate

After the defense of the thesis, the thesis supervisor and the doctoral student work together to publish, as soon as possible, the results of work that has not yet been the subject of a publication. The doctoral student must appear among the co-authors of communications, publications, patents or industrial reports presenting for the first time the results of his/her doctoral work. The documentation service of each institution awarding the doctoral degree may ensure that the thesis is put online, after the doctoral student has signed an authorisation form providing the necessary guarantees with regard to intellectual property rights.

Follow-up of the doctor's professional integration

Each year, the École des Docteurs, in cooperation with the doctoral schools, conducts surveys on the career paths of doctoral students. Consequently, the doctoral students undertake to respond to the surveys for at least 5 years after the doctoral defense. The analysis of the results of these surveys, and in particular the report mentioned in 11° of article L.712-2 of the Education Code, is made public and openly accessible.

5. Conflict, violence, discrimination, harassment, mediation process

Any conflict between the doctoral student and his thesis supervisor must be brought to the attention of the directors of the research unit and the doctoral school, who, in consultation, will endeavour to find a solution by mobilising the institution's research vice-president if necessary.

In the event of a report of violence, discrimination, moral or sexual harassment or sexist behaviour as provided for in article L.135-6 of the general code of public service, the director of the doctoral school, or any signatory of the present charter, will refer the matter to the reporting mechanism provided for at the institutional level. In the case of a persistent conflict that does not fall within the above framework, each signatory of this charter may call upon a mediation group which, without relinquishing anyone's responsibilities, listens to the parties and in turn proposes a solution with a view to completing the doctorate. The mission of the mediation group implies its impartiality. It is composed of at least six members:

- the research vice-president of the enrolment institution and one HDR member of the research commission of the institution (or the entity that serves as such) for the preparation of the doctorate ;
- within the framework of the delegation, a member of the Doctoral Policy Council in disciplinary restricted formation appointed by the research vice-president of the University of Toulouse ;
- two doctoral students designated by the head of the institution in which they are registered, from among the elected members of the of the institution, the doctoral school or the University of Toulouse ;
- the director of the doctoral school ;
- at least one person who has participated in the follow-up committee.

This committee may also be convened at the request of any party in connection with the progress of the doctorate. If one of these persons is concerned by the conflict, a substitute will be designated by the other members.

If mediation fails, a final appeal may be made to the President/Head of the institution.

CONTRACT OF AGREEMENT

We, the undersigned, declare that we are aware of the various provisions of the Doctoral Charter, implemented by the University of Toulouse in application of the Decree of May 25, 2016 and the modifications made by the Decree of August 26, 2022, approved by the Research Commissions of accredited institutions in November and December 2022;

We undertake to respect the clauses.

Toulouse,

THESIS SUPERVISOR

Surname, given name, signature

THESIS CO-SUPERVISOR

Surname, given name, signature

RESEARCH UNIT DIRECTOR

Surname, given name, signature

DOCTORAL SCHOOL DIRECTOR

Surname, given name, signature

DOCTORAL STUDENT

Surname, given name, signature

Internal Regulation: PhD School

Introduction

Doctoral training in Economics is organised within the Toulouse Sciences Economics doctoral school, which comes under the decree of 25th May 2016 relating to doctoral training, and within the CHES University Research School.

The single-discipline doctoral school was accredited in 1996. It is supported by UMR TSE-Research (UMR TSE-R n°5314). The experimental public institution University Toulouse Capitole is the sole sponsor of the doctoral school. The latter implements training for and through research at doctoral level under the responsibility of the University Toulouse Capitole.

The doctoral school is represented on the doctoral studies steering committee and contributes to the drafting of decisions and recommendations that apply to all the doctoral schools of the experimental public institution.

The doctoral school is governed by the present statutes and internal regulations, in compliance with the legislative and regulatory provisions, statutes and internal regulations of the experimental public institution University Toulouse Capitole. The present statutes are also based on the thesis charter of the University of Toulouse.

The Toulouse Economics doctoral school is part of the training through research policy that the experimental establishment, University Toulouse Capitole, decides upon within its bodies and implements, in accordance with the principle of subsidiarity, with its site partners.

The Toulouse School of Economics and Quantitative Social Sciences - TSE, through the mobilisation of its staff, ensures the scientific and administrative implementation of the doctoral school within the framework of the present statutes and associated internal regulations. Its board of directors regularly evaluates the activity of the Toulouse Sciences Economics doctoral school within the scope of its remit.

Article 1 Name

The doctoral school in Economic Sciences placed under the responsibility of the accredited establishment University Toulouse Capitole, which is managed and implemented by the Toulouse School of Economics and Quantitative Social Sciences – TSE takes the administrative name Toulouse Economic Sciences Doctoral School (ED171).

Article 2 Missions

The Toulouse Economic Sciences doctoral school organizes the training of doctoral students in and through research and prepares them for their professional integration.

Doctoral students are registered at the accredited establishment University Toulouse Capitole. They are attached to the UMR TSE-R.

