Welcome and information meeting to new PhD candidates

Ecole doctorale
Electrical, Optical, Bio: Physics and Engineering (EOBE)

Information and welcome meeting of new PhD students

Outline

- Introduction and presentation of the doctoral school
  - The PhD project: several actors
  - Main points of the following-up of PhD candidates
  - Scientific Follow-up committee
  - Doctoral training
  - Information and good practices regarding the PhD project
  - Your ADUM account
  - Message from the PhD students representatives + election
  - Harassment
  - Discussion & Questions.
Introduction

Welcome to everyone.

Why a PhD project?

Motivations can vary from one to one:
- Get the higher possible degree
- International degree
- Be implied in research or research and development
- Work later in a specialized area
- Enlarge my network through collaborative activities and conferences
- etc

• The PhD project: ~3+ years during which the PhD candidate is essentially focused on his/her research activity.
• Enthusiasm, dynamism, methodology, ability to work with other people are generally key points for success.
Université Paris-Saclay doctoral college

**Head:** Pr. Sylvie Pommier

- ABIES - Agriculture, alimentation, biologie, environnement, santé
- A&A – Astronomie & Astrophysique en Ile de France
- Biosigne - Signalisations et réseaux intégratifs en biologie
- CBMS - Cancérologie, biologie, médecine, santé
- EDMH - Ecole doctorale de mathématiques Hadamard
- EDOM - Ondes et matière
- EDSM – Santé Publique
- **EOBE - Electrical, Optical, Bio - physics and Engineering**
- Interfaces - Interfaces
- ITFA - Innovation thérapeutique du fondamental à l'appliqué
- 2MIB - Sciences Chimiques : Molécules, Matériaux, Instrumentation et Biosystèmes
- PHENICS - Particules, hadrons, énergie et noyau : instrumentation, imagerie, cosmos et simulation
- PIF - Physique en Ile de France
- SDSV - Structure et dynamique des systèmes vivants
- SEIF - Sciences de l'environnement d'Ile-de-France
- SHS - Sciences de l'homme et de la société
- SMEMaG - Sciences mécaniques et énergétiques, matériaux et géosciences
- STIC - Sciences et technologies de l'information et de la communication
- SSMMH - Sciences du sport, de la motricité et du mouvement humain
- SdV - Sciences du végétal : du gène à l’écosystème

**Maison du doctorat (MDD)**

**Head:** Hamida Muller

Paris-Saclay doctoral chart et Internal rules of the Paris-Saclay doctoral college:

[https://www.universite-paris-saclay.fr/recherche/doctorat-et-hdr/textes-de-reference](https://www.universite-paris-saclay.fr/recherche/doctorat-et-hdr/textes-de-reference)
Continuum between physics and engineering in the domains of electronics-nanoelectronics, electrical engineering and electromagnetism, optics/photonics/optoelectronics, sensing (sensing devices, instrumentation, metrology), imaging methods and techniques for life sciences.
## Main topics of the EOBE doctoral school

### 1. Electromagnetism and electrical engineering
- Electrical engineering, materials and systems for energy
- Electromagnetism, antennas, radars, electromagnetic compatibility, propagation, diffraction systems
- Photovoltaics
- Physics of discharges and applications

### 2. Electronics, spintronics, et photonics
- Electronics, integrated circuits, architectures, RF/telecoms circuits
- Optoelectronics, photonics, integration
- Nanoelectronics, nanophotonics
- Magnetism, microstructures, spintronics

### 3. Micro-nano-bio-technologies, microsystems, sensors, instrumentation, metrology
- Micro-nano-systems, nano-micro-technologies
- Materials, thin films
- Sensors, instrumentation, physical measurements, metrology
- Biophysics, on-chip biology and biosensors

### 4. Optical systems/vision, physics and imaging systems for bio-medical appl.
- Optical systems and metrology, physics of images
- Date and image processes related to sensors and measures
- Medical images, biomedical engineering, Physics for medicine
Main research laboratories:

