

Internal regulations of
the Doctoral School 393 Pierre Louis of Public Health in Paris
Epidemiology and Biomedical Information Sciences

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Preamble

Considering :

Decree No. 2009-464 of April 23, 2009, as amended, concerning contractual doctoral students in public higher education or research institutions

The decree of May 25, 2016 setting the national framework for training and the procedures leading to the award of the national doctoral degree

The order of August 29, 2016 setting the amount of remuneration for contractual doctoral students

The Sorbonne University doctoral charter,

The doctoral charter of : Université Paris Cité

The training agreement

The charter of ethics for research professions

The European Charter for Researchers and the code of conduct for the recruitment of researchers,

The statutes of Sorbonne University, in particular article 31

Having regard to the opinion of the Research Commission on the standard internal regulations of a doctoral school

Having regard to the deliberation of the Board of Directors concerning the adoption of the standard model for the internal regulations of a doctoral school, notably setting out the procedures for electing and appointing members of the school's board.

Article 1: Purpose of the internal regulations The present internal regulations define the organization and functioning of the doctoral school: "Pierre Louis de Santé Publique à Paris: Epidemiology and Biomedical Information Sciences".

1.1 Supporting institution

Sorbonne University is the supporting institution of ED 393

1.2 Co-accredited institutions

The doctoral school is co-accredited by Université Paris Cité.

1.3 Associated institutions

The Institut Pasteur and the Institut de Recherche pour le Développement are associated institutions.

1.4 Disciplinary fields

The doctoral degree prepared within the ED is in one of the following specialties

Epidemiology; Clinical Epidemiology; Genetic Epidemiology; Social Epidemiology; Biostatistics; Biomathematics; Biostatistics & Biomathematics; Medical Informatics; Biomedical Imaging; Bioinformatics; Health Services Research; Health Economics; Data Science; Prevention and Health Promotion.

(Modified at the ED Board meeting on October 6, 2020)

1.5 Research teams attached to the DS

A research team participates in only one doctoral school. An supervisor with the HDR diploma can only direct theses in one doctoral school, except in the case of a co-supervision or a change of DS in progress.

The list of research units and HDR supervisors attached to the DS is indicated in Appendix 1.

The attachment of a team to the DS is possible :

- By participation in the doctoral school project during the HCERES accreditation application

- By examination of the application by the DS council. In this case, it is up to the candidate team to obtain the agreement in principle of the tutelles. A presentation of the project of the candidate team is made to the DS council, followed by a vote to sanction the membership.

Attachments of HDR supervisors or teams hosting doctoral students outside of the HCERES teams are subject to the same agreement in principle, followed by a decision by the doctoral school council.

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The list of research teams member of DS 393 is presented in Appendix 1

Article 2 : Management of the doctoral school

2.1 Management

Under the terms of Article 6 of the Order of May 25, 2016, the doctoral school is headed by a director assisted by a board.

The director of the doctoral school is chosen from within the doctoral school, according to the criteria defined in the Order of May 25, 2016.

He or she is appointed for the duration of the accreditation. His or her mandate may be renewed once.

The heads of the institutions jointly appoint the director under the conditions defined in the agreement between them, after receiving the opinion of the research commissions of the academic councils, or the bodies that take their place in the institutions concerned, and of the doctoral school council.

The director of the doctoral school implements the doctoral school's action program.

The director of the ED393 is Pierre-Yves Boëlle (1/1/2019).

2.2 Deputy directors

Deputy directors are appointed to represent the associated institutions to the director.

The deputy directors authorize the registration of new doctoral students and the defense of doctoral students registered in their institution.

The deputy directors participate in the doctoral school's Bureau.

The number of deputy directors is established in order to allow for a balanced distribution of teaching management responsibilities between the different institutions.

The deputy director is Isabelle Boutron.

Article 3 : Council of the doctoral school

The council of the doctoral school adopts the action program of the doctoral school. It manages, through its deliberations, the affairs of the doctoral school.