In coordination with the UMR TSE-R, the doctoral school offers the best possible working conditions to doctoral students (premises, logistical support, conference financing, thesis preparation and defense, preparation for the job market at doctoral level). It monitors their professional integration. Furthermore, the Toulouse Economic Sciences doctoral school is a structure of the CHES University Research School and as such benefits from financial support

from its actions promoting the international appeal of the doctoral program and support for entry into the job market, whether academic or not, for young doctors.

As part of the organization of the TSE establishment, the director of the TSE doctoral school, a member of this establishment, is also responsible for the educational management of the Master 2 "Economic Theory and Econometrics" (main route to the doctorate) and the "University Diploma" "Dear (MRes)" (Diploma in Advanced Economics and Research (MRes)). The doctoral school coordinates local activities (welcoming foreign doctoral students, assistance with international mobility) and European activities (annual conference of the European network of ENTER doctoral schools).

The doctoral school also gives doctoral students within the EUR access to a multidisciplinary culture within the framework of scientific activities coordinated by IAST (Institute for Advanced Studies in Toulouse, interdisciplinary Label created in 2011: Anthropology, Biology, Law, Economics, History; Philosophy, Psychology, Science, Politics, Sociology at TSE and through the presence, within the UMR TSE-R, of researchers in Finance, Mathematics and Statistics. It ensures that each doctoral student is aware of the ethics of research and scientific integrity. It raises awareness among doctoral students of the issues of open science and the dissemination of research work in society to strengthen relationships between scientists and citizens.

The doctoral school ensures a quality approach to training by setting up individual monitoring committees for the doctoral student and offers thesis directors, thesis co-directors and all people supervising or participating in the doctoral students work training or support, with a specific aim of preventing all forms of discrimination and violence .

Article 3 governing bodies of the Toulouse Economic Sciences doctoral school

The Toulouse Economic Sciences doctoral school is managed by a director assisted by a council and a selection committee.

A. Director of the Toulouse Economic Sciences doctoral school

The director is chosen from among the staff authorized to direct research from the School of Economics and Quantitative Social Sciences - TSE, member of the Toulouse doctoral school Sciences Economics (Professors and similar).

The director of the doctoral school presents an activity report each year to the council of the doctoral school (see art 3B), the research council of the school of Economics and Quantitative Social Sciences of Toulouse - TSE and the research council of the public experimental establishment, University Toulouse Capitole.

The director of the Toulouse Economic Sciences doctoral school implements the action program (teaching, training, monitoring, placement, admission, financing proposal for doctoral students) of the school and ensures its proper daily functioning. in coordination with the thematic research groups at TSE, he ensures the selection of doctoral candidates and the smooth running of research work with thesis directors and the director of the UMR TSE-R. He prepares the agenda for meetings and the files to be processed so that the doctoral school council can carry out its missions.

In accordance with article 2.2, the director of the Toulouse Economic Sciences doctoral school is charged by the director of GE TSE with implementing the educational program of the Master 2 "Economic Theory and Econometrics" and the University Diploma "Dear (MRes)".

The director of the Toulouse Economic Sciences doctoral school is appointed for the duration of the accreditation of the doctoral school by the president of the experimental public establishment, University Toulouse Capitole after proposal from the council of the Toulouse Economic Sciences doctoral school, the council of the research of the TSE establishment and the research council of the public experimental establishment. His mandate can be renewed once. The dismissal of the director of the doctoral school takes place under the conditions set by the applicable regulatory texts.

B. Council of the Toulouse Economic Sciences doctoral school.

The Council adopts the Toulouse Doctoral School of Economic Sciences' action programme and, through its deliberations, manages the school's affairs.

The composition of the Council is determined in accordance with the provisions of the ministerial decree. It must ensure a balanced representation of men and women. The Toulouse Sciences Economics Doctoral School Council comprises 12 members with voting rights:

- 7 representatives of the TSE establishment, the research unit concerned, including 2 representatives of the engineering, administrative or technical staff
- 2 doctoral students who are members of the doctoral school
- 3 members from outside the Doctoral School, chosen from qualified individuals in the scientific, socio-economic, or cultural sectors.

The Director of the TSE School of Economics and Quantitative Social Sciences, the Scientific Director of the Foundation Scientific Cooperation Jean-Jacques Laffont, Toulouse Sciences Economics, and the Director of the UMR TSE-R are ex officio members of the Council. The other members representing the institutions, research units or teams are elected or appointed after consultation with the Board of Directors of the Toulouse-TSE School of Economics and Quantitative Social Sciences, in accordance with the procedures adopted by the Board of Directors of the University Toulouse Capitole. Doctoral students are elected from among and by doctoral students enrolled at the doctoral school. External members are appointed on the proposal of the ex officio and elected members of the doctoral school council. The administrative head of the Toulouse Sciences Economics doctoral school attends meetings and acts as secretary.

The Dean of Education and the Dean of Research of the establishment-TSE, as well as the Vice-President of Research of the experimental public establishment University Toulouse Capitole, or their representative, are invited to attend meetings of the doctoral school council in an advisory capacity. When justified by the agenda, and at the invitation of the Director of the Toulouse Sciences Economics Doctoral School, other personalities may join the Council without taking part in the vote. External members of the Board sit in an individual capacity and do not represent the institutions to which they belong.