- GeePs - Génie électrique et électronique de Paris -
- BIOMAPS : Imagerie par Résonance Magnétique Médicale et Multi-Modalités
- C2N - Centre de Nanoscience et de Nanotechnologie -
- LCF - Laboratoire Charles Fabry -
- SATIE - Systèmes et applications des technologies de l’information et de l’énergie -
- LPQM - Laboratoire de Photonique Quantique et Moléculaire -
- SONDRA/SUPELEC
- IMIV - Imagerie moléculaire in vivo
- ESTACA LAB
- CEA/DSV/I2BM/NeuroSpin/BAOBAB
- UMR CEA-Inserm/I2BM :
- ONERA - Département Mesures Physiques
- …
<table>
<thead>
<tr>
<th>Deputy directors of the doctoral school:</th>
<th>Riccardo MESSINA</th>
<th>Sophie BOUCHOULE</th>
<th>Jean-Paul ADAM</th>
<th>Philippe DESSANTE</th>
<th>Jean-Christophe GINEFRI</th>
<th>Frédéric MAZALEYRAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Electromagnetism and electrical engineering</td>
<td><img src="1" alt="Image" /></td>
<td><img src="1" alt="Image" /></td>
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Information and welcome meeting of PhD students

Jean-Christophe GINEFRI, Director the doctoral school

Emilia DAVODEAU, Assistant 0169157849 ed_eobe@universite-paris-saclay.fr
Where can I find information?

- The doctoral school website contains most of the practical information:
  - Everything is given in French and English
  - FAQs for registration and for Defense


Regarding:

- The doctoral training
- The (re-)registration procedures
- The defense procedures

May you have any more question, you can send an email to Mrs Davodeau or to your direction board member.
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- Message from the PhD students representatives + election
- Harassment
- Discussion & Questions
Role of the PhD supervisor:

- Ensures remuneration of his PhD students during the whole duration of the PhD
- Elaborates the PhD project in cooperation with the PhD student
- Ensures a frequent and regular follow-up of the thesis advancement
- Provides the needed resources for the accomplishment of the PhD project
- Encourages the PhD student to attend useful modules for his PhD project
- Commits to help the PhD student preparing the rest of his career
- Incites and helps the PhD student to publish his work
- Advices the PhD student for the writing of the manuscript and the preparation of the defense
- Proposes the two reviewers for the manuscript and the jury members for the defense
Role of the PhD student:

- Leads the doctoral project
- Regularly informs the supervisor of the work progress
- Publishes results *with the explicit agreement of the supervisor*
- Writes a manuscript and defends
- Knows safety regulations, attendance, professional and intellectual property rules of the institution...
- Participates to tasks of general interest.
- Informs about his/her position during 5 years after the defense
- Attends mandatory trainings (ethics, welcome day)
- Votes for the representatives in the institution

**INFORM YOURSELF (procedures, trainings, offers, ...)**
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Who follows you? Who can reply to you?

Mrs Davodeau

Your PhD supervisor

You, as the PhD student

Your board member at EOBE

Quickly contact your board member for any matter: conflict, health issue, etc

But before: have a careful look at the doctoral school website

To know who is your board member, consult the EOBE web site:

To determine your board member, search in the file below (each member is designated by his/her initials: FM, PD, SB, RM, JCG, JPA). You will find the name of your PhD director and, thanks to this, the name of the deputy director of the graduate school specifically responsible for you:

référent ED septembre 2021 - (pdf 777.44 KB)
The main administrative steps

1st appt  Registration 1st year, Informations about the PhD

2nd appt  Registration 2nd year
            Scientific follow-up,
            Take stock of the 1st year

3rd appt  Registration 3rd year
            Take stock of the 2nd year
            Take note of the Follow-up commity report

4th appt  Registration 4th year
            Take stock of the 3rd year
            Take note of the Follow-up commity report
            OR
            Start defense procedure

+ specific appointments and procedures applied by the ED

READ THE CHECKLITS

Information and welcome meeting of PhD students
The EOBE following-up confidential questionnaires

3 questionnaires, filled by:
- The PhD candidate
- The industry supervisor (CIFRE)
- The PhD supervisor

We encourage you to read them early.

