

White Rose University Consortium: College of Arts and Humanities

Arts and Humanities Research Culture in France

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Cultural Protocols

There are significant differences in the ways students, professors and colleagues interact in formal and professional settings in France in comparison to the UK. Firstly, it is very important to try and speak French, even on a very basic level, wherever possible. Of course majority of scholars and students do speak English and will willingly have a conversation in English but it is good manners to show an appreciation of the language and culture. In international corporate settings this might differ and often English is used as the first language in discussions, company negotiations etc.

If you speak French do respect the differentiation between the informal 'you' (*tu*) and the formal 'you' (*vous*). In professional setting and unless the other person openly says so, the *vous* form should always be used.

- Use last names and appropriate titles until specifically invited by your French host or colleagues to use their first names. First names are used only for close friends and family.
- Colleagues on the same level generally use first names in private but always last names in public.
- Address people as Monsieur, Madame or Mademoiselle without adding the surname.
- Madame is used for all adult women, married or single, over 18 years of age (except for waitresses, which are addressed as Mademoiselle.)
- Academic titles and degrees are very important. You are expected to know them and use them properly.

A handshake is a very common formal greeting in France. The side cheek kiss (*la bise*) is only exchanged between friends and in informal and family settings.

Body language and dress is equally important in both academic and professional settings. Of course the rules change but it is always better to be aware of the cultural differences in behaviour and the possible misunderstandings that may arise. Tooth-picks, nail clippers and combs are not used in public. It is also very unlikely to see a woman put make up on in public setting. French value elegant, understated and professional dress especially in corporate settings but also in more formal academic settings. Be clean and well-dressed at all times as this is an expression of respect for the person you're working, presenting with or approaching. It is very unlikely, even within student informal settings, to wear flip-flops, leggings, especially with a short top, or a very deep cut dress or top. It is much more common to wear shirts on a day to day basis. Similarly, track suits, yoga pants, not to mention any pants that might seem to be pyjama pants, and sport wear should rather be avoided anywhere else than the gym. There are also key differences when going out. Very provocative, extremely short dresses, tops and outfits, unlike in the UK, are not seen as fitting going out outfits. Rather than attract attention they may attract unwanted criticism. The same applies to excessive make up and fake tans.

When going out for a meal in corporate setting, for example when you're meeting your PhD industry partners, formal dress is a must suit coats stay on in restaurants and offices. When invited to someone's home it is advised to bring a small gift for the host. It is still a custom to send flowers to the host before the morning of the day. Do not ask for a tour of the house unless offered. Do try everything that is offered. It is more and more common to have special dietary requirements catered for but, unless you're familiar with the host and could specify your needs prior to the meal (do not expect vegetarian/vegan/gluten-free options in the meal). Main things to remember are:

- Do not cut your bread! Tear it.
- Never put elbows on the table.
- Fruit is also eaten with fork and knife.
- Never say 'enjoy' (*bon appétit*) before a meal.
- Do not discuss the topics of politics, religion, personal matters and wealth during dinner. Any boastfulness regarding one's financial circumstances is seen in all settings as impolite.
- Wait for the host to indicate your seat. Never start eating first. Wait for the host and everyone else to be served.
- Never interrupt someone else or speak with your mouth full.
- Do not dip bread in your soup or use it to clean the plate after a meal.

It is common to have an hour lunch break and it is a good occasion to socialize with colleagues. Dinners are considered more of a social occasion and many French professionals do not want to discuss work related manners during the meal.

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Applications

Unfortunately, a European-wide diploma recognition system does not exist and, although most countries follow the LMD [*Licence* (3 years)-*Master* (2 years)-*Doctorat* (3 years)] model, each university has a separate admissions policy. Individual governments are free to apply their own rules and regulations. However, there is a European wide network of information and academic recognition centres called ENIC-NARIC (European Network Information Centres in the European Region – National Academic Recognition Information Centres in the European Union).

Each EU country has an [ENIC-NARIC](#) centre which is responsible for issuing a certificate of equivalence called an *attestation de comparabilité*. This will be used to assess how your qualification compares with the French one. You are strongly advised to contact each university individually and ask what their exact requirements are. The French ENIC-NARIC is located in Paris. [\[Source\]](#)

In order to obtain *attestation de comparabilité* you need to submit an application form and pay the administrative fee (70 € for normal service, 200 € for express service (48h; not available in July and August)).