The Board is convened by its director at least twice a year. At board meetings, any internal member may be represented by a person of his/her choice from the same institution or research unit, but who does not normally sit as a member of the board. External members may not be represented but may give their proxy to another member of the board. The same person may not sit on the board in more than one capacity.

The quorum is determined at the beginning of the meeting. The board may only take a decision on an item on the agenda if at least half of the members are present. Decisions are taken by simple majority. In the event of a tie, the Director of the Doctoral School has the casting vote. The Director may request a secret ballot. Voting is by right by secret ballot for nominative decisions. Minutes of Council meetings are sent to its members by any means of communication and are submitted for approval at the next meeting.

C. Selection Committee

The selection committee of the Toulouse Doctoral School in Economic Sciences is chaired by the Director of the Toulouse Doctoral School in Economic Sciences and is composed of the heads of the TSE's thematic research groups or their representatives, the Dean of Education, and the Scientific Director of the Jean-Jacques Foundation. It selects candidates for entry into the doctoral programme in the second year of the Master's programme and approves their enrolment in the doctoral programme once they have met the academic requirements. It also selects potential candidates to register for their thesis even though they may not have completed the second year of the TSE Master's programme.

Article 4: Responsibilities of those involved

The Toulouse Sciences Economics Doctoral School organises scientific and intellectual exchanges between doctoral students (doctoral student days) and offers research training programmes in all of TSE's research areas (the Master 2 "ETE" and the DU "DEAR(MRes)").

The Toulouse Doctoral School in Economics examines requests for additional laboratories to join the school.

The Toulouse Doctoral School in Economics is a member of the ENTER European Network of doctoral schools (which in 2023 will include eight universities: Barcelona, Brussels, London, Madrid, Mannheim, Stockholm, Tilburg, and Toulouse), which promotes exchanges between doctoral students and organises joint seminars and an annual network conference.

It encourages doctoral students to be internationally mobile, for example through the facilities available at the Toulouse-TSE School of Economics and Quantitative Social Sciences and the EUR CHES, and by encouraging them to apply for grants offered by Toulouse-based organisations.

In accordance with article 3 of the decree of 26th August 2022, it sets up an individual doctoral student monitoring committee.

The Toulouse Doctoral School of Economics is competent to rule on any difficulties that may arise during the thesis or at the time of the thesis defence. In particular, the Toulouse Doctoral School of Economics may decide to refer the matter to the President of the experimental public establishment University Toulouse Capitole, who may then decide to refer the matter to the disciplinary body in the event of suspected plagiarism or any other suspected serious and unethical behavior.

A. Thesis supervisors

Thesis topics are drawn up jointly by the thesis supervisor and the doctoral student. Only a teacher-researcher holding the qualification to supervise research (HDR) may supervise a thesis. The directors of theses registered with the school are permanent members of UMR TSE-R.

Co-supervision is implemented within the framework of a specific agreement and according to the procedures defined by the Toulouse Capitole University Research Council. Co-supervision assumes that the other research team can offer the student a thesis supervisor of equivalent quality to that of the Toulouse site and that the thesis supervisor, who is a member of the Toulouse Sciences Economics Doctoral School, has significant links with the other host structure (publications, working documents, visits, etc.).

In the event of a dispute between a thesis director and a doctoral student, the mediation procedure provided for in the University of Toulouse's Thesis Charter must be followed.

B. Doctoral students

All students enrolled in the Toulouse Sciences Economics Doctoral School must participate in the scientific and pedagogical life of the Toulouse Sciences Economics Doctoral School (doctoral training courses, working shops) and of the UMR TSE-R (seminars, conferences, etc.). They must also follow the training courses corresponding to the study programme and preparation for entering the job market set up by the Doctoral School. A student who has not fulfilled these obligations is not allowed to defend his/her thesis.

In accordance with the University of Toulouse's Thesis Charter, doctoral students must inform the school of their professional situation during the five years following the defense of their thesis. The results of the professional integration surveys are published on the Toulouse Sciences Economics Doctoral School website.

Article 5: Habilitation to supervise research in Economics

Habilitation to supervise research in the field of Economics is awarded by the experimental public establishment, University Toulouse Capitole. Applications for accreditation are submitted for evaluation to the Research Council of the University Toulouse Capitole after receiving the opinion of the Director of the Toulouse Sciences Economics Doctoral School.

Article 6: Modification of the statutes

The present statutes may be modified on the proposal of either the Board of the Toulouse Sciences Economics Doctoral School, acting by an absolute majority of its members in office, or the Director of the TSE School, following the opinion of the Board of the Toulouse School of Economics and Quantitative Social Sciences -TSE, or the President of the experimental public establishment, University Toulouse Capitole.

Meetings of the Doctoral School Council whose agenda includes a revision of the statutes are convened at least 12 working days in advance. The modified statutes are subject to an adoption procedure similar to that of the initial statutes.