3.1 Composition

In accordance with the provisions of Article 9 of the Order of May 25, 2016, the DS Council is composed of 26 members, distributed as follows:

- 14 representatives of the institutions, research units or teams concerned, i.e. 60% of the members
- 2 representatives of engineering, administrative or technical staff
- 5 elected representatives of doctoral students, i.e. 20% of the total number of members of the board
- 5 external personalities in the scientific or socio-economic fields concerned

The list of the ED council members is presented in Appendix 2 and is available on the ED website.

3.2 Elections and appointment of the members

The rules concerning the election or nomination of the DS council members are defined by the board of directors of the co-accredited institutions.

The representatives of the doctoral students are elected by the doctoral students registered in the DS.

The representatives of the institutions and research teams are chosen to participate in the DS council to ensure an effective representation of the institutions and of the themes carried by the teams, including BIATSS personnel.

The mode of designation of the doctoral students' representatives is described in paragraph 4.3.

The external personalities are chosen by the board on the proposal of the director of the DS or the members of the board.

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3.3 Meetings

The DS council meets when convened by the director, at a biennial frequency. The quorum is reached with 50% of the members present.

Substitute members are not authorized to participate in the DS Board.

Each meeting of the board gives rise to a report which is distributed, after validation, to the whole board. The statement of decisions is then published on the website of the DS.

Article 4 : Other structures

4.1 Board of the doctoral school

4.1.1 Composition :

The Bureau is made up of the Director of the ED, the deputy director(s) and/or deputy director(s), a representative of the doctoral students and the manager of the ED (GED). It can be extended to representatives of the ED's HDR.

The list of names of the participants in the bureau is given in Appendix 3.

4.1.2 Function

The Board ensures the collective management for:

- The validation of the thesis subjects submitted by the HDR
- The application files for the ED competition
- The application files for the different calls for proposals
- Applications for registration in the 1st year, except for the previous situations
- The organization of the ED days (Saint-Malo seminar): Proposal of the theme to the ED Council
- The validation of certain ECTS requests
- The dates of the different authorities of the ED
- Applications for a PhD in VAE

4.1.3 Frequency of meetings

The Bureau meets at least every 2 months, but can be consulted on request. The Bureau can take decisions by email exchanges.

4.1.4 Duration du mandate

The term of office is aligned with the term of office of the management.

4.2 Doctoral school monitoring committee

4.2.1 Composition :

The Monitoring Committee is composed of the person in charge of the Monitoring Committee, the director of the doctoral school, representatives of the HDR, a representative of the doctoral students and the GED. Additional participants may be invited by the members of the monitoring committee when the need is expressed.

The list of names of the participants of the monitoring committee is given in Appendix 4.

4.2.2 Function

The follow-up committee examines the annual recommendations of the CSI (see paragraph "thesis follow-up").

It interviews doctoral students for whom difficulties are raised.

4.2.3 Frequency

The follow-up committee meets in July (examination of the CSI reports) and in September (hearings of the doctoral students invited to attend).

4.2.4 Duration of the mandate

The mandate is aligned with the mandate of the management.

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4.3 Doctoral school student representatives

4.3.1 Designation

The representatives of the doctoral students are elected during the annual meeting of the DS (Cf. paragraph " DS meeting ").

4.3.2 Function

The elected representatives of the doctoral students of the DS represent the doctoral students enrolled in the DS in all the authorities of the DS: Board, Council, Follow-up Commission...

They act as mediators between the doctoral students and the DS to bring up information, but also for requests or proposals from the doctoral students.

4.3.3 Mandate

The term of office is 2 years.

Article 5 : Admission of doctoral students

The doctoral school implements an admission policy for doctoral students based on explicit and public criteria, according to transparent, open and fair procedures. The admission criteria and procedures are validated by the Doctoral School Council and described below.

5.1 Conditions and criteria for doctoral research projects (DRP)

Each doctoral research project (DRP or subject) is validated by the doctoral school, which ensures its innovative nature and feasibility within the deadlines set by the decree of May 2016, guaranteeing its successful completion.

5.1.1 Management

The DRP must be led by an active HDR supervisor from one of the teams participating in the doctoral school. An HDR is considered active if he/she is a teacher/researcher in the team concerned in the sense of the HCERES evaluation with a research FTE of over 20%.

