

AMSE `On the job' PhD charter

Preamble

The AMSE `On the job' PhD Charter complements the *Charte du doctorat d'Aix-Marseille Université* and applies to PhD candidates enrolled in the AMSE `On the job' PhD program (i.e., enrolled in the *Doctorat d'Aix-Marseille Université mention « Sciences Économiques »* under the *formation continue* regime and hosted by AMSE).

The AMSE PhD committee is responsible of the proper application of the charter. It is composed of the following people: the head of AMSE, the head of AMSE master in Economics' research-track (*ÉTE, Économie Théorique et Empirique*), the head of the AMSE PhD program, and two appointed AMSE faculty members.

The AMSE `On the job' PhD Charter links signing parties and the AMSE, especially regarding mutual rights and duties. Non-compliance with this charter might be a reason to deny re-admission in the AMSE program.

The AMSE `On the job' PhD Guide offers further information on the implementation of some rules.

This charter has been approved by AMSE council on November 6, 2018, and by the council of the *École Doctorale d'Économie et de Gestion d'Aix-Marseille Université* on November 16, 2018.

Article 1

Admission criteria and procedure (requested documents and calendar) are posted every year on the AMSE PhD program's webpage.

Applicants must hold a master in economics from an institution that delivers training that is comparable to AMSE, or a diploma of equivalent quality.

Admission in the program is conditioned by the quality of the applicant's training, the applicant's employment situation, overall quality of the research project, and supervision agreement by an AMSE faculty member. Admission decisions are made by the head of AMSE following recommendations by the AMSE PhD committee.

The standard duration for completing the AMSE `On the job' PhD program is three years. A 4th year might be granted. 5th year re-admission requests are closely scrutinized and will be approved in special circumstances only.

From the second year onwards, re-admission in the program is conditioned by the fulfilment of the program's requirements. The re-admission procedure (requested documents and calendar) is shared with PhD candidates in due time. Non-compliance with the procedure might be a reason to deny re-admission in the program. Re-admission decisions are made by the head of AMSE following recommendations by the AMSE PhD committee.

Article 2

`On the job' PhD candidates are requested to spend at least one full week per academic year in Aix en Provence or Marseille. No financial support will be provided for these campus visits.

`On the job' PhD candidates are not provided with funding for research activities. `On the job' PhD candidates do not benefit from AMSE's academic placement program.

Article 3

`On the job' PhD candidates do not face any training requirements.

`On the job' PhD candidates are not requested to attend scientific events (seminars, etc.) organized by AMSE, nor to present their work at the PhD seminar.

Article 4

A supervisory committee must be set up during the first year in the program. This committee is made of two researchers who do not supervise the PhD candidate. At least one member of the committee must not belong to AMSE, nor to Aix-Marseille University. Members of the supervisory committee are not necessarily part of the final defence jury.

This committee monitors the normal progress of the PhD. It may, if necessary, mediate between the supervisor and the PhD candidate. In particular, if the PhD candidate considers that her PhD supervisor do not fulfil the implicit contract binding them (too infrequent meetings, scientific dissensions, lack of support in the search for funding, etc.), she may ask her supervisory committee or the AMSE PhD committee to mediate. Both committees can recommend a change of PhD supervisor.

A second year defence has to be organized. It needs to take place between January and June of the second year in the program. It consists in a presentation of the scientific progresses made by the PhD candidate and of the detailed agenda for the remaining PhD time.

Members of the supervisory committee need to attend the second year defence or to write a report from documents shared by the PhD candidate. A video-conference system might be used. The PhD supervisor writes a report that summarizes the second year defence and complements it with reports written by members of the supervisory committee that did not attend the defence. This report must be shared with the AMSE PhD committee.

In case of a non-positive outcome of the second year defence (either negative or mixed), the AMSE PhD committee will step in and make recommendations both to the supervisor and to the candidate. These recommendations include the possibility of terminating the PhD.

Article 5

A pre-defence must be organized. The jury is the same as the final defence jury. It must be composed following the same rules.

Before the pre-defence, the jury receives all original chapters that constitute the dissertation. The pre-defence should take place in the presence of as many members of the final jury as possible, and in the presence of at least the local members. A video-conference system might be used. Reviewers need to write a report. Other members of the jury can also provide written comments, especially if they do not attend the pre-defence. Reports and comments are read out and discussed during the pre-defence.

The pre-defence leads to one of the following conclusions: (i) The defence is authorised without conditions; (ii) the defence is authorised subject to minor revisions, which are verified by the jury members when the final manuscript is submitted, without the necessity of organising another pre-defence; (iii) the defence is impossible because major revisions are needed, the pre-defence jury lays down an agenda for the continuation of the PhD and a new pre-defence must be scheduled to authorise the final defence; (iv) the PhD is terminated.

The PhD advisor writes a report that summarizes the pre-defence and complements it with written reports and comments by other members of the jury. This report must be shared with the AMSE PhD committee.

The timing, the rules and the documents needed to organize the pre-defence and final defence are presented in the AMSE 'On the job' PhD guide.

The final manuscript needs to gather original research papers written in English, an introduction and a conclusion that can be written in French or in English, and two 1-page summaries (one in French and the other in English).

The final manuscript needs to include at least one paper that is not co-authored with the PhD supervisor.

The AMSE PhD committee reports to the *École Doctorale d'Économie et de Gestion d'Aix-Marseille Université* on the outcome of the pre-defence, on the fulfilment of the charter's requirements and on the composition of the jury. The final defence is authorized to take place only if all requirements have been met, if a pre-defence has been organized and has led to a defence authorization, and if the composition of the jury has been approved.

Article 6

Plagiarism is strictly forbidden, whatever the source. Cases of plagiarism that are revealed during the PhD student's research (in the dissertation or in any paper written during the PhD) will be scrutinized by the AMSE PhD committee. The latter might alert competent authorities. The AMSE PhD committee might make decisions by these authorities public.

Article 7

During her PhD, the candidate needs to sign all its works (working papers, journal articles, etc.) using the exact affiliation that applies to all AMSE members.

The PhD candidate must use « Aix-Marseille University », « Aix-Marseille University, Aix-Marseille School of Economics », « Aix-Marseille University, AMSE », or « AMU, AMSE » as affiliation in any other circumstances (conferences, slides, web profiles, etc.).

Article 8

Once the final defence has taken place, the former PhD candidate commits to share information about her professional situation with AMSE during at least 3 years.

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The PhD candidate [date, name, last name, signature]

The PhD supervisor(s) [date, name(s), last name(s), signature(s)]