These Articles of Association come into force on XXXX. They apply to all parties involved in the Toulouse Sciences Economics Doctoral School.

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Introduction

The purpose of these internal regulations is to complete and specify, in compliance with the provisions of its statutes, the rules for the organisation and operation of the Toulouse Sciences Economics doctoral school (ED171) placed under the responsibility of the accredited institution, the experimental public institution University Toulouse Capitole.

It is drawn up in accordance with the decree of 25th May 2016 on doctoral education, the internal regulations of the University Toulouse Capitole and the thesis charter of the "Université de Toulouse", experimental COMUE. It is approved by the Board of Directors of the "Toulouse School of Economics and Quantitative Social Sciences - TSE", approved by the Research Council of the "Toulouse Capitole University" experimental public institution and adopted by the Board of Directors of the experimental public institution. "University Toulouse Capitole".

The doctoral programme of the Toulouse Sciences Economics doctoral school begins in the second year of the Master's programme of the establishment TSE as part of the ETE research Master's programme. The director of the doctoral school, who is a member of the TSE Grand establishment, is responsible for teaching in this establishment, which is linked to his role as director of the doctoral school. The Toulouse School of Economics and Quantitative Social Sciences - TSE, through the mobilisation of its staff, ensures the scientific and administrative implementation of the doctoral school within the framework of its statutes and the present

internal regulations. Its board of directors regularly evaluates the activity of the Toulouse Sciences Economics doctoral school within the framework of its remit.

A "PhD handbook" completes these internal regulations. It extensively defines the rights and obligations of doctoral students.

Bodies

Doctoral School Council

Doctoral student representatives (once graduated from DEAR (MRes) and up till the defense) are elected by and from among the doctoral students at the doctoral school. The ballot is a 1-ballot list with proportional representation and distribution of the seats to be filled according to the rule of the strongest remainder. Each list must be balanced and must alternate between men and women. A substitute is elected for each titular member. The term of office of doctoral student representatives may not exceed three years and ends at the end of the academic year following the thesis defence or if re-registration has not been completed. Partial elections are then held.

External members are appointed on the recommendation of the full and elected members of the Doctoral School Board, taking into account the gender balance of the Board. The appointment of external members is decided after a simple majority first-past-the-post vote for each person, organised in the event of additional candidates in such a way as to approximate the balance of the sexes represented.

Selection Committee

The Selection Committee's role is to assess candidates' applications for entry to the doctoral programme (second year of the Master's degree) and for entry to pursue a thesis. In practice, it takes two forms associated with each selection phase. For admission to the second year of the Master's programme, the committee is made up of the Director of the Toulouse Sciences Economics Doctoral School and the heads of TSE's thematic research groups or their representatives. For enrolment in the PhD programme, a professor from each of the compulsory M2 ETE courses (Microeconomics, Macroeconomics, Econometrics) is included.

Parameters

A research unit may request to be attached to the doctoral school. A letter presenting the research unit in question and its reasons for joining the doctoral school is sent to the members of the Board. The application file must at least contain a presentation of the unit's objectives, a list of members authorised to supervise research work, and a report on the professional integration of doctoral students over the last five years. The director of the applicant research unit is auditioned at a meeting of the Doctoral School Council or at an ad hoc meeting. The members of the Board formulate an opinion and vote by an absolute majority on the affiliation. In the event of a positive vote, the affiliation is subject to an opinion from the Research Council of the School of Economics and Quantitative Social Sciences-TSE; then from the Research Council of the experimental public establishment and a decision by the Presidency of the experimental public establishment, University Toulouse Capitole.

Selection and enrolment

Admission to the doctoral programme is via the second year of the Master's programme in Economic Theory and Econometrics. Applications from internal students in the first year of

Masters programmes at the Toulouse-TSE School of Economics and Quantitative Social Sciences and from external candidates are made according to procedures and a schedule which are public and accessible on the TSE website before the end of the calendar year preceding the year of admission. The Admissions Department checks that applications are complete. The public list of documents to be provided is defined by the Toulouse Sciences Economics doctoral school selection committee, which assesses the applications. The registration of successful candidates is submitted to the Director of the Toulouse School of Economics and Quantitative Social Sciences - TSE for approval.

At the end of the second year of the ETE Master's programme, all applications for enrolment in the first year of the doctoral programme are examined by the selection committee of the Toulouse Sciences Economics Doctoral School on the basis of the academic results obtained in the Master's programme and the dissertation, are then proposed by the director of the doctoral school for validation by the President of the experimental public establishment, University Toulouse Capitole. Candidates whose committee considers that they have the necessary skills to successfully complete the doctoral programme, in particular because they have demonstrated that they have the sufficient level of knowledge corresponding to the DEAR(MRes), will be allowed to remain in the programme.