A co-director (professor or HDR) or a co-supervisor (non-HDR) may be proposed for a subject, up to a maximum of two supervisors. The principal supervisor must be a member of the DS (except for co-supervision).

Any new supervisor who has never supervised a thesis within the DS must send his CV at the same time as the subject proposal.

5.1.2 Presentation

All DRP must be sent to the DS office for validation using the model available on the doctoral school website. Each subject must be signed by the director of the thesis director's laboratory, without any possible derogation.

A PRD is 2 to 4 pages long (including references) and specifies the scientific context of the project, the questions asked, the sources of data that will be used, the methods and the schedule of the project. This document must show a projected topic for at least two papers that can be completed within 3 years.

The topic specifies the applicant's prerequisites and funding for a minimum of 3 years, as well as the other elements requested in the DS's DRP template.

5.1.3 Validation

The review by the RDP board for validation is based on the following criteria

- Scientific quality and innovation
- Perceived feasibility of the project within a nominal 3-year time frame, including data access
- Actual existence of funding
- Past supervisory experience

At the end of the examination of the subject, the office engages in a constructive dialogue with the proposers when modifications are expected. It remains the final decision maker for the acceptance of the topic and gives reasons for its decision.

The subjects proposed in the framework of a funding request must be validated beforehand by the DS. This applies to the response to any call for tender and any funding organization. It is therefore necessary to inform and obtain prior approval from the DS by sending, in addition to the documents requested in the call for proposals, the standard file requested from candidates when they register.

Obtaining a validation for a subject does not exempt from informing the DS in case of re-submission to a different call for tenders or when the DS's opinion must be mentioned in the application file.

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The validated subjects are published on the website of the DS on request of the applicant.

5.1.4 Schedule

The proposal of DRP for validation takes place mainly during the admission sessions, except in the following cases

- DRP submitted in recurrent calls for proposals or giving rise to a prior ranking by the DS, which will be subject to a submission deadline for information and/or validation by the DS. This date will be earlier than the date of the call for tender in order to give the office time for validation. As soon as DS393 receives and distributes the calls for tender, these dates will be communicated to all HDRs.
- DRP submitted in a call for proposals not distributed by the DS, whether or not the DS's opinion is required. Validation may be carried out as the project progresses, with a minimum delay to allow for validation: a delay of about one week is reasonable to obtain validation. L'examen par le bureau du DRP pour validation repose sur les critères de :

5.2 Conditions and criteria relating to the candidate

5.2.1 Degree requirement

To be eligible, the candidate must hold a master's degree or another diploma conferring a master's degree, following a course of training or professional experience establishing his/her aptitude for research.

The director of the doctoral school, by delegation of the president, may also authorize the candidacy of a person who does not hold a master's degree but who has completed studies of an equivalent level in view of his or her academic record.

5.2.2 Funding conditions :

The doctoral school ensures that the doctoral student receives funding in the form of a salary defined by an employment contract for the entire duration of the thesis. Contractual doctoral students sign an employment contract with their employer. They must know the source of their funding and the commitments they are required to make to the funding provider. Doctoral schools also ensure that the doctoral student's obligations, explicit or implicit, to the funder are consistent with basic research ethics.

Full-time PhD:

The minimum monthly amount required corresponds to the minimum net monthly remuneration of the doctoral contract (cf. arrêté du 29 août 2016). Doctoral students enrolled at Sorbonne University must have a total income at least equal to that of the doctoral contract (1422€ net monthly in 2018). The Aide Spécifique aux Doctorants Boursiers (A.S.D.B.) makes it possible to achieve this in the case of Eglise-type grants or half-financing or part-time financing.

Doctoral research projects involving the recruitment of mobile doctoral students as part of international research programs or with grants awarded by a foreign country must include a remuneration equivalent to the minimum net monthly amount of the doctoral contract. If a supplement to the grant is necessary to reach this amount, it is the responsibility of the doctoral student's research unit. At Sorbonne University, this supplement is paid to the doctoral student during his or her periods of presence in France via the specific aid system for doctoral students with a grant.

