



CHARTER FOR HOSTING DOCTORAL STUDENTS AT THE BRGM

FOREWORD

The BRGM is a renowned institution in the field of soils and subsoils. It conducts both applied research and expert evaluations for a set of scientific subjects and problems related to soils and subsoils involving various disciplines in the areas of the geosciences, digital sciences and extending to the social sciences.

As a research establishment, it is the BRGM's vocation to contribute to research training. In this context, it hosts doctoral students of various disciplines in the geosciences and from various French or international higher education establishments, and supports them in the preparation and defense of their theses under optimal conditions.

In accordance with the European Charter for Researchers¹, the BRGM considers doctoral students to be fully-fledged researchers and is committed to a hosting policy aimed at motivating them and promoting their personal and professional development. This policy is based on physically accommodating doctoral students and supporting them in their thesis work.

While not legally binding, this charter constitutes an institutional commitment made by the BRGM regarding the conditions for hosting doctoral students, along with a moral commitment by the signatories to follow a set of good practices.

This charter is intended to be informative, setting out a reference framework that should be adhered to by the persons concerned. It is not intended to recall, supplement or replace the current regulations concerning PhDs or research. It is based on the decree on doctoral training², the European Charter for Researchers and the principles of the National Charter of Ethics for Research Professionals³.

This charter does not replace the thesis charters of the universities with which the doctoral students hosted by the BRGM are registered. It has been designed to be strongly linked in a flexible way with the obligations of the various stakeholders to their respective universities.

¹ Document available for consultation on: http://ec.europa.eu/euraxess/pdf/brochure_rights/eur_21620_en-fr.pdf

² <https://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORFTEXT000032587086> Article 13 of the decree of 25 May 2016

³ https://cache.media.enseignementsup-recherche.gouv.fr/file/Enseignement_superieur/47/6/charte_nationale_deontologie_metiers_de_la_R_915476.pdf

FIELDS OF CHARTERS APPLICATION

This charter for the hosting of doctoral students at BRGM applies to each of the actors involved in a PhD covered by a doctoral agreement between the doctoral student, his/her university (doctoral school) and BRGM. The charter involves doctoral students, thesis directors, co-supervisors, BRGM unit directors, the management in charge of the doctoral programme (DRPC) and BRGM's HR department.

Doctoral students and their PhD directors (or co-supervisors) sign the doctoral charter at the same time as they sign the doctoral agreement.

THE PhD WITH BRGM

BRGM is a public research, expertise and innovation establishment under the supervision of the Ministry of Research and Higher Education. It does not deliver its own university degree; therefore, all BRGM's doctoral work is carried out in partnership with a French or foreign university. BRGM will respect the conditions of application of the PhD work proposed by the partner universities and will ensure the application of this charter.

PhD work is an integral part of the activities carried out and financed by BRGM as part of its research and innovation projects.

BRGM undertakes to:

- Promote, structure and ensure the visibility of the work of the PhD students it supports. It undertakes to ensure the transparency, fairness and openness of each process in accordance with the procedures of the doctoral schools concerned. It undertakes to contribute, together with its partner universities, to the recruitment of PhD candidates in a transparent, open and fair process conducted according to internationally recognised principles, in particular those set out in the European Charter for Researchers.
- Encourage originality and scientific or technological risk-taking, international and interdisciplinary openness, but also the link with stakeholders (companies, administrations, communities, etc.) linked to the applications of the PhD projects undertaken;
- To highlight and fully recognise the contribution of PhD students to the institution's research activity and its scientific output;
- Encourage and maintain a favourable and stimulating research environment and work culture in the units where BRGM PhD students are hosted, so that PhD students are personally supervised and followed up, and have the required conditions to be able to complete their PhD projects;
- Work to recognise the PhD period as a professional research experience and to develop the career perspectives of PhDs, in the academic sector or in the non-academic sector, in France or overseas, for all research and innovation professions as well as for other professions that call upon the skills developed during the PhD training.
- As BRGM is a research and expertise establishment, it will encourage the professionalisation of PhD students through training, or even participation in occasional expertise and engineering work, without prejudice to the PhD project..