In accordance with article 11 of the decree of 25th May 2016, to be registered as a doctoral student, the candidate must hold a national Master's degree or another degree conferring the grade of master, following an educational programme or professional experience establishing his/her aptitude for research. If this diploma condition is not met, the President of the experimental public establishment University Toulouse Capitole may, by way of derogation and on the recommendation of the selection committee, enroll in the doctoral programme people who have completed studies of an equivalent level or who have benefited from the validation of professional experience as defined in the texts in force. In such cases, the doctoral school's selection committee examines individual applications and gives a detailed opinion.

A doctoral training agreement is signed by the doctoral student and the Director of the doctoral school. It sets out the rights and obligations of the doctoral student, the funding arrangements, the prospective timetable, and the consequences of non-compliance. It refers to the "PhD handbook" document.

Duration of the thesis

Students enrolled in the doctoral school and holding a doctoral contract prepare for the doctorate, generally in three years, at the end of the training cycle associated with the M2 ETE and DEAR (MRes). The duration of the doctoral contract may be extended under certain conditions in accordance with article 14 of the Order of 25th May 2016. The total duration of doctoral studies may not exceed six years, unless the student completes his/her thesis within one year of taking up a post in an academic institution.

Doctoral students, whether or not they have a doctoral contract, may apply for a one-year extension by way of derogation. Doctoral students may also request one uninterrupted gap year (and one only) of up to 12 months during their thesis. This request will be assessed by the Doctoral School Board on the basis of a document drawn up by the doctoral student setting out his/her professional project.

This exemption and gap-year requests are submitted to the doctoral school council for its opinion and proposed to the President of University Toulouse Capitole for a decision. They are forwarded

each year to the research councils of the University Toulouse Capitole and the Toulouse School of Economics and Quantitative Social Sciences -TSE.

In the event of an interruption due to maternity or parental leave, the student may benefit from an adjustment to the initial timetable. These details are set out in the PhD Handbook.

Re-registration

Annual re-registration is compulsory for the duration of the thesis. It is subject to control of the scientific quality and progress of the thesis work, in particular during the individual thesis monitoring committee. Depending on the results of the individual monitoring committee, re-registration may be refused by the Director of the doctoral school. An appeal may be lodged with the President of the experimental public institution, University Toulouse Capitole.

All administrative registrations and re-registrations must have been finalised by the end of the calendar year, except in special cases. Doctoral students are only authorised to defend their thesis if they are properly registered.

Thesis defense procedures

The thesis defence is public and takes place at the end of the thesis. The jury must be composed in accordance with article 18 of the Order of 25th May 2016. The jury (reviewers and its composition) is appointed by the President of the experimental public institution, University Toulouse Capitole, on the recommendation of the doctoral school director and the thesis director (or jointly by the co-directors).

If the doctoral student is applying for a job on the academic job market, there is no pre-supervision. If this is not the case, the doctoral school director may, after consulting the monitoring committee, request that a pre-tenure examination be organised.

Authorisation to defend a thesis is granted by the President of the experimental public institution, University Toulouse Capitole, after receiving the opinion of the Director of the doctoral school on the proposal of the thesis director. If, at the time of a first request for authorisation to defend, at least one of the reviewers gives an unfavourable opinion on the defense, the doctoral school, together with the thesis director, will study the advisability of proposing to the head of the institution that the defense be postponed, with a timetable allowing the doctoral student to improve his/her manuscript. The jury's reviewers will be retained, unless they indicate otherwise in writing, and will be invited to submit new preliminary reports. If, at the time of the second request for authorisation to defend, the doctoral school again receives an unfavourable opinion from one of the reviewers, it may, after examining the reports, propose to the head of the establishment that the defense not be authorised. If the head of the establishment refuses to authorise the defense, the doctoral student will no longer be allowed to re-register at the doctoral school, whatever the subject of the thesis, and even if the thesis director changes.

The thesis is defended only once. In accordance with the provisions of article 19 of the Order of 25th May 2016, the President of the jury signs a defense report countersigned by the members of the jury.

If the thesis is supervised by two directors from two different French doctoral schools, a co-supervision agreement will be drawn up with the other institution. The conditions for registration,

admission and defense are governed by the regulations in force at the institution in which the doctoral student is registered.

Thesis supervisors

The thesis supervisor is a member of UMR TSE-R, qualified to supervise research.

An assistant-professor who has passed his/ her mid-term review may co-supervise a thesis.

The maximum number of PhD students supervised per thesis director per academic year is limited to six. The number of new thesis supervisors is limited to two per academic year.

Monitoring Committee

Purpose and context

In accordance with article 13 of the amended Order of 25th May 2016, the doctoral student's individual monitoring committee ensures that the programme is progressing smoothly, based on the doctoral charter and the training agreement. In an interview with the doctoral student, it assesses the conditions of his/her training and the progress of his/her research. Prior to the meeting, the student may provide a document presenting the progress of their work. At the end of the meeting, the committee makes recommendations and sends a report on the meeting to the doctoral school director, the doctoral student, and the thesis director.

In particular, the committee ensures that the doctoral student's studies run smoothly, with reference to the University of Toulouse's thesis charter and the individual training agreement. It also assesses the doctoral student's training conditions and research progress, makes recommendations, and sends a report, as well as preventing any form of conflict, discrimination, or harassment. The course is structured around the production of written reports, which must be submitted in accordance with the following timetable.