Part-time doctorate :

For candidates with a salaried professional activity conducted in parallel with the PhD (PH, heads of clinics, Agencies, IE, ...), the employer or supervisor must provide an attestation that approximately 50% of the time (for candidates from Sorbonne University labeled teams and at least 40% for candidates from Université Paris Cité labeled teams) of the working time can be devoted to the PhD. The level of remuneration may not be lower than that of the doctoral contract.

5.3 Admission procedures

There are three ways to be admitted to the doctoral program within the ED:

- The competition of the doctoral school for a doctoral contract (full-time thesis)
- The doctoral contract obtained with other funding (full-time thesis)
- The salaried candidate (part-time thesis)

5.3.1 Application for admission

In all cases, the file to be sent to the DS must contain (documents to be taken from the DS website)

- An application form
- The thesis project (standard form)
- A CV
- A copy of the Master's degree
- A letter of motivation, also specifying the professional project

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- A letter of recommendation from the thesis director
- A letter of recommendation from the team leader (if different)
- Possibly, other letters of support
- Proof of funding over 3 years
- The pedagogical form (training plan)

The DS Board examines all applications before authorizing admission. The validation of a subject does not imply the automatic admission of a candidate for this subject. Further information on the candidate may be requested, and eventually a hearing may take place.

5.3.2 Calendar

Two campaigns are organized at the beginning of the academic year for admission to the doctoral school.

For this purpose, the application files must be sent to the DS by **September 15 or October 15**.

Article 6 : Methods of awarding funding

The doctoral school appoints a recruitment jury by applying the principles set out in the European Charter for Researchers and the code of conduct for the recruitment of researchers. Their composition must allow a balanced representation of women and men or, failing that, be in accordance with the proportion of men to women doctoral students in the doctoral school.

6.1 Doctoral school competition

The DS organizes each year a competition for the attribution of doctoral contracts allocated by the tutelles.

6.1.1 Validation of subjects

A DRP proposed to the competition must be carried by an HDR of the teams participating in the doctoral school, with possibly a co-director or co-supervisor. The subject must comply with the description in paragraph 5.1.

An HDR can propose several thesis subjects for the competition, but he/she can only present one subject and candidate. In the event that a topic is not selected or presented in the competition, it may be re-proposed for the next competition. It is the responsibility of the HDR to determine the future of the subject.

The participation to one edition of the DS days during the last 5 years is necessary to be able to propose a DRP for the DS competition (for example for 2020: between 2015 and 2019). An exemption will be given for HDR having defended for less than 2 years (for 2020: defense after June 2018) or having joined the DS for less than 2 years (By decision of the DS Council of December 6, 2017, modified during the Council of April 18, 2018)

6.1.2 Validation of applications

A candidate to the competition for doctoral contracts must apply for one of the subjects validated by the DS.

The application file includes the following documents:

- The application form for the competition
- The subject of the thesis for which the candidate is applying
- A free-form CV of 3 pages maximum
- A copy of the Master's degree or of the Master's grades and, if the candidate has not defended, the corresponding informative documents
- A letter of motivation, also specifying the professional project after the thesis
- A letter of recommendation from the thesis director
- A letter of recommendation from the team leader (if different)
- Possibly other letters of support
- The information sheet for the doctoral contract
- Copies of both sides of the identity card or passport
- A copy of the "carte vitale"
- A copy of the residence permit (if applicable)

The admissibility of applications is examined by the Board. Candidates are notified of their eligibility for the oral test.

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A pre-selection of applications may be carried out by the Office in order to allow the competition to be held in 2 days with a maximum pressure rate of 25% (=number of contracts/number of candidates).

6.1.3 Jury of the DS competition

Each team member of the ED or host team of doctoral students must designate one (and only one) HDR or active co-supervisor to participate in the jury. The designation and the confirmation of the effective participation in the jury are the responsibility of the teams and must be done at the time of the request by the ED and according to the indicated calendar. The list of jury members is published by the ED 15 days before the competition. No modification is possible after publication of the jury. It is not possible to add invited persons to the jury. Two representatives of the doctoral students are present during the hearings, but do not take part in the vote.

Participation in the deliberation is subject to presence and punctuality during the whole duration of the hearings.