- 1) A photocopy of an official identity document (passport).
- 2) An application form which includes your personal details, a summary of your education and qualifications gained, which qualification you want the certificate for and your reason for applying for the certificate.
- 3) A photocopy of the original certificate.
- 4) A photocopy of the translation of the qualification certificate; the document must be translated by a [certified translator](#), a list of whom can be found on the Enic-Naric website.
- 5) A photocopy of a document that shows proof of the official length of studies. The document may be a diploma, certificates of attendance, mark sheets, etc.
- 6) A photocopy of the translation of the above documents, again done by a sworn translator.
- 7) One A4 (21 x 29.7 cm) envelope with the applicant's name and address

Useful links:

Payment details and methods for [attestation de comparabilité](#)

The description of the [LMD system](#) and the different Higher Education qualifications

An overview of the [doctoral system](#) is available for download in three languages (English, French and Spanish)

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Costs

Annual tuition rates at public institutions are set by law. The rates for the academic year 2012–13 are, by degree program:

- €181 for *licence* programs

- €250 for master's programs
- €380 for doctoral programs
- €596 for programs leading to the *diplôme d'ingénieur*

Additional fees may be assessed for specific services.

Tuition rates at private institutions—particularly schools of business and management—is generally higher (from €3,000 to €10,000 annually). [\[Source\]](#)

Similarly to the UK, living costs vary greatly from university to university and city to city. Accommodation in Paris is of course more expensive than anywhere in the country and it is more difficult to find a quality accommodation at a lower price. There are some grants and limited financial aid available for international students, however, often proof of sufficient finance is required in order to obtain a long-term student visa. It is estimated that a student needs approximately €800-€1200 per month. There are ways of economizing and, for example, the student halls are much cheaper than private flats. Many universities also have bike rental services. Also, many cities have open air food markets and there often cheaper than local supermarkets and chain stores. Students below 26 are entitled to discounted fares and many museums and galleries in Paris and elsewhere have free-entry days.

Below is a sample basic budget of a student studying in Lyon:

- Small apartment (private) : €450
- Room in university residence : €240
- Studio flat in university residence : €405
- Food and meals : €200
- Price of a meal ticket in the University restaurants : €3.10

[\[Source\]](#)

The above costs do not include international travel and going out and it is very important to incorporate those costs while planning your budget especially in the first term: the first month of the academic year is always more expensive (see below) and costs of travel during Christmas and New Year's period are also considerably higher.

It is also important to remember about the so called 'first month costs' that is costs associated with moving to new country and settling in a new place. These may include:

- House/flat deposit (up to 2 months' rent): €700
- National Insurance contribution : up to €200
- Any additional health and risks insurance
- New furniture (if renting an unfurnished apartment): approx. €200
- Monthly/annual bus pass
- Books and stationary
- Setting up a phone line

Unfortunately, most banks impose additional charges on international transfers and payments. This is particularly important when transferring money to pay for a flat deposit and rent from a bank account outside of France.

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Funding

Doctoral Contracts

In April 2009 a new financing system was introduced and a new contract system replaced the earlier block *allocations doctorales* (grant allocations) as a primary means of financing research students. The new contract system is open to all doctoral students.

The contracts are true employment contracts; they are available for a period for up to 3 years and provide medical insurance and social benefits in addition to the monthly stipend (as of July 2010 the minimum is €1684,93 gross and €2024,70 if the contract includes additional activities such as teaching). Although each Doctoral Department is responsible for awarding the contracts, the terms of the contracts are uniform across the country. In case of exceptional circumstances – maternity, paternity, adoption leave or a serious long-term illness – the doctoral contract can be extended for the period of leave (as long as the period of leave does not exceed one year, in which case the contract is terminated).

Note, however, that the procedure for enrolling on a PhD programme is not equivalent to the allocation of a doctoral contract. [\[Source\]](#) [\[Source\]](#)

International Mobility Schemes

Université Franco-Allemande

One example of an international mobility scheme with joint degree programmes (distinct from Erasmus Mundus) is the [Université Franco-Allemande](#) (French-German University) which is an international higher education institution. The University offers bi- and tri-national programmes at a Bachelor's, Master's and PhD level. Currently over 5000 students are enrolled at the University. It is financed by the French and German governments and the German regional councils. There are over 130 different international degree programmes at the University.