In what follows, the reference year is the "MRes" year, which represents the first year of the thesis, although the expression "Third year paper" implicitly includes the M2 year in the doctoral programme, in accordance with the international standard.

At the end of September of the MRes+1 year, a student must submit a draft research article for the third-year paper. They present it at their group's workshop in November or December. They present it to the Third Year Paper Committee, an ad hoc committee set up by the Director of the doctoral school. A collective assessment is produced, which may require the student to repeat the work within a set timetable, leading to a second assessment before June (or August at the latest) of the MRes+2 year. If the quality conditions are not met, and after consultation with the monitoring committee, re-registration for the MRes+3 year may be refused. It is possible that the first article presented by the student in June of MRes+1 year is co-authored with a TSE researcher. In this case, the ad hoc committee is made up of three people: the Director of the doctoral school and two experts in the subject. The student will have one year to present a draft article written on his/her own in June of the MRes+2 year.

Calendar

The doctoral student must schedule a meeting of the committee each year, preferably before re-registration, necessarily if there is a request for an extension. Years are counted from the date of first registration for the thesis.

MRes year: Between mid-July and mid-September.

MRes+1 year: Before the end of June.

MRes+2 year: Between July and mid-September.

MRes+3 year: June

MRes+4 year (if necessary): Before re-enrolment

If necessary, and in agreement with their thesis director, doctoral students may request an individual monitoring committee meeting at any time.

Composition

The composition of the committee changes with the year of the thesis to take into account the maturation of the research project. The composition of the committee is decided by the Director of the Doctoral School in agreement with the PhD student and his/her thesis director or principal researcher supervising his/her research.

It is composed as follows:

MRes year: Director of the MRes and an MRes professor from the student's main field. Care is taken to ensure that the composition of the committee is gender balanced. In particular, when the student is a woman and there are no women meeting the conditions set out, the director of the doctoral school may, at the student's request, invite a woman from the UMR to take part in the meeting. The committee is chaired by the lecturer in the student's main field.

MRes+1 year: Two members of the "Third year paper" committee, including one member of the student's group. The Director of the doctoral school takes part in the meeting, as does the researcher who supervised the third-year paper, but a discussion period is organised at the end of the meeting in their absence. The committee is chaired by the member of the student group.

MRes+2, MRes+3 and MRes+4 years: except in exceptional circumstances, the composition of this committee is unchanged. It includes a member of the student's group, ideally the member of the MRes+1 year committee, plus a member from the institution outside section 05 or a member from outside the institution (including researchers affiliated to TSE). At least one member of the committee must be of the same sex as the student. The thesis director takes part in the meeting, and possibly the director of the doctoral school, but there is a discussion time at the end of the meeting in their absence. The committee is chaired by the member of the student's group.

Habilitation to supervise research in Economics

The procedure to follow in order to apply for a Habilitation to supervise research is available from the Research Department of the experimental public institution, University Toulouse Capitole. The minimum requirements for a candidate in terms of the number and nature of publications are

specific to section CNU 05. However, attention will be paid to the number of publications of which the candidate is the sole author.



CONTRAT DE RECRUTEMENT EN QUALITE DE DOCTORANT CONTRACTUEL

Le Président de l'Université Toulouse Capitole

Contrat doctoral n° 2023-2026

Centre de coût: Destination:

Vu le code de la recherche et notamment son article L412-2 ;

Vu le décret n°84-431 du 6 juin 1984 modifié fixant les dispositions statutaires communes applicables aux enseignants-chercheurs et portant statut particulier du corps des professeurs des universités et du corps des maîtres de conférences et notamment les articles 39 et 55 ;

Vu le décret n°85-1148 du 24 octobre 1985 modifié relatif à la rémunération des personnels civils et militaires de l'Etat ;

Vu le décret n°86-83 du 17 janvier 1986 modifié, relatif aux dispositions générales applicables aux agents non titulaires de l'Etat pris pour application de l'article 7 de la loi n°84-16 du 11 janvier 1984 portant dispositions statutaires relatives à la fonction publique de l'Etat ;

Vu le décret n°2000-815 du 25 août 2000 modifié relatif à l'aménagement et à la réduction du temps de travail dans la fonction publique de l'Etat ;

Vu le décret n°2009-464 du 23 avril 2009 modifié relatif aux doctorants contractuels des établissements publics d'enseignement supérieur ou de recherche ;

Vu l'arrêté du 29 août 2016 fixant le montant de la rémunération du doctorant contractuel ;

Vu la proposition du directeur de l'école doctorale Sciences économiques ;

Vu l'avis du directeur de thèse et du directeur de l'unité ou de l'équipe de recherche concernée ;

Vu le règlement intérieur de l'établissement employeur s'appliquant aux usagers et personnels,

Entre les soussigné(e)s,
L'Université Toulouse Capitole , établissement public à caractère scientifique, culturel et professionnel expérimental représenté par son président Monsieur Hugues KENFACK
d'une part,
ET

né(e) le
désigné(e) ci-dessous le titulaire du contrat,
d'autre part,

Il a été convenu ce qui suit :

Article 1er : OBJET

_____, inscrit(e) en doctorat à l'Université Toulouse Capitole (ED n°171) est engagé(e) en qualité de doctorant contractuel.

