Request to extend duration of thesis preparation

Enrolment beyond 3rd year of doctoral studies

Doctoral thesis defence scheduled **after** 31 December of academic year:

**Request filed on:**

**Title: Surname: Common name: Name:**

Date of birth: in: Country:

**Title of Thesis:**

**Thesis Supervisor**

**Research Unit:**

**Doctoral School:**

**Institution enrolling student:**

**International joint supervision of thesis**  Yes No

**Type of request:**

petition to extend enrolment by one year **by way of exemption** (attach the request form for petition to extend enrolment by one year by way of exemption, dated and signed, and the report from the doctoral student's individual thesis monitoring committee)

doctoral student in a situation of **disability** (attach at least one substantiating document)

doctoral student granted maternity leave, paternity leave, leave for newly adopting parent, **parental** leave to care for small child, **sick** leave for a period of more than four consecutive months or a duration at least equal to two months following an **occupational accident** (attach at least one substantiating document)

**Requested extension period (2 to 12 months): month**

**Signed in:**

**Date:**

**Signature:**

References

[**25 May 2016 Ministerial Order establishing the national framework on doctoral training and procedures for issuance of the national doctoral degree** (Article 14)](https://www.legifrance.gouv.fr/affichTexteArticle.do;jsessionid=991605207E13A7245871D90EAB48F08A.tpdila15v_1?idArticle=LEGIARTI000032588135&cidTexte=LEGITEXT000032588091&dateTexte=20161006)

"Doctoral thesis preparation at the doctoral school generally takes place over a **period of three years full-time equivalent dedicated to research**. In other instances, doctoral thesis preparation time may **exceed six years.**

The duration of doctoral training for the doctoral student in a situation of disability may be extended by the institution head, upon substantiated request from the doctoral student.

Where the doctoral student has been granted maternity leave, paternity leave, leave for newly adopting parent, **parental** leave to care for small child, **sick** leave for a period of more than four consecutive months or a duration at least equal to two months following an **occupational accident,** then doctoral thesis preparation time is extended, where the interested party makes a request to this effect.

Annual extensions may be granted by way of exemption by the institution head, upon proposal by the thesis supervisor and having sought the opinion of the thesis monitoring committee and doctoral school director, upon substantiated request from the doctoral student. Each year, the doctoral school council with is presented with a list of doctoral students having been awarded such exemptions and addresses it to the research commission of the academic council, or equivalent body, at the relevant institutions. "

**Internal rules and regulation of the College of Doctoral Studies at University of Paris-Saclay (Article X.1)**

A full-time doctorate is to be completed in 36 months, including thesis defence, except in the event of special circumstances or waivers.

Where the doctoral candidate has enrolled part-time, the cumulative reference duration for thesis preparation is 36 months. The total duration of the doctorate, from first-time enrolment and thesis defence, includes the percentage of work time dedicated by the doctoral student to preparing the doctoral thesis, and must be stated in the training agreement. Barring exceptional circumstances, the said time shall be no longer than 6 years.

The institution head may grant extensions not to exceed one year, upon substantiated request from the doctoral student, including supporting certifications from the relevant authorities or bodies (e.g.: medical certificate for long-term medical leave):

* for doctoral students covered by Paragraphs 1 to 9 of Article L5212-13 of the Labour Code
* for doctoral students previously granted leave not exceeding four months, due to childbirth or illness,
* for doctoral students previously granted leave not exceeding two months, subsequent to an occupational accident.

For doctoral students who do not fall into one of the above categories, an extension equal to the duration of the thesis may be granted, by way of exemption, by the institution head, upon proposal from the thesis director, and having sought the opinion of the monitoring committee, the director of the doctoral school and the director of the research unit or team hosting the doctoral student, upon substantiated request from the doctoral student and in line with the procedures and general criteria set out below, and criteria and procedures specific to each doctoral school, which are then set out in its internal rules and regulations,

* Where thesis defence does not take place by 31 August of the civil year in progress, re-enrolment for the following academic year will be required.
* If thesis defence is scheduled prior to 31 December of the year in progress, enrolment is nonetheless required, though the University of Paris-Saclay member or associate institution in which the thesis is being prepared may waive the registration fees (waiver subject to a general decision on the part of the said institution's Board of Directors). The extension is granted by way of exemption, and only where the doctoral student presents the review panel with all necessary proof that thesis defence will actually take place by 31 December.
* Extension of the doctoral studies programme into a fourth year, where thesis defence is to take place after 31 December of the year in progress, is considered an exemption. The institution head may grant an exemption upon proposal from the thesis director and having sought the opinion of the monitoring committee, the doctoral school director, or the research unit director, upon substantiated request from the doctoral student. The list of exemption beneficiaries shall be presented annually to the Academic Council of the University of Paris-Saclay, the Council of the Doctoral College and the Council of the Doctoral School.