Focus on the questionnaire filled by the PhD supervisor:

- Technical skills for the PhD topic: A/B/C
- Scientific skills for the PhD topic: A/B/C
- Autonomy (can find information and solutions alone): A/B/C
- Ability to manage the research topic bibliography (find and draw an efficient synthesis): A/B/C
- Ability to find new solutions to problems: A/B/C
- Self-adaptation capacity (and ability to learn new tools and methods): A/B/C
- Ability to explain one’s results: A/B/C
- Ability to organize one’s scientific strategy: A/B/C
- Presence and punctuality: A/B/C
- Quality of the solicitations to group members (ask when needed): A/B/C
- Integration within the research team: A/B/C
- Quality of the professional relationship with the staff: A/B/C

A: Good
B: Average
C: Not enough

Conclusion: one reply between the four:
- I am truly satisfied of the PhD candidate.
- After initial difficulties, the PhD candidate has entered a positive slope regime for the project.
- I am doubtful that the PhD candidate can achieve his/her project.
- The PhD candidate cannot achieve his/her project.
CONFIDENTIAL

This form will not be transmitted to your supervision to be sent by the PhD student to questionnaires.edeobe@universite-paris-saclay.fr before registration in the 2nd year.

In case of difficulty to save the filled document, choose in the menu ▹ file ▹ print ▹ print in a file ▹ PDF.

Doctoral student's assessment of his 1st year of thesis

PhD student: Last name, First name
PhD supervisor: Last name, First name

Number of months since the beginning of the thesis: 

Rating: A = yes  B = mixed opinion  C = no

Cosupervision  Cotutelle

Do you feel supported by your thesis director?  

Are your supervisors available to answer your questions?  

Do you have enough autonomy to manage your work?  

Do you have the necessary means to carry out your work?  

Can I find answers to my scientific questions in my work environment?  

Does the scientific interest of the subject correspond to your expectations?  

Is the quality of human relations with other PhD students good?  

Are your human relations with the other members of the laboratory good?  

I am globally satisfied with the way the thesis is going  

I feel less well treated than other PhD students  

I feel abnormal pressure from my supervisor  

I would like to have a personal interview with the head of EOBE  

Amount of scientific doctoral training (format Ed EOBE) followed since the beginning of the thesis: 

Amount of professional doctoral training (format Ed EOBE) followed since the beginning of the thesis: 

Thesis follow-up means in the past year (laboratory mid-thesis defense, laboratory doctoral student day, presentations within the research team, etc). Dates, places, duration, to be specified.

Possible additional comments:

If you cannot fill in some fields (Pdf-X-change, Acrobat Reader, Sumatra pdf, for example, normally allow it), simply send your additional texts to questionnaires.edeobe@universite-paris-saclay.fr.
**Follow-up committee**

| I have questions concerning the progress of my thesis and the scientific orientations and I would like to convene my monitoring committee in advance | □ OUI □ NON |

Amount of **scientific doctoral training** ([format Ed EOBE](#)) followed since the beginning of the thesis:

Amount of **professional doctoral training** ([format Ed EOBE](#)) followed since the beginning of the thesis:

**Thesis follow-up means** in the past year (laboratory mid-thesis defense, laboratory doctoral student day, presentations within the research team, etc). Dates, places, duration, to be specified:

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Follow-up committee at EOBE

2 formats:

- During appointment for 2\textsuperscript{nd} year registration at EOBE:
  \begin{itemize}
  \item Scientific Follow-up by your board member
    \begin{itemize}
    \item \textit{Short scientific report (1 page), 3 slides / 5 minutes}
    \end{itemize}
  \end{itemize}

- During the 2\textsuperscript{nd} year of the PhD: BEFORE 3\textsuperscript{rd} year registration
  \begin{itemize}
  \item Scientific Follow-up by an external scientific committee
    \begin{itemize}
    \item At least to experts, external to the PhD project, chosen by you supervisor, filled in your ADUM space, validated by the doctoral school
    \item \textit{Long scientific report (4-5 pages, 30 minutes presentation)}
    \end{itemize}
  \end{itemize}

- For a thesis exceeding 39 months in duration
  \begin{itemize}
  \item Second meeting of the follow-up committee during the 3\textsuperscript{rd} year
  \end{itemize}

+ the scientific follow-up actions carried out by the laboratories:
  doctoral seminars, PhD students' days, etc...