6.1.4 Selection of candidates

The competition is based on an oral test.

This is organized in order to be able to audition all eligible candidates, in principle over two days.

The oral test consists of a 10-minute presentation. The presentation must focus on the candidate's qualifications, skills and research experience (e.g. during the Master 2 internship or equivalent).

The candidate must limit himself/herself to 2 slides to address the subject of his/her thesis. Failure to comply with this 2-slide rule is disqualifying.

The oral presentation is followed by a 5-minute question/discussion session with the jury.

After deliberation, the jury establishes a main list and a complementary ranked list. The list is published on the ED website. Candidates from laboratories affiliated to Sorbonne University and Université Paris Cité are ranked separately. Applicants from Institut Pasteur teams will be ranked for participation in the EHESP competition, but will not be eligible for a doctoral contract from the universities.

6.1.5 Calendar

Each year, the ED publishes and distributes a calendar to all teams, HDRs and candidates, specifying the deadline for submission of entries to the jury, the subjects, the date for submission of applications and the date of the competition.

6.2 Applications for other funding

Any DRP, whatever its mode of financing, must be submitted for prior validation by the DS; no retrospective validation will be possible. Obtaining doctoral funding without prior validation of the subject by the office will result in the refusal of registration. The existence of a prior validation of a subject by the office does not exempt from the necessity to inform the DS when resubmitting for a different funding.

6.2.1 Applications requiring selection or ranking by the DS

6.2.1 Applications requiring selection or ranking by the ED

Calls for proposals known by the DS which require a selection or a ranking of the applications by the DS are disseminated to all HDRs, with a calendar for submission of subjects for validation by the DS.

The criteria used for the selection of the DRP will be identical to those described in 5.1, as well as the adequacy with the call for tenders. When the candidate is known, the CV of the candidate must also be communicated to the DS during the validation.

The actual validation of the subject by the DS, and, if necessary, a written opinion from the DS can only be obtained if the deadlines are respected.

6.2.2 Doctoral funding from call for applications requesting a visa from the DS

Subjects submitted to calls for tender which require an opinion or a visa by the DS must be transmitted according to the calendar transmitted by the DS when it exists, and in the opposite case according to the modalities foreseen in 5.1.4. When the candidate is known, the CV of the candidate must also be communicated to the DS during the validation.

6.2.3 Doctoral funding from call for applications that does not require a visa from the DS

Subjects submitted to calls for tender that do not require an opinion from the DS must be transmitted according to the procedures provided in 5.1.4. When the candidate is known, the CV of the latter must also be communicated to the ED during the validation.

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6.3 Salaried applicants

Salaried candidates, including CIFREs, must submit the DRP to the Board for validation.

A written commitment from the employer specifying the amount of time allocated to research must be provided. This must not be less than 40% over the duration of the thesis for candidates hosted in a Université Paris Cité team, and 50% for candidates hosted in a Sorbonne University team.

Article 7 : Supervision doctoral students

7.1 Direction, Co-direction, Co-supervision, Authorization to supervise a thesis

The thesis director is the supervisor who is responsible for the scientific direction of the doctoral project. The thesis director must have validated the Habilitation to Supervise Research (HDR).

The responsibility can be assumed jointly by the thesis director and a second supervisor, the co-director. The co-director of the thesis must have validated the Habilitation to Supervise Research (HDR).

An emeritus or surplus professor may complete the supervision of a doctoral thesis in progress, but may not recruit new doctoral students under his or her sole supervision. He/she may, however, continue to participate in the supervision of a doctoral student directed by another person as a co-supervisor.

Co-supervisors may participate in the supervision of the thesis. They may or may not hold an HDR. In this case, the respective responsibilities and missions of each must be determined with the doctoral student and specified in the training agreement.

A staff member of a team affiliated to the doctoral school who does not hold an HDR may, under certain conditions defined by the university to which he or she belongs, obtain an authorization to direct a thesis (ADT). This request for an ADT is made under the responsibility of the staff concerned. As an indication, the criteria of the universities provide for granting ADTs only under very limited conditions: obtaining an ERC, an ANR JCJC. In the case of an ADT, the staff undertakes to submit their HDR file within 2 years of obtaining the ADT. Le directeur de thèse est l'encadrant qui porte la responsabilité de la direction scientifique du projet doctoral. Le directeur de thèse doit avoir validé l'Habilitation à Diriger des Recherches (HDR).