Article 2 : CONDITIONS DE PREPARATION DU DOCTORAT

Le doctorant contractuel prépare un doctorat sur le thème : "To be determined".

Sous la direction de M. COLLARD Fabrice habilité(e) à diriger des recherches en Sciences économiques.

Dans l'unité de recherche : TSE-R.

Article 3 : DUREE DU CONTRAT

Le présent contrat prend effet à compter du 01/09/2023 pour une durée de trois ans conformément aux dispositions de l'article 3 du décret du 23 avril 2009 susvisé. La rupture du contrat avant son terme par l'une ou l'autre des parties s'effectue dans les conditions prévues par le titre XI du décret du 17 janvier 1986 susvisé. Si l'inscription en doctorat n'est pas renouvelée, il est mis fin de plein droit au contrat de doctorant contractuel au terme de la première ou de la deuxième année du contrat, dans les conditions et avec les indemnités prévues aux titres XI et XII du décret du 17 janvier 1986 susvisé.

Article 4 : SERVICE CONFIE AU DOCTORANT

Le service confié au doctorant contractuel est arrêté annuellement par le chef d'établissement sur proposition du directeur de l'école doctorale, après avis du directeur de thèse et du directeur de l'unité de recherche et avis du doctorant contractuel.

Pendant la durée du contrat, le doctorant contractuel accomplira un service annuel qui sera exclusivement consacré aux activités de recherche liées à la préparation du doctorat.

La liste éventuelle des activités complémentaires aux activités de recherche, prévues à l'article 5 du décret du 23 avril 2009 modifié susvisé, confiées au doctorant, sera précisée chaque année par un avenant, sous réserve d'obtenir l'accord conjoint du doctorant contractuel et du chef d'établissement. Cet avenant précisera, notamment, la nature des activités complémentaires confiées, leurs modalités d'exercice et le niveau de rémunération retenu.

La durée totale des activités complémentaires prévues par avenant ne peut excéder un sixième de la durée de travail effectif fixée par le décret du 25 août 2000 susvisé.

Article 5 : ACTIVITES D'ENSEIGNEMENT OU D'EXPERTISE EN DEHORS DU CONTRAT DOCTORAL

Conformément aux dispositions de l'article 5 du décret du 23 avril 2009 modifié susvisé, des activités d'enseignement ou d'expertise peuvent être confiées au doctorant contractuel, en dehors du contrat doctoral, dans le cadre d'un cumul d'activités, dans les conditions précisées par le décret n° 2007-105 du 27 janvier 2017 relatif, notamment, aux cumuls d'activités et dans la limite du sixième de la durée de travail effectif fixée par le décret du 25 août 2000 modifié susvisé, soit 64 heures de travaux dirigés pour les activités d'enseignement et 32 jours de travail pour les activités d'expertise.

Article 6 : REMUNERATION

Le bénéficiaire du présent contrat perçoit, pour un travail à temps plein, une rémunération mensuelle brute de _____ euros. Il peut, le cas échéant, prétendre au bénéfice du supplément familial de traitement et à la prise en charge de ses frais d'abonnement de transport et de ses frais de déplacement.

L'intéressé(e) pourra percevoir toutes primes ou indemnités créées par les textes législatifs et réglementaires y compris les indemnités pour les enseignements complémentaires.

Article 7 : FORMATION

L'établissement propose au doctorant contractuel les formations utiles à l'accomplissement des missions qui lui sont confiées. Ces formations lui seront proposées par l'école doctorale ou toute autre structure mandatée par le chef d'établissement.

Article 8 : OBLIGATION DE RESERVE ET OBEISSANCE HIERARCHIQUE

Le doctorant contractuel est soumis aux obligations incombant à l'ensemble des agents publics, notamment celle d'obéissance hiérarchique et à l'obligation de réserve. Il est également tenu au secret professionnel à l'égard des tiers en ce qui concerne les activités exercées dans l'établissement.

Article 9 : LAICITE ET NEUTRALITE

Le doctorant contractuel est soumis aux obligations du règlement intérieur de l'établissement employeur, notamment celles concernant les principes de laïcité et de neutralité.

Article 10 : PROPRIETE INTELLECTUELLE

Les missions confiées au doctorant au titre du présent contrat de travail comportent une mission inventive permanente.

En conséquence et conformément à la législation en vigueur en matière de propriété intellectuelle (articles L. 611-7 et R. 611-11 à R. 611-14, notamment), les inventions faites par le doctorant appartiennent à l'établissement.

Le doctorant reconnaît que l'établissement est propriétaire de tout autre résultat valorisable, protégeable ou non par un titre de propriété intellectuelle.

Ainsi, les logiciels créés par le doctorant dans le cadre du présent contrat appartiennent à l'établissement en application de l'article L.113-9 du code de la propriété intellectuelle.