ROLE AND RESPONSIBILITIES OF PhD STUDENTS

The hosting of PhD students in a BRGM Operational Division confers on them rights and imposes on them duties and obligations, in addition to those linked to their doctoral school.

PhD students hosted at BRGM are affiliated to a Unit located in an Operational Division. Like all other employees, they are required to participate in all unit activities. The PhD student is a researcher in training; he or she devotes most of his or her time to the completion of their PhD and is encouraged to show autonomy and initiative. In return, he or she undertakes to comply with the set of good practices listed below.

In the specific case of PhD students employed by BRGM, they have the same rights of expression, vote and representation as other staff of the institution;

Each PhD student hosted by the BRGM agrees to:

- The same access rights as BRGM staff to BRGM facilities and services, under reserve of specific justified restrictions;
- A workspace within the unit or an office where he/she can settle down and work, and the required resources to carry out the PhD project and to promote his/her work and results;
- Access to collective training courses proposed by BRGM as part of its training plan, in order to strengthen their scientific culture and to prepare their professional future;
- The right to attend research seminars and colloquia, as part of the PhD project, in the same terms and under the same conditions as BRGM scientific staff.

Each PhD student hosted at BRGM agrees to :

Regarding the progress of the thesis

- Draw up a work plan upon arrival – in collaboration with the supervisory team and the PhD director of the associated university laboratory – in order to complete his/her PhD during the period of funding (initial duration less than or equal to 3 years, possibly renewable twice with a written reasoned request from the doctoral student, the total duration of the contract, renewals included, may not exceed 5 years), the PhD defense should preferably take place before the end of the funding contract;
- Maintain constant contact with the supervisory team, in particular by initiating regular meetings with them (ideally, at least once a quarter) and by writing – at the end of each of these milestone meetings – a note that summarizes the content of the discussions and is passed on to the team. For coordination purposes, each member of the supervisory team must be kept informed of the discussions taking place between the doctoral student and the other supervisory party;
- Establish as many links as possible with BRGM researchers who could advise him/her on the completion of his/her PhD, the dissemination of his/her work and his/her successful job placement;

- Submit each year, in June or December, an activity report that will be examined by the doctoral program's steering committee. This could be the same as that requested by the Individual Monitoring Committee (CSI) set up in doctoral schools or by the co-financing body (ADEME for example).
- Organize an annual meeting with the supervisory team to (1) establish a review of the past year and to (2) define – jointly – the steps that remain to be accomplished to complete the PhD, within the period of doctoral funding. On the basis of a written document submitted by the doctoral student (a report on the progress of the thesis work, accompanied by published scientific papers), this meeting must allow a discussion on the content of the research, training needs, opportunities for dissemination and the organization of the PhD work.
- Ensure that his/her work is regularly backed up and apply the BRGM current data policy particularly with regard to open science.
- Notify without delay at least one of the members of the supervisory team and/or the Doctoral Programme Manager and his/her Unit Manager of any difficulties encountered. Any information relating to relational, psychological or physical difficulties encountered when conducting research will be handled in a strictly confidential setting.

Scientific ethics

The PhD student agrees to respect the rules specific to conducting scientific research, namely:

- Respect for the confidentiality of certain documents, results or data;
- Protection of scientific data collected and use of such data solely for PhD work;
- Compliance with intellectual property rules and exclusion of all forms of plagiarism, for which the authors may face disciplinary sanctions and/or criminal charges;
- Systematically refer to his/her affiliation with BRGM in accordance with the signature rules of BRGM and the host laboratory in the signature of communications, publications or other forms of dissemination produced during the period of hosting by the BRGM and post-period in the case of scientific dissemination directly drawn from the thesis.
- Training in research ethics and scientific integrity and to comply with BRGM's ethical codes and practices in the context of his/her PhD project.

