Welcome Day – INSA Ph.D. Students

30/01/2024
Outline

• Welcome – M.-C. Baietto
• Introduction – M. Lallart
• FEDORA department – M. Lallart
• Student support and management in INSA (ADUM, student service) – M. Dollinger
• UdL services – M. Dollinger
• Medical Services (SMP) (5’) – M. Dollinger
• Documentation service / Scientific Integrity / Open Sciences – M. Lallart
Welcome address
Marie-Christine BAIETTO
Vice-President for Research, INSA Lyon
Introduction – Why a Ph.D. curriculum?
Ph.D. studies: how and why?

Répartition secteur privé / secteur public

- ~36% of the Ph.D. awardees in public academic research, ~64% in companies
- RNCP form (National Registry of Professional Certification): acknowledgment of the specific skills of Ph.D. holders, notably for companies

Significative difference in the middle of the professional life

Political actions to promote the Ph.D. in companies: CIR (tax refund)

Network aspects: facilitated access to specific and big scientific that are mastered, and to sharp expertise

https://www.teepublic.com/
« Over the past ten years, companies have become increasingly aware of the added value of Ph.D. in all disciplines. They now realize that innovation, which largely determines their success in the marketplace, depends on the presence of Ph.Ds in their teams. » - Christelle Ventura, Director Adoc Talent Management (translated with DeepL)
Ph.D. in INSA : environment & actors

**Define and guide the research subject**
➢ Support for research
➢ Recommendation for annual registration and defense

**Pedagogical aspects**
➢ Courses / training (scientific and transverse – UdL, ED, lab, seminars…)
➢ Opinion on registration and defense
➢ Guidance and mediation

Ph.D. Student

Supervising team and lab*
(+possibly company and/or research institute)

Doctoral School**
+Doctoral Council

Institution (INSA, UdL)
FEDORA¹, Student service², Library³

➢ Registration and administrative handling : ADUM, certificates² and fees²
➢ Guidance and mediation¹
➢ Transverse trainings¹
➢ Final decision on registration and defence¹
➢ Ph.D. thesis¹,³
➢ Strategy for education through research

* Ampère, BF2I, CETHIL, CITI, CREATIS, DEEP, DISP, ELyTMaX, EVS, GEOMAS, ICBMS, ICJ, IMP, INL, LaMCoS, LGEF, LIRIS, LMFA, LN², LVA, MATEIS, MAP
** E2M2, EDISS, EDML, EEA, InfoMaths, Matériaux, MEGA, ScSo
Ph.D. in INSA: journey

Year 1
(State of the sart, technical skills acquisition)

Year 2
(mastering of skills and stakes, communications)

Year 3
(results, communication & diffusion, writing, project)

Registration

Registration

Registration

CSI

CSI

CSI

1st registration → Ph.D.
(subject, supervision…)
→ Pedagogical and administrative registration

Research work
Communication (publications, conferences, patents…)

Trainings

D - 9 weeks
• Send defense form to FEDORA
• Send Ph.D. manuscript to FEDORA

D - 7 weeks
• Reviewer designation
• Similarity analysis certificate sending

D - 3 weeks
• Formalities with Doc’INSA

After defense
• Defense document transmission
• Obtention of the certificate of achievement

D-day
• Sending of defense documents to the Committee chair(wo)man

D - 4 weeks
• Report and opinion of the reviewers and Doctoral School
• Sending of the defense approval

D - 8 weeks
• Signature of the "committee proposal" document
• Similarity analysis of the manuscript
FEDORA Department
FEDORA Department

- **Education through Research and Doctoral Studies**
  - Located at the 2ème floor of Direction building (20 avenue Albert Einstein, 69621 Villeurbanne Cedex)

- **Missions:** management and implementation of the Institution’s missions:
  - On the general links between education and research at INSA Lyon
  - On the Education through Research*
  - On the doctoral training**, HDRs (habilitation)
  - Concerning Doctoral Schools whose INSA is main operator (EEA and MEGA)

- **The team:**
  - Mylène DOLLINGER
  - Hongxia FU
  - Philomène TRECOURT
  - Mohamed ZIDA
  - Mickaël LALLART

  **DOCTORALES STUDIES**
  - Support to the doctoral training
    - Tel. +33 (0)4 72 43 85 61
      - fedora-doc@insa-lyon.fr
  - Ph.D., HDR
    - Tel. +33 (0)4 72 43 64 98
      - fedora-doc@insa-lyon.fr
  - Ph.D., HDR
    - Tel. +33 (0)4 72 43 71 70
      - mega@insa-lyon.fr
      - secretariat.edeea@insa-lyon.fr

  **DOCTORAL SCHOOLS**
  - MEGA, EEA
    - Tel. +33 (0)4 72 43 82 16
      - fedora-for@insa-lyon.fr

  **EDUCATION THROUGH RESEARCH**
  - Administrative and budget management
    - Tel. +33 (0)4 72 43 82 63
      - mickael.lallart@insa-lyon.fr

