

## AMSE `On the job' PhD charter

### Preamble

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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 for the proper application of the charter. It is composed of the following people: the head of AMSE, the head of the 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 is binding on signatories and AMSE, governing mutual rights and obligations in particular. Non-compliance with this charter may lead to refusal of re-admission to the AMSE program.

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

This charter was approved by AMSE council on November 5<sup>th</sup>, 2020, and by the council of the *École Doctorale d'Économie et de Gestion d'Aix-Marseille Université* on November 10<sup>th</sup>, 2020.

### Article 1

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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 offers training comparable to that of AMSE, or a diploma of equivalent quality.

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

The standard period required to complete the AMSE `On the job' PhD program is three years. A 4<sup>th</sup> year may be granted. 5<sup>th</sup> year re-admission requests are closely scrutinized and will be approved in special circumstances only.

From the second year onwards, re-admission to the program is conditional on fulfilment of the program's requirements. The re-admission procedure (requested documents and calendar) is communicated to PhD candidates in due time. Non-compliance with the procedure may lead to refusal of re-admission to the program. Re-admission decisions are made by the head of AMSE following recommendations by the AMSE PhD committee.

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## Article 2

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`On the job' PhD candidates are requested to spend at least two (not necessarily consecutive) full weeks per academic year in Aix-en-Provence or Marseille to meet their PhD advisor(s) and participate to AMSE scientific activities.

`On the job' PhD candidates are required 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.

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## Article 3

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`On the job' PhD candidates must validate 24 hours of economics or career-oriented training during the first two years in the program. Courses can be online (e.g. MOOC type courses) or on-site and can be chosen from specific courses organized by AMSE or from those organized by the *Collège Doctoral d'Aix-Marseille Université*.

`On the job' PhD candidates are not required to attend scientific events (seminars, etc.) organized by AMSE.

`On the job' PhD candidates must present their work at the AMSE PhD seminar at least once per year, either during their yearly visit(s) or using an online format.

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## Article 4

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A supervisory committee must be set up during the first year in the program. This committee is composed of two researchers who are not supervising the PhD candidate. At least one member of the committee must not belong to either AMSE or to Aix-Marseille University. Members of the supervisory committee are not necessarily part of the final defense jury.

This committee monitors normal progress towards 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 is not fulfilling the implicit contract binding them (too infrequent meetings, scientific disagreements, 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 defense must take place between January and June of the second year in the program. It consists in outlining the scientific progress made by the PhD candidate and detailing the agenda for the remaining PhD time.

Members of the supervisory committee should either attend the second year defense or write a report from documents provided by the PhD candidate. A video-conference system may be used.

A report on the second year defense and the stage of progress of the PhD is written and signed by the supervisory committee. The PhD advisor(s) do not sign the report. The report is complemented by reports written by those members of the supervisory committee who did not attend the defense. This report must be communicated to the AMSE PhD committee.

In the event of a non-positive outcome to the second year defense (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

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From the end of the third year onwards, every year, a meeting with the PhD candidate must take place and a report must be written on the candidate's PhD progress. This report is written by two members of the AMSE PhD committee, in accordance with the rules defined by the *École Doctorale d'Économie et de Gestion d'Aix-Marseille Université*. Re-admission into the program depends on the recommendation provided in this report.

### Article 6

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A pre-defense must be organized, with the same jury as the final defense jury. It must be composed according to the same rules.

Before the pre-defense, the jury receives all original chapters that constitute the dissertation. The pre-defense should take place in the presence of as many members of the final jury as possible, at least the local members. A video-conference system may 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-defense. Reports and comments are read out and discussed during the pre-defense.

The pre-defense leads to one of the following outcomes: (i) The defense is authorized without conditions; (ii) the defense is authorized subject to minor revisions, which are verified by the jury members when the final manuscript is submitted, without the requirement to organize another pre-defense; (iii) the defense is not authorized because major revisions are needed, the pre-defense jury sets an agenda for the continuation of the PhD and a new pre-defense must be scheduled to authorize the final defense; (iv) the PhD is terminated.

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

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

The final manuscript needs to include original research papers written in English, an introduction and a conclusion that can be written either 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-defense, on the fulfilment of the charter's requirements and on the composition of the jury. The final defense is authorized to take place only if all requirements have been met, if a pre-defense has been organized and has led to a defense authorization, and if the composition of the jury has been approved.

### Article 7

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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 may alert the competent authorities, whose decisions may be made public by the AMSE PhD committee.

### Article 8

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During her PhD, the candidate needs to sign all her work (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 (lectures, slides, web profiles, etc.).

### Article 9

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

## AMSE 'On the job' PhD charter

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

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