7.2 Number of doctoral students per supervisor

The maximum number of doctoral students supervised simultaneously depends on the university:

- For Sorbonne University, it must not exceed 3 doctoral students for a 100% supervision. Co-supervision with an HDR, whether or not in the context of a cotutelle, represents 0.5 doctoral students for each co-supervisor. Under certain conditions, exemptions may be granted by the DS office.

- For Université Paris Cité, the number of doctoral students must not exceed 4 for a 100% supervision, with a limit of 6 doctoral students in the case of co-direction or co-supervision. Co-directors and co-supervision are counted at 50%.

An HDR may not register more than two doctoral students (individuals) each year.

Article 8 : Cotutelles

Within the framework of a cotutelle agreement with one or more foreign higher education institutions, the doctoral student carries out his or her work under the responsibility, in each of the countries concerned, of a thesis director who carries out his or her supervisory functions in collaboration with the other thesis director(s)..

Article 9 : Registration and re-enrolment procedures, exemptions

9.1 First registration

Registration for a doctorate is governed by the decree of May 25, 2016, which sets the national framework for training and the procedures leading to the award of the national doctoral diploma. Registration in the first year of the doctorate is done after the doctoral student's admission procedure. The administrative procedures for registration are set by the registration institution.

All DS doctoral students must be registered in one of the accredited universities (Sorbonne University, Université Paris Cité). After admission to the doctoral school, the DS secretariat will contact the candidate to start the administrative registration.

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9.2 Re-registration

Registration is renewed at the beginning of each academic year by the head of the institution, on the proposal of the director of the doctoral school, after the opinion of the thesis director and the doctoral school's monitoring committee. Beyond the limit set by the Order of May 25, 2016 on doctoral training, the head of the institution may grant an extension upon a reasoned request from the doctoral student in the cases mentioned in article 14 of the Order of May 25, 2016. For doctoral students who do not fall into these categories, an extension as a derogation may be granted by the head of the institution after the opinion of the thesis director, the monitoring committee and the director of the doctoral school.

The documents to be provided to support the request for re-registration will depend on the year of registration, and will respect the calendar provided by the doctoral school. For each registration after the first one, the following documents will be required: the report of the monitoring committee, the authorization given by the supervisor, the authorization given by the monitoring committee of the DS. These documents can be transmitted through the ADUM platform.

For any re-registration, the application must specify the funding conditions of the doctoral student for the period in question. The granting of a registration exemption is imperatively subject to a funding amount equivalent to the minimum net monthly remuneration of the doctoral contract (cf. decree of August 29, 2016) allowing the doctoral student to work in good conditions and to envisage a defense within a suitable timeframe. The report of the monitoring committee, the timetable for writing the manuscript and/or the thesis plan must also be included in the derogatory registration application.

Article 10 : Training agreement (Convention de formation)

At the time of the first registration, an individual training agreement specifying the terms and conditions of the doctoral training is filled out by the doctoral student and the thesis director. It can be modified as needed, especially concerning the individual training plan in relation to the professional project.

10.1 Writing the training agreement

Some indications for filling in the training agreement:

Doctoral contracts are not grants: Check the 1st box if DS, not the 2nd box.

If the doctoral student is part-time, the time devoted to the thesis cannot be less than 50% in total.

Give preferably in the text or in the appendix, the schedule of the research project as it has been defined and validated at the time of application.

If there are two supervisors, it is imperative to specify their respective roles.

Describe your professional project after the thesis

Specify all the training courses that the doctoral student plans to follow (whether or not these courses correspond to the courses that will be validated by the ED to reach the 15 credits). Include them directly in the document, or attach them as an appendix.

Describe the articles planned in the project and the journals that are targeted.

Article 11 : Progress of the PhD

11.1 Follow-up of the doctoral student

The doctoral student's follow-up is organized by the thesis director and the doctoral school, notably through the setting up of an individual PhD progress committee.