Training, publication of research and preparation for the post-thesis period

- To develop their skills, the BRGM PhD students can benefit from training organized by the BRGM in addition to the training already provided by the graduate school or request specific external training from their division's training officer.
- Participation in scientific events is part of doctoral training, even when they are not directly related to the PhD subject. PhD students are therefore invited to participate in the scientific life of the BRGM (meetings and unit seminars, etc.);
- PhD students are required to participate in and contribute to BRGM's scientific activities involving PhD students or the project team to which the PhD student is attached (scientific programme seminars, workshops organised by the operational departments, etc.) by presenting their work;
- For the purposes of training in scientific writing, the PhD student can get in touch with members of the supervisory team, or other researchers, to propose that they co-write an article

so that he/she is actively supported in the dissemination of his/her work. Due to its educational nature and the need for publication to facilitate the professional integration of doctoral students, it is preferable that this type of collaboration should take place as soon as possible during the preparatory work for the PhD. It is also desirable that these collaborations should be directly related to the subject of the PhD student's work and that the latter should be first in the list of authors (or otherwise usefully ranked, reflecting his/her contribution, depending on the discipline), in compliance with publication standards.

At the end of the PhD, the PhD student must inform the head of the Doctoral Programme of the date and place of the defence as well as the summary of the thesis for internal communication purposes at BRGM. He or she must then send a copy of the PhD (in electronic format) to the Doctoral Programme Manager for archiving and referencing.

Post PhD period with BRGM

The PhD student undertakes to communicate information on his or her professional future and on the publications resulting from his or her PhD to the BRGM Doctoral Programme Manager for a period of five years after the completion of the PhD. This transmission of information is essential so that new PhD students associated with BRGM can be fully informed of the opportunities and careers open to them. It is also an essential element for steering the strategic orientations of BRGM's doctoral programme.

The PhD student undertakes to respect BRGM's signature rules after the defence of the PhD when this involves the use of work carried out within the framework of the PhD project and for a period of at least 5 years.

Compliance with BRGM administrative rules

The doctoral student undertakes to:

- Respect the current internal rules (at the time of signing his/her contract);
- As a general rule, be present on BRGM sites during the period provided for in the research collaboration agreement at least part-time; or, failing this and in exceptional circumstances, inform his/her BRGM supervisor and the Doctoral Programme Manager of the hours he/she will be present.
- Provide the supervisory team as well as the Doctoral Programme Manager with all the information necessary to follow the evolution of his/her professional situation, during the hosting years and for several years after the thesis defence. Provide a permanent email address;
- For BRGM employees: Accept no other forms of remuneration than those permitted by the cumulation rules in force at BRGM.

ROLES OF THE PHD DIRECTOR OR BRGM CO-SUPERVISOR

As a PhD student is both a researcher and a trainee, the conditions of supervision are specific, insofar as he/she benefits from both a university thesis director and a BRGM thesis director or co-supervisor. The BRGM PhD director or co-supervisor (supervisor) therefore shares

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responsibility with the university thesis director for the PhD student in the stages of defining the thesis project, follow-up and defence, with a view to obtaining the degree.

The BRGM supervisor shares with the university thesis director the responsibility for the scientific direction of the PhD student's project. They form the core of the supervisory team. The contributions, complementarities, roles and responsibilities of each member of the supervisory team must be clearly defined from the beginning of the PhD preparation process and explained to the PhD student.

The PhD director or BRGM co-supervisor has the following roles and responsibilities:

Scientific direction of the PhD project

- Develop, in consultation with the PhD student, the PhD project (definition of research questions, main stages of the project, methodological approaches); ensure that it is original and does not reproduce research carried out elsewhere previously; ensure its feasibility within the time frame of the project and in the context of the partnership with the university team and possible partnerships;
- Ensure that the PhD student is regularly informed of the progress of the PhD project; ensure regular follow-up; devote an appropriate amount of time and attention to the PhD student and support his/her gradual autonomy; build a constructive and positive relationship with the PhD student in order to establish the conditions necessary for the effective transfer of knowledge and the development of his/her skills; help the PhD student identify his/her strengths and weaknesses and encourage him/her in his/her work to develop his/her skills;
- Ensure the coordination of the supervisory team and, in particular, the relationship with the academic supervisor of the PhD project and guarantee the clarity and coherence of the information provided to the PhD student by its members;
- Raise the PhD student's awareness of research ethics and scientific integrity, of the challenges and good practices of open science and of the current deontological codes and practices at BRGM; ensure that he or she does not commit plagiarism, fraud or falsification; ensure that the PhD student is aware of the on-going rules and instructions for signing publications at BRGM, for disseminating research results (dissemination in open archives, confidentiality), for intellectual property, as well as for respecting national regulations, BRGM's internal rules and procedures, and health and safety rules; ensure that the PhD student is aware of the issues of prevention of conflicts, harassment and discrimination;
- Ensure that the PhD student takes into account time constraints and fits his/her research work into the planned duration of the PhD project;
- Helping the PhD student to prepare for his/her professional future, in particular by informing him/her or involving him/her in professional activities within BRGM.