En outre, le doctorant s'engage à céder à l'établissement, par le biais de cessions de droits particuliers, la propriété pleine et entière des résultats protégés par le droit d'auteur qu'il pourrait obtenir ou pourrait contribuer à obtenir.

L'établissement dispose seul du droit de déposer les titres de propriété intellectuelle correspondants aux résultats précités.

L'établissement s'engage à ce que le nom du doctorant, s'il est considéré comme inventeur, soit mentionné dans les demandes de brevets, à moins que le doctorant ne s'y oppose.

Le doctorant s'engage à donner toutes signatures et à prêter son entier concours à l'établissement pour les procédures de protection de ces résultats (notamment pour le dépôt éventuel d'une demande de brevet, son maintien en vigueur et sa défense) ainsi que pour leur exploitation et ce tant en France qu'à l'étranger.

L'ensemble de ces dispositions demeure valable à l'expiration du contrat.

Article 11 : CONFIDENTIALITE

Le doctorant s'engage à considérer comme strictement confidentielles les informations de toute nature, communiquées par tous moyens, dont il pourrait avoir connaissance à l'occasion de l'exécution du présent contrat. Cette obligation de confidentialité reste en vigueur pendant la durée du contrat et jusqu'à ce que les informations soient du domaine public.

Article 12 : PUBLICATIONS

Toute publication ou communication du doctorant, liée aux travaux de recherche effectués dans le cadre de ce contrat, doit se conformer à la charte de signature des publications adoptée par la commission de la recherche de l'université Toulouse Capitole le 28 septembre 2015.

Article 13 : DISCIPLINE

L'exercice du pouvoir disciplinaire s'exerce dans les conditions prévues par le titre X du décret du 17 janvier 1986 susvisé.

Article 14 : COUVERTURE SOCIALE

Le bénéficiaire du présent contrat sera affilié au régime général de sécurité sociale pour ce qui concerne les prestations d'assurance sociales, notamment de l'assurance maladie et au régime de l'IRCANTEC pour ce qui concerne la retraite complémentaire.

Le doctorant contractuel bénéficiera également de la législation relative aux accidents du travail et aux maladies professionnelles.

Article 15 : CONGES

Le doctorant contractuel bénéficie des congés prévus par les dispositions des articles 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 19bis, 19ter, 20, 20bis, 21, 23, 25 et 26 du décret du 17 janvier 1986 susvisé.

Les congés annuels seront pris suivant les conditions de l'unité de recherche dans laquelle le doctorant contractuel exerce son activité de recherche mais le seront toujours pendant la durée du contrat.

Article 16 : CONSEQUENCES DE L'ECHEANCE DU CONTRAT

A l'issue de la période de trois ans, le doctorant contractuel cessera son activité sans que l'établissement ait à lui signifier un préavis. Il ne pourra prétendre à une indemnité de fin de contrat destinée à compenser la précarité de sa situation.

Le titulaire du présent contrat n'acquiert pas de droit à occuper ultérieurement un emploi dans l'établissement.

Article 17 :

LICENCIEMENT

En dehors des cas où il intervient pour raisons disciplinaires, le licenciement peut être prononcé à tout instant sous réserve de l'observation d'un préavis dont la durée est fixée par les dispositions de l'article 46 du décret du 17 janvier 1986 susvisé. Le licenciement ne peut intervenir qu'à l'issue d'un entretien préalable. La décision de licenciement est notifiée à l'intéressé par lettre recommandée avec demande d'avis de réception. Cette lettre précise le ou les motif(s) du licenciement et la date à laquelle celui-ci doit intervenir compte tenu des droits à congés annuels restant à courir et de la durée du préavis.

Article 18 :

Le titulaire du présent contrat déclare avoir pris connaissance des dispositions légales et réglementaires auxquelles il est fait référence dans le présent contrat et, notamment, du décret du 23 avril 2009 modifié susvisé.

Fait à TOULOUSE, le

Date :

L'intéressé(e)

Le Président de l'Université Toulouse Capitole
Hugues KENFACK



Si vous estimez que cet acte est irrégulier, vous pouvez former :

- soit un recours administratif qui peut prendre la forme d'un recours gracieux devant l'auteur de l'acte ou celle d'un recours hiérarchique devant l'autorité hiérarchique compétente. Ce recours administratif doit être présenté dans les deux mois à compter de la notification du présent acte si vous souhaitez pouvoir former un recours contentieux contre une décision de rejet de votre recours gracieux. Celui-ci est réputé rejeté si vous n'avez pas reçu de réponse dans les deux mois suivant sa réception par l'administration. Vous disposez alors de deux mois pour former le recours contentieux. Si une décision expresse vous est notifiée dans les quatre mois suivant votre recours gracieux, vous disposez de deux mois à compter de la notification de cette décision expresse, pour former le recours contentieux.
- soit un recours contentieux devant le tribunal administratif dans le ressort duquel se trouve le siège de votre établissement d'affectation, dans le délai de deux mois à compter de la notification du présent acte.