Information and welcome meeting of PhD students
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« Goal : acquire skills during the PhD »

Develop your skills during your PhD by:

- The phd work it-self
- Complementary trainings/activities

Count the acquired skills with points (not hours)

→ Get 180 points during 3 years
- 150/160 points for the PhD work
- 30/20 points for complementary trainings/activities

READ THE GUIDE
https://www.universite-paris-saclay.fr/sites/default/files/media/2021-04/plan_de_formation_doctorale.pdf
## What's in the guide:

<table>
<thead>
<tr>
<th>Type d'activité</th>
<th>Nombre de points correspondants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formation du catalogue ADUM</td>
<td>5h présentielles correspondent à 1 point</td>
</tr>
<tr>
<td>Cycle de séminaires</td>
<td>5h présentielles correspondent à 1 point</td>
</tr>
<tr>
<td>Cours (M2, école d’été… )</td>
<td>5h présentielles correspondent à 1 point</td>
</tr>
<tr>
<td>Engagement associatif étudiant</td>
<td>1 à 3 points</td>
</tr>
<tr>
<td>Engagement dans la démocratie académique</td>
<td>Points en fonctions du temps de travail personnel</td>
</tr>
<tr>
<td>Engagement dans les comités d’évaluation et jurys</td>
<td>Points en fonctions du temps de travail personnel</td>
</tr>
<tr>
<td>Doctorant.e chargé.e de mission d’enseignement</td>
<td>7 points pour la formation à l’enseignement</td>
</tr>
<tr>
<td>Enseignement devant étudiants</td>
<td>Entre 10 et 25 HETD maximum : 5 points</td>
</tr>
<tr>
<td>Co-Encadrement d’étudiant.e.s en laboratoire</td>
<td>Maximum 3 points</td>
</tr>
<tr>
<td>Membre d’un comité d’organisation</td>
<td>Points en fonctions du temps de travail personnel</td>
</tr>
<tr>
<td>Participation à un programme de mentorat</td>
<td>1 à 3 points</td>
</tr>
<tr>
<td>Formation à la médiation scientifique</td>
<td>7 points</td>
</tr>
<tr>
<td>Activité de médiation diverses</td>
<td>5 points pour 20 jours maximum</td>
</tr>
<tr>
<td>Formations dédiées l’expertise ou la valorisation</td>
<td>7 points</td>
</tr>
<tr>
<td>Activités d’expertise ou de valorisation diverses</td>
<td>5 points pour 20 jours maximum</td>
</tr>
<tr>
<td>Autre activité formatrice hors catalogue</td>
<td>Points attribués en fonction de la durée</td>
</tr>
</tbody>
</table>

Information and welcome meeting of PhD students
« What kind of skills »

Distributed in 6 blocks (each with sub-categories)

BLOCK 1 : Conception, elaboration of an R&D studies and prospective approach
BLOCK 2 : Implementation of an R&D studies and prospective approach
BLOCK 3 : Valorization of the results of an R&D studies and prospective approach
BLOCK 4 : Scientific and Technological watch on an international scale
BLOCK 5 : Training and dissimination of scientific and technical culture
BLOCK 6 : Management of teams dedicated to R&D studies and prospective activities

You should get skills in all blocks and well equilibrated
Skills associated to the PhD work:

- Analyze the tasks/activities you have done.
- Evaluate the amount of time for each.
- Identify the corresponding skills.
- Fill them in your ADUM space: my profil → competences and portfolio.

All tasks/activities are concerned
(bibliography, meeting, calculation, simulation, experiment, writing, presentation....)