Application for waiver over the duration of the thesis must specify a guidance date of thesis defence, as well as the financing procedures planned for the doctoral student during the extension period. The director of the doctoral school shall ensure that the scientific, material and financial conditions are met so that doctoral candidates may smoothly proceed with research, up to the date of thesis defence.

The Council of the Doctoral School shall be informed of the actual duration of thesis preparation at the doctoral school (average and breakdown), and shall in accordance determine any adjustments to future policy on thesis duration.

The doctoral candidate must be informed, from the start of the doctoral studies programme, of the observed duration of thesis preparation in the doctoral school (average and breakdown).

**Annual request for extension by way of exemption**

Date of first enrolment in doctoral studies at the University of Paris-Saclay

Percentage of working hours dedicated to doctoral thesis preparation by the doctoral student since date of first enrolment: % *(100% full-time)*

Initial planned duration of thesis: months *(36 months full-time)*

**Reasons for request (10 lines maximum):**

**Thesis preparation conditions during period of exemption:**

**Forecast date or period of thesis defence:** ……. /……. /……….

**FINANCING planned for duration of exemption period: specify whether funds will be dedicated to thesis, paid activity regardless of whether connected to thesis topic, other financing, specifying nature.**

Type of financing: Details on financing:

Duration of financing: from .......... /……. /……….to ……. /……. /……….Net monthly figure:

**Work contract:** Yes / No

EMPLOYER Surname and address:

Other status:

**SUMMARY of financing by year, up to present: (list any supplementary activities: teaching, doctoral student assignment-advisory role, substitute positions, etc.)**

|  |  |
| --- | --- |
| 1st Year |  |
| 2nd Year |  |
| 3rd Year |  |
| *4th Year\** |  |
| *5th Year\** |  |

*\* Enrolment subject to exemption*

**Current progress and work programme up to thesis defence and timeline:**

1. **Major stages of research work in progress during the academic year and only during the last year (1 page maximum)** (You may use "telegraphic" style, or draw up a list. E.g.: wrote chapters on…, reviewed literature on…, gathered data, processed data, analysed data).
2. **Any difficulties encountered (specify type): (in a few lines if necessary)**
3. **Means used to address them (explain in a few lines, if necessary)**
4. **Provisional time-line for year to come, with targets for each of the four quarters):**

|  |  |
| --- | --- |
| **QUARTERS in year to come** | **Objectives and Tasks planned** |
| **September to November** |  |
| **December to February** |  |
| **March to May** |  |
| **June to August** |  |

|  |  |
| --- | --- |
| **Opinion of thesis director**  …………………………………………………………………………………………………………………………………………….  …………………………………………………………………………………………………………………………………………….  …………………………………………………………………………………………………………………………………………….  The Thesis Supervisor  *Surname, Name, Date, Signature* | **Opinion of research unit director**  …………………………………………………………………………………………………………………………………………….  …………………………………………………………………………………………………………………………………………….  …………………………………………………………………………………………………………………………………………….  The Thesis Supervisor  *Surname, Name, Date, Signature* |
| Having sought the opinion of the thesis supervisor and research unit director, and based on the report from the doctoral student's individual thesis monitoring committee on the petition to extend duration of thesis preparation by way of exemption, filed by:  Title: Surname: Common name: Name: Date of birth: / / in: Country:    **The director of the doctoral school** recommends that the institution head grant the exemption  **The director of the doctoral school** recommends that the institution head reject the petition for exemption  The Doctoral School Director  *Surname, Name, Date, Signature* | |

**\* Attach the report from the doctoral student's individual thesis monitoring committee to the petition**