  **Direction**
  - Tel. +33 (0)4 85 82 00 00

Website: [https://fedora.insa-lyon.fr/](https://fedora.insa-lyon.fr/)

* Research path, ...
** Registration, defense, Double Degree, mediations, transverse training, events, Ph.D. contracts, mobility, awards...
FEDORA for the Ph.D. in a few examples

Trainings

Support to international mobility

Scientific integrity

Event and support

https://www.enseignement.uliege.be


www.futura-sciences.com
This curriculum aims at providing Ph.D. student a set of **skills sought by companies**

This leads to a **certification** « **Skills for Companies** »

Objectives: help the **professional insertion** of Ph.D. awardees

Organization:
- **“Theoretical” training** of 70 hours, that can be combined with doctoral training (UdL, etc.)
- A minimum of 30 hours of experience 'with or in' a company

**Applications to be sent to FEDORA**
Conclusion: the place of the Ph.D. in the professional project

- The Ph.D., a professional asset
  - Education THROUGH Research leading to a variety of perspectives
  - Multiple skills
    - Scientific (understanding, mastering, integrating, communicating)
    - Professional (organizing, facilitating, advising, communicating, networking)
    - Personal (getting to know yourself and developing your project)

- Day-to-day support for success: supervising team, lab, Doctoral School, Institute, university group
  - Research
  - Registration
  - Trainings
  - Defense
  - Mediation
Pedagogical and administrative support in INSA

We intervene at step 5/6 on ADUM

Depending on the year of registration, the documents to be provided are different.

They are detailed on the Fedora website:

*PhD/First year registration*

or

*PhD/Registration from 2nd year*
▪ Step 5/6

For D1: 8 documents to be provided (9 for Double Degree)
Pay attention to the choice of discipline!

D2/D3: 3 to 4 documents

D4: Non-mandatory funding, + request for extension

Make sure to keep your registration in ADUM up to date, especially before the defense
The Administrative Direction for Education (student service)

Slides made from the transparencies of the student service

Please Notice This

To Do List

ADUM registration
INSA registration

- CVEC payment
- Pay the registration fee

ANNUAL ACADEMIC PROCEDURE

- Re-register every year on (ADUM, PEGASE)

- have a minimum funding of 1400€/month
The Administrative Direction for Education (student service)

Slides made from the transparencies of the student service

AS FEDORA the Student Service depends on the Institute
At Student Service, you finalize your administrative registration.
Step 6/6 on ADUM
Once your application is complete and the tuition fees are paid, you will receive:

Student card – IT account – Certificate of enrolment

Student Service schedules:
Open every day except Friday
from 8:45 am to 12:30 pm and from 1:30 pm to 5 pm
Closed to the public on Friday afternoons

Mail address: doctorat@insa-lyon.fr
Phone: 04.72.43.85.60
UdL services

Slides made from the transparencies of SED

SERVICE DES ÉTUDES DOCTORALES
L’UNIVERSITÉ DE LYON VOUS ACCOMPAGNE TOUT AU LONG DE VOTRE DOCTORAT ET FACILITE VOTRE ÉVOLUTION PROFESSIONNELLE

contact.doctorat@universite-lyon.fr
Christele.izoard@universite-lyon.fr
GUIDANCE OFFER 360°

- Professional insertion survey
- Transversal training
- Company relations
- Support for entrepreneurship
- Company challenge
- All disciplines Catalog on ADUM
- « Managerials »
- « Doctorials »

- My thesis in 180 seconds
- Digi-Doc’talks
- Job meetings
- Doc to job
- Job offer
- Inform
- Train
- Test
- Develop
- The Innovation Academy
Ulys space

- [https://espace-ulys.universite-lyon.fr/](https://espace-ulys.universite-lyon.fr/) : a service for foreign researchers from outside the EU

- For: Prefecture application, health insurance, housing etc,

- To benefit from the support of Espace Ulys, you must register on the EURAXESS database for research mobility. Registration is compulsory, free of charge and specifies the conditions of your stay.

information@espace-ulys.fr
Preventive Medicine Services

https://www.insa-lyon.fr/fr/centre-sante-insa
Other services available

- **In case of an administrative issue (INSA contracts)**
  Teacher-Researcher EC Pole drh-ec@insa-lyon.fr

- **In case of a social issue**
  Social Worker for the staff: florence.tesseraud@insa-lyon.fr 04 72 43 88 80

- **In case of psychological issue**
  Referral to
  Either the **PAS MGEN network** to talk to an e-psychologist 0 805 500 005
  Either the **CAP service**: Personalized advice and support for INSA students service.cap@insa-lyon.fr 04 72 43 74 50