Research at the University is divided into bi-national Doctoral Colleges. The following download contains a list of the humanities Doctoral Colleges that were approved in 2013 (some of the projects have a later start date).

At the PhD level it is possible to enrol in a joint supervision programme (1 supervisor from each of the partner institutions) or join a specific, themed PhD project within a wider long-term research strands. The joint supervision [application process](#) is described in detail on the French-German University website. There are two application deadlines each year: the 31st of March and the 31st of October. It is also possible to enrol in one of the themed projects. In the years 2012-2018, the following research projects will be undertaken within the humanities:

- French Literature: Cultures européennes de la communication depuis le siècle des Lumières jusqu'à l'ère contemporaine (University of Augsburg, Germany and University of Lorraine, France)
- History: Programme franco-allemand Master et Doctorat (PFAMD) en sciences sociales, mention histoire (Ruprecht-Karls-University in Heidelberg, Germany and EHESS, Paris, France)

A comprehensive [research handbook](#) explaining all modes of enrolment is available on the French-German University website.

L'Université Franco-Italienne

The [Université Franco-Italienne](#) (French-Italian University) is not a degree-granting body but, instead, fosters cooperation and research mobility between the two countries. Each year, several collaborative projects corresponding to the chosen research strands are funded by the University's [Galilée Programme](#). The grant is open to labs and research units which are interested in conducting collaborative projects. Apart from international collaboration the project needs to encourage active participation of young researchers. The current 2014 edition is addressing the following topics:

- Protection of the environment: climate research, marine, soil, air and biosphere eco technology, etc.;
- Development of new technologies: biotechnology, nanotechnology, information and communication technology, new modes of transport etc.;
- Human Sciences and Applied Sciences in relation to the Mediterranean.

[\[Source\]](#) [\[Source\]](#)

Réseau Franco-Néerlandais

Another example of international cooperation is the [Réseau Franco-Néerlandais](#) (French-Dutch Network) which aims to promote research collaboration between France and the Netherlands. Contrary to the French-German University, the Network does not grant degrees but is mainly concerned with facilitating collaboration between labs, research centres and institutes in the two countries.

The Network offers the [Eole International Mobility Grant](#) which is open to Masters and PhD students of all disciplines who wish to study or conduct research in the Netherlands during their studies. The grant varies from €500-1000.

The Network also offers the [PHC Van Gogh Grant](#) open to research units and labs attached to higher education institutions in either France or the Netherlands and who want to conduct joint projects which encourage the participation of early career researchers. [\[Source\]](#)

Regional Mobility Grants

Apart from national and international mobility schemes there are also a number of regional mobility grants.

[L'aide à la mobilité internationale des doctorants](#) (AMIE) is a regional body offering research grants to doctoral students enrolled in one of the universities in Île-de-France region. The maximum amount is €4000. The full list of all [qualifying institutions](#) is available on their website.

[University of Brittany research mobility grant](#), offered by the International Doctoral College of the Université européenne de Bretagne (CDI - UEB) is for doctoral students who want to work on a research project in France, in Brittany, in France. The doctoral student needs to be registered in one of the 8 Doctoral Schools in Brittany to be able to apply for a research mobility grant. The research project must be jointly accepted by the doctoral foreign student's main laboratory and by a French laboratory which will accept to undertake the academic supervision of the applicant. Duration of grant: 3 to 5 months. Value of grant: €1000 per month. Travelling expenses are covered by the International Doctoral College.

[Explo'ra Doc](#) is a research mobility grant open to all disciplines and to all students registered in one of the universities in the Rhône-Alpes region. Researchers can apply for the grant to carry out research in one of the partner countries of the Rhône-Alpes region: Burkina Faso, Mali, Morocco, Madagascar, Senegal, Tunisia. The trip can be 3-6 months long. Amount: €710/month. More information:

The [Maison des Sciences d'Homme](#) (MSH) in Paris also offers a discipline-specific grant for research in social anthropology. The Luis Dumont Fund is intended for young researchers in the field of social anthropology who wish to conduct fieldwork. An annual request for proposals invites applications over a 2-month period, from December 1 to January 31. An interview can be a part of the selection process. Final decisions are taken at the end of April (at the latest).