→ Discuss it with your supervisor.
Manage skills from the PhD work in your ADUM space
Skills associated to complementary trainings/activities:

- **Trainings**:
  
  *Scientific*: improve your knowledge in a scientific domain.
  
  M2 courses, summer school, proposed by a doctoral school or a graduate school...
  
  *Professional*: improve professional skills, prepare your career
  
  Spécific training, ADUM catalog
  
  Mandatory: ethic and scientific integrity, welcoming day of EOBE

- **Activities**:
  
  *Any activities done in the frame of your PhD*
  
  Teaching, event organization, representative

More information:

https://www.universite-paris-saclay.fr/recherche/doctorat-et-hdr/activites-et-formations-doctorales-complementaires
Manage complementary trainings in your ADUM space

All doctoral trainings can be managed here

Master 2 courses, research schools, etc

Information and welcome meeting of PhD students
Manage complementary activities in your ADUM space
The ADUM catalog:

- Contains many scientific and professionnal trainings
- Proposes coherent trainings packs (6 career paths):
  - Instructor in higher education or lecturer-researcher
  - Research, within the private sector R&D
  - Consulting, studies and expertise, prospective and strategy
  - Entrepreneurship and innovation
  - Scientific mediator, scientific communications and journalism
  - Valuation of innovative research projects: from concept to market
### Example of career paths

#### 'Innovation consultancy and expertise' Training path

<table>
<thead>
<tr>
<th>City</th>
<th>Person in charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Présentiel- l’ENS Paris-Saclay (Gif-sur-yvette)</td>
<td>aurelie dudezert</td>
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</tbody>
</table>

- Tous Experts! Label

#### 'Higher education' Training path

<table>
<thead>
<tr>
<th>City</th>
<th>Person in charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORSAY 91400</td>
<td>Sandrine DON</td>
</tr>
<tr>
<td>ORSAY 91400</td>
<td>Sandrine DON</td>
</tr>
</tbody>
</table>

- Atelier 'Définir et clarifier ses méthodes d’enseignement'
- Atelier 'Soutenir la motivation des étudiants'

#### 'Scientific mediation, communication and journalism' Training path

<table>
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<th>Person in charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORSAY</td>
<td>doctorat formations</td>
</tr>
<tr>
<td>Gif-sur-yvette</td>
<td>doctorat formations</td>
</tr>
</tbody>
</table>

- Construire et animer une action de médiation scientifique pour les jeunes, autour du débat science-société
- Formation de base : Concevoir un projet de vulgarisation innovant en 2 jours!
European trainings:

**EUGLOH**

European University Alliance for Global Health

- Alliance of European universities
- Many training opportunities
- "European Doctorate" label
- And more....

Get all information here:
[https://www.universite-paris-saclay.fr/loffre-de-luniversite-europeenne-eugloh-aux-doctorants](https://www.universite-paris-saclay.fr/loffre-de-luniversite-europeenne-eugloh-aux-doctorants)

Detailed presentation by Eric Cassan
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PhD duration

- The by-default duration is 3 years, but this needs an active involvement:
  - More than 3 years is possible if further funding is present to support the extended period. Everything should be anticipated.

The PhD supervisor and yourself have to anticipate this deadline (at least 6 months before).
## Progress of the PhD

- **3 years is short**

**The thesis is a living personal project to be carried out dynamically and enthusiastically.**

<table>
<thead>
<tr>
<th>Year</th>
<th>Step</th>
<th>Tasks</th>
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<tbody>
<tr>
<td>1st</td>
<td>Entering the subject</td>
<td>Bibliography <em>Scientific trainings</em></td>
</tr>
<tr>
<td>2nd</td>
<td>Production</td>
<td>Experimentation, First publications, <em>Professionnal trainings</em></td>
</tr>
<tr>
<td>3rd</td>
<td>Production and defense</td>
<td>Submit a journal paper, Writing, Defense</td>
</tr>
</tbody>
</table>
Publications