- **In case of a problem of Discrimination Harassment Gender-based or sexual violence (DHVSS)**
  Referral to the listening unit: cellule.ecoute@insa-lyon.fr

- **In case of suffering at work**
  Orientation to the unit emt@insa-lyon.fr

- **Quality of Life at Work Officer / Disability Correspondent**
  Eliane Roupie: eliane.roupie@insa-lyon.fr
Focus: Medical surveillance of contractual doctoral students

- **Medical visit at hiring** within 3 months
- **For all Ph.D. students:** BIENNIAL specific medical follow-up
- **Specific ANNUAL medical follow-up**
  - If disability
  - If pregnant, recently given birth or breastfeeding
  - If reinstated after long-term sick leave or long-term leave
  - Or suffering from specific pathologies determined by the institute medical service
  - Pre-reinstatement visit if there is a risk of difficulties at the position during the reinstatement
- **Reinstatement visit** organized within 8 days, after a leave of more than 30 days.
- **Visit at the request of the Ph.D. student** if difficulties at work in relation to health or work problems impacting health
- **Visit at the request of the employer** to verify the adequacy of the member's health to his or her position.
Focus: Medical surveillance of Ph.D. students

During the work health visit
- Bring your vaccination record and glasses
- The individual exposure form (FIE) to risks
  - ACD-CMR: Hazardous Chemical Agents CMR
  - ROA: Artificial Optical Radiation
  - RI: Ionizing radiation
  - This form must be signed by the Director of the unit (lab) and kept by the unit and the Ph.D. student
- Additional examinations are carried out during the visit: visual tests, hearing tests, urine tests in the context of public health and health at work.
- Prescription of additional examinations covered by the INSA
  - If exposed to chemical hazards: biological assessment
  - If exposed to the laser risk class 3 or 4: ophthalmological assessment
  - Other examinations based on occupational exposures
Documentary resources

Slides made from the SCD/Marie Curie Library slides
The library: a physical and virtual place of exchange

Places and services

- **Rooms** (to be booked) for teamworking [https://bibliotheque.insa-lyon.fr/cms/articleview/id/4467](https://bibliotheque.insa-lyon.fr/cms/articleview/id/4467)
- **Scientific and cultural mediation** (exhibitions, conferences, Science Festival, etc.) [https://bibliotheque.insa-lyon.fr/accueil](https://bibliotheque.insa-lyon.fr/accueil)

**HORAIRES**

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Retrouvez le calendrier annuel

**RÉSERVER UNE SALLE**

- 1 amphithéâtre, 2 salles de créativité et 1 salle de TD
- 16 salles de travail en groupe
- 7 salles individuelles (carrel)

**Documentary resources**

- **Search engines** to access resources
- More than 116,000 physical documents and about 300 subscriptions to physical journals
- Approximately 100,000 million digital articles accessible on-site and remotely (through authentication) [https://bibliotheque.insa-lyon.fr/panorama-ressources](https://bibliotheque.insa-lyon.fr/panorama-ressources)
The Library: a place of counselling and learning for Ph.D. students

Librarians at your service

- **Documentary information**

- **Trainings**
  - **Ph.D. students:** writing, Open Science,… by UDL [https://www.universite-lyon.fr/formation/formation-doctorale/](https://www.universite-lyon.fr/formation/formation-doctorale/)
  - **All audiences:** use of the documentary portal, bibliographic management, etc. by the INSA library [https://bibliotheque.insa-lyon.fr/cms/articleview/id/6301](https://bibliotheque.insa-lyon.fr/cms/articleview/id/6301)

Service for PhD students

- From the writing to the defense and dissemination of the thesis [https://bibliotheque.insa-lyon.fr/cms/articleview/id/6201](https://bibliotheque.insa-lyon.fr/cms/articleview/id/6201)

- Tools to help with the writing and dissemination of the thesis

- **Contacts:**
  - Digital Resources
docelec.insal@insa-lyon.fr
  - Printed and digital theses
dalila.boudia@insa-lyon.fr
  - Documentary information
contact-rd@insa-lyon.fr
doc@insa-lyon.fr
Scientific Integrity

The Lancet

RETRACTED: Combination treatment of angiotensin-II receptor blocker and angiotensin-convertase-enzyme inhibitor in non-diabetic renal disease (COOPERATE): a randomised controlled trial

Dr Masayuki Nakao MD 1, Ashiko Yoshimura MD 5, Hiroshi Horioka MD 1, Yosuke Takada MD 5, Taisuke Koyama MD 5, Prof Terunori Ikeshita MD

Summary

Background

Present angiotensin-converting-enzyme inhibitor treatment fails to prevent progression of non-diabetic renal disease. We aimed to assess the efficacy and safety of combined treatment of angiotensin-converting-enzyme inhibitor and angiotensin-II receptor blocker, and monotherapy of each drug at its maximandose, in patients with non-diabetic renal disease.

https://www.lemonde.fr/blog/realitesbiomedicales/2013/12/04/la-fraude-scientifique-fleau-de-la-litterature-biomedicale/

Scientific Integrity: Background

- **Principles of Integrity**: Reliability + Honesty + Respect + Responsibility (shared); Source: *Code de conduite européen de l'intégrité scientifique* (ALLEA, 2018). Includes non-plagiarism.