The [Institut français de recherche à l'étranger](#), on its website, also provides an updated list of various grants and scholarships available to researchers (not explicitly doctoral students).

In addition, most universities have a dedicated Centre de Mobilité Internationale (International Mobility Centre), which is responsible for arranging placements and exchanges abroad. [University of Lyon 2](#) has compiled a database of different funding opportunities which is divided into geographical regions. It covers international, national and regional scholarships. The second option: 'Séjour de recherche/formation dans le cadre d'un doctorat' narrows down the search to research/study scholarships. The results of a search of grant opportunities in Sciences de l'homme et de la société (there is no 'humanities' category in the search) is contained in the following download (the following list of grants and research scholarship does not include those addressed exclusively to French citizens).

Each University and Department has different procedures for arranging placements and study visits abroad. Long-term fieldwork trips or research abroad periods must be discussed and agreed upon with the supervisor(s) of the project and often the student is required to complete the

necessary modules before departure or immediately upon arrival. The aforementioned scholarships and grants offer numerous opportunities to study abroad and students are highly encouraged to incorporate a period of study or research abroad during their PhD programme. International students should pay particular attention to residence and nationality requirements, as some of the exchange programmes (for example Fulbright) have strict nationality regulations.

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PhD Programme

Structure of doctoral programme

In accordance with the European-wide Bologna Process, France now also follows the common *LMD* (Licence-Master-Doctorat) framework. A full-time PhD programme is three years long and the thesis has to be completed within the duration of that period. The PhD is referred to as an equivalent of the 'bac+8' (A-Levels+ 8) qualification; this means that it is obtained 8 years after A-Levels (or equivalent pre-university diploma like the International Baccalaureate (IB)). Unlike in the UK, the Master's programme is usually 2 years long and a prospective PhD student is required to have an equivalent of a European Master's degree (5 years of Higher Education) before enrolling on a PhD course. [\[Source\]](#)

PhD support

Although there seems to be no specified minimum number of supervisions per term, all the Doctoral Schools emphasise the need for regular contact whenever help and consultation is needed. The Ministry of Education official guidelines regarding PhD theses also underline regular and frequent contact leaving the arrangement of the meetings, however, to the student and supervisor. [\[Source\]](#)

The supervisor is obliged to give regular feedback on the student's progress and to discuss possible, new directions for his/her research. [\[Source\]](#)

Each PhD student usually has only one supervisor. However, in the case of international joint PhD degrees and *cotutelle internationale* (joint supervision) the student has one supervisor from each university. [\[Source\]](#)

Almost all Doctoral Schools require that a Research Training Methods programme is completed, through either a credit-bearing module or through participation in workshops organised by the School, University or the Library.

PhD progress is monitored in supervision meetings as well as through coursework required for obligatory modules.

Deadline for submitting the thesis

Each university has slightly different deadlines and procedures, specified in the *contrat doctoral* (doctoral contract) and *charte de thèse* (PhD handbooks). The typical duration of the programme is three years, yet it is possible (for example, at Université Sorbonne Nouvelle-Paris 3) to ask for an

extension for up to a year to write up the thesis. Four years is the maximum length of the programme for full-time *doctorants contractuels* (contractual PhD students), and non-contractual students cannot take more than 6 years to complete the project.

Compulsory programmes/modules

Despite significant differences in course organisation, more and more *Écoles Doctorales* (Doctoral Departments) in France require the completion of modules in research methods, professionalization (*insertion professionnelle*) during the duration of the programme and a foreign language (French for Foreign Language Speakers or English).

