Request to extend duration of thesis preparation by way of exemption

Enrolment beyond 3rd year of doctoral studies

Doctoral thesis defence scheduled **prior** to 31 December of academic year:

**Request filed on:**

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

Date of birth: in: City: Country:

**Title of Thesis:**

**Thesis Supervisor**

**Research Unit:**

**Doctoral School:**

**Institution enrolling student:**

**International joint supervision of thesis**  Yes No

**Provisional date of thesis defence:**

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

**Signed in:**

**Date:**

**Signature of doctoral student:**

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| --- |
| **Opinion of thesis director**  The progress achieved to date in preparing and drafting the thesis, and discussions with the planned examination panel members is  deemed adequate  deemed inadequate  for doctoral thesis defence to take place **prior** to 31 December of academic year.  The Thesis Supervisor  *Surname, Name, Date, Signature* |
| **Opinion of research unit director**  The progress achieved to date in preparing and drafting the thesis, and discussions with the planned examination panel members is  deemed adequate  deemed inadequate  for doctoral thesis defence to take place **prior** to 31 December of academic year.  The Research Unit Director  *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, the doctoral school director deems that:  **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**

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 between 1 September and 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).