

AMSE PhD charter

Preamble

The AMSE PhD Charter complements the *Charte du doctorat d'Aix-Marseille Université* and applies to PhD candidates enrolled in the AMSE PhD program (i.e., enrolled in the *Doctorat d'Aix-Marseille Université mention « Sciences Économiques »* 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 PhD Charter is binding on signatories and on 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 PhD Guide offers further information on the implementation of some rules.

This charter was 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 the AMSE master in Economics, research track (*ÉTE, Économie Théorique et Empirique*), or a diploma of equivalent quality.

Admission to the program is conditional on master-level grades, overall quality of the research project, acquisition of full-time and non-personal PhD research funding, and approval of supervision by 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 PhD program is three years. A 4th year may 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 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.

Article 2

The PhD supervisor undertakes to assist the PhD candidate in obtaining 4th year financial support (and 5th year financial support if necessary). The PhD supervisor undertakes to assist the PhD candidate in finding a job by the end of her PhD. Subject to funding availability, the PhD supervisor undertakes to provide the PhD candidate with limited funding for research expenditure.

Subject to funding availability, AMSE provides PhD candidates with limited funding for research expenditure. Conditions for requesting and using these funds are detailed in the AMSE PhD guide. Subject to space availability, AMSE provides the PhD candidate with a desk. If the PhD candidate has been provided with a desk, she undertakes to be present daily, except when she teaches, travels for research activities (conferences, visits, etc.) or attends training sessions.

AMSE undertakes to assist the PhD candidate in entering the labor market. In particular, the PhD candidate will have access to an academic placement program.

Article 3

The PhD candidate must use her @univ-amu.fr e-mail address. A message sent to this address is considered as received and read.

PhD candidates must participate in all activities organized by AMSE. In particular, the PhD candidate must attend the main external seminar and the PhD seminar. She should also attend all important events organized by AMSE (conferences, etc.). The PhD supervisor can define a complementary list of scientific events that the PhD candidate needs to attend.

The PhD candidate needs to validate 50 hours of academic courses in economics over the first two years of the PhD program. At least 24 hours must be validated each year. Courses can be chosen from those of the AMSE master in Economics or from specific PhD courses organized by AMSE.

The PhD candidate needs to attend 50 hours of career-oriented training over the first three years of the PhD program. Courses can be chosen from specific training sessions organized by AMSE or from those organized by the *Collège Doctoral d'Aix-Marseille Université*.

Other courses or training sessions can be used to fulfil these requirements conditional on ex ante approval by the head of the PhD program.

The PhD candidate must present her work at least once a year at the AMSE PhD seminar.

Over the first three years in the program, the PhD candidate must spend at least 2 months visiting a foreign institution where high-level academic research is taking place. AMSE provides candidates with limited funding for foreign research stays.

Article 4

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 Aix-Marseille University. Members of the supervisory committee are not necessarily part of the final defence 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 defence 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 providing a detailed agenda for the remaining PhD time. In particular, the PhD candidate must present a draft of a paper that is either single-authored or co-authored with at most one other PhD candidate. The candidate also reports on courses, seminars and conferences she attended or participated in. The PhD candidate's expected and targeted professional outcomes are also discussed.

Members of the supervisory committee should either attend the second year defence or write a report based on documents provided by the PhD candidate. A video-conference system may be used. The PhD supervisor writes a report that summarizes the second year defence, supplementing it with reports written by members of the supervisory committee who did not attend the defence. This report must be communicated to the AMSE PhD committee.

In the event of a non-positive outcome to 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, with the same jury as the final defence jury. It must be composed according to 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 at least of 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-defence. Reports and comments are read out and discussed during the pre-defence.

The pre-defence leads to one of the following outcomes: (i) The defence is authorized without conditions; (ii) the defence 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-defence; (iii) the defence is not authorized because major revisions are needed, the pre-defence jury sets an agenda for the continuation of the PhD and a new pre-defence must be scheduled to authorize the final defence; (iv) the PhD is terminated.

The PhD advisor writes a report that summarizes the pre-defence and supplements it with written reports and comments by other jury members. This report must be communicated to 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 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 must include at least one paper that is either single-authored or co-authored with at most one other PhD candidate.

A paper that is either single-authored or co-authored with at most one other PhD candidate must be sent to the AMSE PhD committee at least 2 months before the pre-defence. The PhD committee appoints an external reviewer who does not belong either to AMSE or to Aix-Marseille University. The reviewer is asked to assess whether the paper could potentially be published in an academic journal that is at least as good as journals of rank 2 under the ranking of CNRS section 37. The AMSE PhD committee may ask a second reviewer (potentially a local one) to report on the paper. The outcome of the assessment will be communicated to the PhD candidate and her supervisor only after the pre-defence has taken place. The name(s) of the reviewer(s) will remain unknown to the PhD candidate and to her 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.

If the PhD candidate has satisfied all the program's requirements, the AMSE PhD committee will issue a quality certificate in the form of a short letter confirming that the candidate has actively participated in the life of the department and has successfully fulfilled all the PhD requirements. This document will be annexed to the final defence report. If the PhD candidate has not satisfied all the PhD program requirements, this letter will not be issued.

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

Article 7

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.).

Once the final defence has taken place, the PhD candidate retains the benefits of her PhD candidate status until the end of the academic year (August 31) during which the defence has taken place, provided administrative registration has taken place for that year.

Once the PhD candidate has ceased to be a member of AMSE, published works begun during the PhD must acknowledge this connection. This can be done through a footnote.

Once the final defence has taken place, a PhD candidate can apply to become an « associate member » of AMSE. This status is subject to rules defined in a separate document and is granted until the end of the academic year that follows the year during which the defence took place.

Article 8

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

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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)]