Université Paris-Sorbonne, for example, requires each doctoral student to take 2 modules per term during the first two years of the PhD. At L'École Doctorale Transdisciplinaire Lettres/Sciences (ED 540) at l'École Normale Supérieure in Paris in the first year of the PhD the student must complete 3 seminars/modules, 2 in the second year and 1 in the third. These are credit-bearing courses and must be completed before the thesis is submitted. [[Sources Paris-Sorbonne](#)] [[Source École Normale Supérieure](#)]

The Lettres-Langues-Linguistique-Arts Doctoral School at Université de Lyon requires that PhD students complete 3 modules from a variety of research methods courses. At the Université Sorbonne Nouvelle-Paris 3 the *Insertion Professionnelle* (Career Development) module is a credit-bearing course (ECTS) that is obligatory for all first-year students. Apart from vocational training modules each University department has a number of seminars and courses in which doctoral students are encouraged, but not always required, to participate. An example of the course organisation at the [Université de Lyon](#) can be found on their website.

In addition, many universities encourage PhD students to participate in open lectures and seminar groups within the school.

Visiting other institutions, exchange programmes and placements

Many PhD students decide to spend periods of time during their studies at other research institutions. Students undertaking *cotutelle* (joint supervision) PhD projects and those registered on Erasmus Mundus PhD programmes are often required to spend half of their degree at the partner institution. However, there are also many opportunities to arrange shorter research trips and exchanges and, benefiting from its central location, France has a strong record of international research collaboration with its neighbours (see Funding).

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PhD Thesis

Length of a PhD thesis

Although there seems to be no official regulation specifying the length of the thesis, a survey of recent theses, available on the [these.fr](#) website, indicates that on average a PhD written in France is considerably longer than in the UK. Many of the humanities theses exceed 250 pages with some

consisting of over 500 pages or more. The only official suggestion seems to be provided by the Philosophy Department at l'Université Paris 8 which, in its PhD guide, states that there is no formal page limit on the PhD thesis, but past projects tended to be between 300-400 pages long. [[Source](#)]

Presentation

In 2007 ABES (*Agence bibliographique de l'enseignement supérieur* (Higher Education Bibliographical Agency) has published on its website *Guide du Doctorant* (the PhD student's guide), compiled by the Ministère de l'Éducation Nationale and Ministère de la Recherche which outlines the presentation of doctoral theses. The document acknowledges variations within the different institutions and emphasises that each Doctoral Department is responsible for making sure that the students are familiar with local policies and guidelines.

Chapters 2 and 3, *Comment structurer sa thèse pour faciliter sa diffusion: éléments obligatoires* and *Comment présenter sa thèse pour favoriser sa lisibilité*, focus on the process of editing and the final presentation of the thesis. A sample bibliography and title page are included in the annexe.

The guide is available for download on the [ABES](#) website. The link to the PDF file can be found at the bottom of the page just before the two video clips.

Several universities recommend using editing software developed by [Université de Lyon 2](#). The software is installed as a plug-in to word processor and allows users to create style-specific document. The software is compatible with Windows 97 and all newer Windows, Mac OS X and OS 9 and Open Office operating systems.

Available electronically

Before submitting a research proposal students are strongly recommended to consult one of the numerous databases of recent theses and research projects. The following databases allow access to recently completed and ongoing doctoral projects:

- [Atelier National de Reproduction des Thèses](#) (ANRT) - National Centre for the Reproduction of PhD Theses
- [Association des Technologies de l'Information pour l'Éducation et la Formation](#) (ATIEF) - Association of information technologies for education and training. Successfully defended dissertations and dissertations in progress, some available for download in PDF format
- [Cither](#) - INSA de Lyon
- [Cyberthèses](#)
- [École Nationale Supérieure des Sciences de l'Information et des Bibliothèques](#) (ENSSIB) - Online works by students
- [FCT](#) - Central dissertation database
- [Système Universitaire de Documentation](#) (SUDOC) - *Agence bibliographique de l'enseignement supérieur Supérieur* (university documentation system / higher education bibliographic agency)

[[Source](#)]

Viva

The procedures for organising the *soutenance* (viva) and the necessary documents required for submission are specified by each institution in *Chartre de thèse* (PhD thesis handbook). Despite regional and institutional differences, the PhD student needs to start the process at least 2-3 months before the envisaged date of the viva. Firstly, s/he must submit the necessary documents (usually consisting of the hard copy of *demande the soutenance* (viva request) signed by the supervisor and the proof of completion of the required research modules or courses) to the Doctoral Department's office or Research Students' administration. Having done so, the supervisor indicates 2 or 3 external reviewers for the project and the members of the examination panel for the viva. Students can discuss the choice of the examiners with their supervisor and come together with a list of suggested members of the panel. Once confirmed, it is the student's responsibility to send a hard copy of the thesis to each of the reviewers. The reviewers usually have at least 4 weeks to read and give feedback on the thesis. Approximately 1 month before the exam the student should provide a digital copy of the thesis (either on a CD or a USB drive) to the Department's office typically accompanied by an agreement to disseminate the thesis in electronic form and a statement of academic integrity. In the case of any corrections made after the viva (usually up to 3 months are allowed) the re-edited copy should also be submitted once a designated member of the jury approves the corrected version of the project.