Training

- For the purposes of training in the presentation and discussion of his/her work, the Unit Manager arranges for interventions by the doctoral student in unit meetings; ideally a presentation of his/her project in the first few months following his/her arrival and a presentation of research results in the 2nd/3rd year (and possibly in the following years if there is an extension);
- The BRGM supervisor and the Host Unit Manager encourage the doctoral student to participate in scientific events organized within the BRGM framework (project or thematic

seminars, scientific program seminars, etc.). They also help him/her to prioritize the seminars to be attended, according to his/her interests, training needs and the progress of his/her thesis;

- The BRGM supervisor and the Host Unit Manager ensure his/her integration into the life of the unit, but to a reasonable extent that does not prejudice the progress of the thesis.

Resources

- The BRGM supervisor provides, depending on the resources available, the necessary budget for participation in conferences and scientific meetings outside BRGM (at least one conference in the 2nd and 3rd year of the PhD);

- The BRGM supervisor guarantees that the PhD staff will not be entrusted with tasks that are not related to the progress of their PhD and intended to overcome any shortage in technical or administrative resources.

- The BRGM supervisor ensures that all the scientific, material and financial conditions are met to guarantee the proper conduct of the PhD student's research work; he/she checks with the unit manager to ensure that the PhD student has access to all the materials and data necessary for the proper development of his/her work;

Monitoring

- The Unit Manager may be requested by the Doctoral Programme Manager and/or the doctoral program steering committee to give an opinion on the progress of the thesis;

- The BRGM supervisor and the Host Unit Manager ensure that the doctoral student complies with the citation rules (affiliation with his/her graduate school, the associated laboratory and the BRGM) when disseminating his/her work (communications and publications);

- They are encouraged to support young people who have obtained their diploma in their search for employment;

- Where necessary, they provide support for follow-up on the professional development of doctoral students.

ROLE OF THE BRGM UNIT MANAGER

The head of the host unit is responsible for ensuring that the PhD student is properly integrated into BRGM and, more particularly, into the unit to which he or she is attached.

- The BRGM supervisor and the head of the host unit inform and advise the PhD student on all the resources they can mobilise at BRGM (IT, internal and/or external training, documentation, administrative assistance, etc.);

- For training purposes in the presentation and discussion of their work, the unit manager provides for the PhD student to speak at unit meetings: ideally a presentation of their project in the first few months following their arrival and a presentation of research results during the 2nd / 3rd year (and possibly if extended in subsequent years);

ROLES OF THE DOCTORAL PROGRAMME MANAGER

Two professional interviews at M12 and M30 are set up by the Doctoral Programme Manager for all PhD students (employed by BRGM and co-funded) to discuss their career prospects, with feedback to DRH (IM205).

The first professional interview is to be carried out 12 months after the start of the PhD with the Doctoral Programme Manager. The second professional interview is to be carried out 18 months later and is conducted by the manager, the supervisor and the Doctoral Programme Manager.

ROLES OF THE HUMAN RESOURCES DEPARTMENT

BRGM's Human Resources Department ensures that doctoral candidates have an appropriate administrative situation depending on their status (BRGM employee or under a partnership agreement with BRGM, at the university, residence permit for non-EU doctoral candidates), enabling them to complete their PhD under good conditions. Failing that, they support them in regularising their situation. They may be assisted by the Doctoral Programme Manager.

In the event of non-compliance with the principles laid down in this charter, the signatory partners may address the Doctoral Programme Manager in the first instance and the Director of Research, Scientific Production and Communication in the second instance.

Signature of the doctoral student

Signature of the supervisor

Signature of the Host Unit Manager