- **Research Ethics**: « A reflective ethic that invites the researcher to question his or her practices, values and goals » Source: Mooc: "Ethique de la recherche " (translated)

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- **Scientific integrity = researcher ethics**
  - Apply **validated methods** and ensure the **reproducibility of experiments** *(no fabrication or manipulation & no concealment of results)*
  - Respect **copyright** *(rejection of plagiarism)* - *Intellectual Property Code* (article L. 335-2)
  - Choose **varied, peer-reviewed documents** that adhere to these principles
  - Respect of **conflicts of interest**

- **INSAN Lyon (and by extension its staff and students) is signatory of the French Charter of Ethics for Research Professions** and of the **European Code of Conduct for Research Integrity** (ALLEA, 2018)

2005: European Charter of researchers
2010: Singapore Declaration on Research Integrity
2015: 1st National Charter of Ethics for Research Professions
2017: French Office for Scientific Integrity (OFIS) – Hêres
2021: French Decree relative to the requirements of scientific integrity by public institutions and foundations recognized as being of public utility whose main activity is public research contributing to the public research service

https://sites.google.com/site/ethicspathfinder/
Scientific Integrity: Ph.D.

- **Plagiarism**: often the consequence of negligence
  → Learn to:
  - Cite the sources: « citation » and citation reference
  - Reference: use of bibliographic management software (Zotero, JabRef, …)
  - See [https://bibliotheque.insa-lyon.fr/parcours_recherche](https://bibliotheque.insa-lyon.fr/parcours_recherche)

- **Training & information** *(can be found on the documentary portal, menu parcours recherche)*
  - MOOC on research ethics, Université de Lyon
  - MOOC on scientific integrity, Université de Bordeaux
  - UDL Anti-Plagiarism Campaign

- **Resources implemented at INSA**
  - Similarity detection software, for all student work, including theses (under the authority of the FEDORA department) which are published under the seal of INSA Lyon
    - Issuance of a certificate to be included in the thesis manuscript
  - Disciplinary Commission explicit in the Internal Rules of Procedure [http://referencesbibliographiques.insa-lyon.fr/content/sanctions-encourues-en-cas-de-plagiat-linsa-lyon](http://referencesbibliographiques.insa-lyon.fr/content/sanctions-encourues-en-cas-de-plagiat-linsa-lyon)
Open Science

https://openarchiv.hypotheses.org/3443
Open Science

- An open access article/book/manuscript is more often downloaded, read and cited (Gargouri et al. 2010: https://doi.org/10.1371/journal.pone.0013636)
- It is also better protected against plagiarism because it is easily accessible by detection softwares
- They can easily be integrated to job application proposal (even before publication)
- Articles published in "classic" format (by subscription and not open access) are copyrighted by the publishers
  - They cannot be released until a predefined embargo period (available from Sherpa-Romeo: https://v2.sherpa.ac.uk/romeo/)
- However « preprints » remain the property of the authors
  - Possibility to deposit them and make them available
  - Article 30 of the Digital Republic Act: maximum embargo of 6 months for STM (Sciences, Technics and Medicine)
- Doctorate Order of May 25th, 2016 (2022 Amendment):
  - « Under the responsibility of accredited institutions, the doctoral schools [...] Raise awareness among PhD students of the challenges of open science and the dissemination of research work in society to strengthen relations between scientists and citizens » (translated)
Open Science

- **OS plateau**: 
  - Public, non-profit: HAL...

- Social networks that may host documents: 
  - Private, usually for-profit: ResearchGate
    - The latter are particularly unpopular among publishers!

- The notion of Open Science also applies to data: [https://www.ouvrirlasscience.fr/recherche-data-gouv-plateforme-nationale-federee-des-donnees-de-la-recherche/](https://www.ouvrirlasscience.fr/recherche-data-gouv-plateforme-nationale-federee-des-donnees-de-la-recherche/)

- Except in cases of force majeure, theses must be submitted on an open site 
  - [https://theses.insa-lyon.fr/](https://theses.insa-lyon.fr/)
  - [https://theses.hal.science/INSA-LYON-THESES](https://theses.hal.science/INSA-LYON-THESES)

- **OS roadmap** voted on by the INSA Board of Directors: in 2024, **100% of PhD students starting a defense procedure have an IdHAL, with their publications on the platform.**

- INSA is strongly involved in Open Science: 
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