The student is also responsible for contacting the University's Estate Services or room bookings in order to make sure that the room in which the examination takes place has all the necessary equipment s/he might need for the viva (overhead projectors, speakers, etc.) and for the *le pot de soutenance* (drinks reception following the examination).

Examples of organising a viva: [Université de Lyon](#), [Université de Strasbourg](#).

Although there seems to be no standardized regulations regarding the duration of the viva, the oral examination usually lasts between 1 and 2 hours, depending on the university and the discipline.

The viva examination panel consists of a minimum of 3 examiners and, in the case of joint international supervision, a maximum of 8 examiners. The panel should compromise both academics that are from, or associated with, the host institution and external examiners not linked to the Department. The members of the panel should nominate the President of the jury. If the supervisor of the thesis is a member of the jury s/he cannot be nominated to preside over it.

Formal regulations issued by the [Ministry of Education](#) regarding the organisation of Doctoral Schools and the PhD are available for consultation on their website.

Soutenance (viva) is a public event and the audience is invited to participate. Information regarding forthcoming viva examinations (topic, place, date and the members of the jury) can often be found online on the university's website. Only in exceptional circumstances, when the topic or data discussed is of confidential nature, is the viva closed to the public.

The [ministerial regulation](#) provides a general definition of the viva examination.

Beyond PhD

Increasing unemployment and the difficulty of professional insertion among PhD students is a growing concern for the French government. The most recent study, published in 2010 by [Centre d'Analyse Stratégique](#) (Centre for Strategic Analysis), notes that in 2007 the unemployment level among recent PhD graduates had reached 10%. This figure is three times higher than in other European countries including the new member states which joined in 2004. A more recent study, from 2012, conducted by [Theo Cursus](#), an independent social enterprise, suggests that the unemployment rate in humanities is as high as 12%. In contrast, in the same year, recent MA graduates suffered 7% unemployment. Recognising the need for an urgent change the report makes a number of suggestions which aim to help PhD students gain a professional outlook and training in the course of their degree in order to secure jobs upon graduation, either in academia or the private sector.

There is further information about the employment of PhD students in the report [Compétences et employabilité des docteurs](#).

Careers support

Following the aforementioned government report in 2010 a number of recommendations and changes were introduced in order to help PhD graduates secure employment. Almost all universities now require the completion of at least one professional training module during the course of the PhD. This can be a semester-long module of up to 20h per term or a series of workshops. The topics discussed in the workshops are very similar to the ones offered at UK universities and address a set of similar, European-wide concerns such as the relationship between academia, industry and the wider public as well as the impact of research and career opportunities outside of academia. The modules vary from university to university; there are also considerable differences among disciplines, but among the common topics are: managing your research project, preparing classes and lectures, interpersonal and professional communication, managing your career (both in academia and the private sector) and others.

In order to aid professional integration, the Ministry of Education has also issued guidelines which allow, and at times encourage, the PhD student to take up additional activities, such as teaching or consultation for external bodies, during his/her studies. The Ministry of Education also organises big, national networking events, like careers fairs and workshops, such as Rue 2013 (Rencontres Universités Entreprises) which aim to strengthen the interaction between universities and the private sector and help graduates find a job.

The key central careers support organisations for PhD students and post-docs are:

- [Confédération de Jeunes Chercheurs](#)
- [Communauté Française de Docteurs](#)
- [L'Association Brad-Gregory](#)

L'Association Brad-Gregory also publishes a regular journal and runs a dedicated website and database of PhD, post-doc, and other related jobs offers for recent graduates, current and perspective PhD students.