- **Valuation of works:**
  Seminars, congresses, publications

- **How many?:**
  By default, one journal paper and one intern. conf. com. are required by the EOBE doctoral school

- **Advice:**
  Participation to at least one international conference

- **Remark:**
  The communication of any result needs the explicite agreement of the PhD supervisor
The defense (1/2)

• **Conditions:**
  - Writing the PhD thesis
  - Agreement of the supervisor
  - Sufficient scientific production
  - Validation of all scientific and professional modules

• **Important steps**
  - Designation of the jury, including two external reviewers
  - Legal deposit of the thesis: ADUM + Appointment with the library
  - Authorization to defend according to the reviewers’ reports
The defense (2/2)

- **Writing the PhD thesis**
  - Full report different from the papers
  - Not gathering the papers

  Sometimes a very difficult step!:
  - Test before your ability to organize ideas and write.
  - Allocate enough time for writing the manuscript in agreement with your PhD supervisor.

- **Language:**
  - in French by default
  - or in English + an extended summary in French (5-10p)

- **Defense:** in French or English
Doctorate awards ceremony!

Get the PhD degree:
Introduction and presentation of the doctoral school

The PhD project: several actors

Main points of the following-up of PhD candidates

Scientific Follow-up committee

Doctoral training

Information and good practices regarding the PhD project

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Harassment

Discussion & Questions.
MAIN TOOL THAT WILL FOLLOW YOU ALL ALONG THE PHD (AND THAT MAY BE USED AFTER):

use of ADUM throughout the PhD

\[ R_j = \text{Registration } « j » \]
\[ D = \text{Defense procedure (soutenance)} \]

Any question:

Mrs Davodeau

Your board member
In ADUM, you:

**Fill in informations:**
- Publication list
- Out-of catalog trainings,
- Any changes (funding, locations...)
- Teaching or other activities,
- Acquired skills.....

**Upload important documents**
- Activity report,
- Documents for registration,
- Jury members,
- Certificate of attendance

**Download important documents**
- Status of complementary trainings
- Scolarity certificates
- Document for the PhD defense
- Forms for jury member in videoconf...

**Take administrative steps**
- Registration procedures
- Defense procedures
- Pay the tuition fees

Be familiar with it!
Regarding all the administrative steps: $R_1 + R_2 + R_3 + D$ (+ additional $R_{js}$, if needed):

**Print, fill, and respect the checklists**
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PhD students representative

Ansaar Dada

Laboratoire de Génie Electrique et Electronique de Paris
CIFRE EDF

*Frequency Simulation of Distribution Networks: Integration of Nonlinear Models and Convergence Methods*

3rd year PhD student
5 EOBE PhD representatives

Preliminary information:

- 5 PhD students are elected each year for one year
  → Representatives of the doctoral school PhD students

  - Interact with the other students, collect question/complains/ideas, inform...
  - Participate to the ED council.
  - Participate to mediation meetings
  - Organize doctoral school events

Counts as a complementary activity: skills and points are associated to it.

- Elections between January 15 and February 15 of each year
- On-line vote organized by the doctoral school
- You can apply several times
- We encourage to ensure that representatives from the main different locations and thematics are present.

If you want to apply: Contact Jean-Christophe Ginefri
Outline

- Introduction and presentation of the doctoral school
- The PhD project: several actors
- Main points of the following-up of PhD candidates
- Scientific Follow-up committee
- Doctoral training
- Information and good practices regarding the PhD project
- Your ADUM account
- Message from the PhD students representatives + election
- Harassment
- Discussion & Questions.
Harassment

Do not accept: harassment, violence, discrimination
Listen to the victims
Advise victims
Denounce the harassers

If you are a witness or a victim, CONTACT:
Your supervisor, the head of the lab, the doctoral school, a PhD student representative, the dedicated unit of Paris Saclay....

= say it!! =

Dedicated unit: harcelements@universite-paris-saclay.fr

More information: https://www.universite-paris-saclay.fr/vie-de-campus/lutte-contre-les-discriminations-et-les-harcelements
Thank you for your attention

... Discussion & Questions