The organisations also organise regional events, like 'afterworks' organised by Communauté Française de Docteurs in Paris, which facilitate networking between schools, universities and disciplines. There are also a number of regional associations, for example: L'Addal in Alsace region, AquiDoc in Aquitaine or Adoct in Tours.

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Glossary

Association culturelle - cultural society (both staff and students can join)

Bourse - literally, a bag of coins, in an academic context it refers to a grant or scholarship (a student in receipt of such funding is referred to as a *boursier*)

But - goal, as in academic goal, strategic goal, and so on

Contrôle continu -: on-going assessment

Crédits ECTS - European Credits Transfer System

DEA - (Diplôme d'études approfondies), Postgraduate diploma

Département - department (each *UFR* consists of many departments)

Directeur du département - head of the department

Directeur d'études - academic supervisor, usually responsible for the structure and coherency of each degree

Doctorant - this is the formal term for a doctoral candidate (the older, less formal term *thésard* is sometimes still heard).

Doctorat - PhD (also referred to as bac+8)

Doyen - dean

Enseignant-chercheur - a term designating researchers who also teach in an institute of higher education and who unofficially often also assume administrative tasks (in practice it most often refers to *maîtres de conférences* and *professeurs des universités*)

FAS - (Fonds d'aide sociale), financial aid

Habilitation à Diriger des Recherches – the highest diploma in France obtained after the doctorate, permitting the candidate to apply to be a *professeur des universités*

Humanités - humanities

Informatique - IT

IUT - (Institute Universitaire de technologie), University Institutes of Technology

LE - (Langue étrangère), foreign language

LEA - (Langues étrangères appliquées): applied foreign languages

Maître de Conférences - senior lecturer (UK) or assistant professor (US)

PR - (Professeur des universités), University Professor

PRAG - (Professeur Agrégé titulaire enseignant à l'Université), usually refers to a university lecturer with *aggregation* (the highest teaching diploma)

PRES - (Pôle de recherche et d'enseignement supérieur), recent groupings of universities in order to pool resources and better advance their joint activities

Référé/Référent - adviser of studies/personal tutor or mentor

Réseau (plural réseaux) - network

Responsable d'année - a member of staff in charge of each year of studies

Réunion – meeting, often called by the *responsable d'année*

Soutenance de these - viva voce

UFR - (Unité de formation et de recherche), teaching and research unit (comparable to Schools or Faculties which consist of numerous departments)

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Web Links

[PhD regulations](#) issued by the Ministry of Education

[Legislative regulation](#) regarding the organisation of Doctoral Schools:

[Supervision arrangements](#)

[Structure and overview](#) of the doctoral programme

[European Network Information Centres in the European Region - National Academic Recognition Information Centres in the European Union French branch](#) (ENIC-NARIC)

[Comparability of diplomas and degrees](#)

Doctoral contracts on [Campus France](#) and the [Ministère de l'Enseignement supérieur et de la Recherche](#)

Examples of PhD programme structure on [ENS Paris](#), [Paris Sorbonne](#) and [Université de Lyon](#)

PhD theses available online from [Atelier National de Reproduction des Thèses](#) (ANRT), [Association des Technologies de l'Information pour l'Education et la Formation](#) (ATIEF), [Cither](#), [Cyberthèses](#), [École Nationale Supérieure des Sciences de l'Information et des Bibliothèques](#) (ENSSIB), [FCT](#) and [Système Universitaire de Documentation](#) (SUDOC)

[Thesis Presentation guidelines](#)

Université de Lyon 2 [editing software](#)

Viva procedures from the [Ministry of Education](#), [Université de Lyon](#) and [Université de Strasbourg](#)

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[L'association nationale des docteurs](#) (ANDÈS) the national association of doctors

[La boîte à outils des historiens](#) (the toolbox of historians), digital training for young researchers

[Journal d'un thésard](#) (Journal of a PhD Student)

[Publishing during and after the thesis](#), some tips for young sociologists

Associations de doctorants, docteurs, et chercheurs [Association Française d'Ethnologie et d'Anthropologie](#), [Association Française de Science Politique](#), [Association Française de Sociologie](#), [Association Internationale des Sociologues de Langue Française](#), [Confédération des Jeunes Chercheurs](#) and [Réseau international d'écoles doctorales en sciences sociales](#)

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