The composition, organization and functioning of this committee are determined by the DS council. The provisions specific to DS 393 are taken in agreement and in the spirit of article 13 of the decree of May 25, 2016 in order to ensure an individualized and homogeneous follow-up of all PhD students.

11.2 Monitoring committee

The PhD progress committee (PPC) is composed of a specialist in the field, i.e. competent to judge the scientific content of the doctoral student's work, and a non-specialist in the field chosen from among the DS's HDR. The specialist member is proposed by the doctoral student and his/her supervisor and must be approved by the doctoral school.

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The role of the PPC is to establish, through direct exchange with the doctoral student and the supervisor, the possible difficulties encountered and the means implemented to overcome them. It ensures that the doctoral student is thinking about his or her career path and that he or she is seeking or benefiting from training that is adapted to his or her research project and professional project. He/she ensures that the student is aware of research ethics and scientific integrity. If necessary, it reports any form of conflict, discrimination or harassment to the doctoral school and the competent authorities.

The PPC must be constituted within the semester following the first registration. The PPC meets during the first year of registration (between March and June) and then every year until the defense. The PPC meets for an indicative duration of one hour, in which three sequences are mandatory: 1 - a presentation of the progress of the doctoral student's work in the presence of the doctoral student and the supervisor, 2 - an interview with the PPC with the supervisor alone, 3 - an interview with the PPC with the doctoral student alone. In order to prepare for the meeting with the PPC, the PhD student fills out a "CSI form" (model available on the DS website) which outlines current and future publications as well as teaching credits. No written report is required in preparation for the CSI meeting. The presentation of the results by the PhD student can be based on the classic scientific communication tools (slides, poster, etc.)

In order to avoid conflicts of interest, PPC members will not be part of the thesis jury. An exemption may be granted upon a justified request to the doctoral school.

At the end of this interview, the PPC sends a report to the doctoral school's Follow-up Commission. The evaluation carried out by the CSI allows the PhD Monitoring Committee to judge the progress of the thesis and ensures equal treatment for all PhD students. On the basis of the CSI's recommendation, doctoral school's Follow-up Commission can then schedule an interview with the PhD student. This interview will always be carried out: if it is requested by the doctoral student or his/her supervisor, if it is a 2nd re-registration in the absence of an article submitted during the 2nd year or if no teaching credit has been validated during this period, and for any re-registration starting from the 3rd year. If necessary, the Thesis Monitoring Committee will also hear the thesis director. The opinion of the Follow-up Commission is finally distributed to the doctoral student, his/her supervisor and the members of the PPC. This opinion is required for registration from the third year onwards.

Apart from this regular follow-up, doctoral students and supervisors can meet with the doctoral school management at their convenience to discuss the progress of a doctorate.

11.2 Individual training plan

The doctoral student sets up a training plan that allows him/her to acquire new knowledge and to develop scientific and transferable skills that will serve both his/her doctoral research project and his/her professional future. This plan is drawn up at the beginning of the doctorate by the doctoral student in consultation with his/her director and the director of the doctoral school. It can be modified throughout the course of the doctoral program. The doctoral schools advise doctoral students and assess the coherence of their individual training plan. Doctoral students must undergo training in research ethics and scientific integrity. Each doctoral student benefiting from a complementary mission to the doctoral contract undertakes to follow the training courses that will be specifically proposed in this framework.

11.2.1 Training during the thesis

DS 393 asks doctoral students to choose so-called "opening" courses for all the training courses. From this point of view, any activity that is scientifically or professionally relevant can be validated, except if it is directly related to the thesis subject, is necessary for the thesis (learning techniques directly used in the thesis for example) or is part of the usual activity of a researcher (participation in seminars, congresses).

Training directly related to the thesis subject or to the usual activity of a researcher is not included in the credits deducted by the ED, but can be described in the agreement and then the portfolio.

The doctoral student himself/herself, in agreement with his/her supervisor, draws up a 3-year training plan which must be included in the training agreement.

This training plan must include training in ethics and scientific integrity delivered by the doctoral training institute of the university where the student is registered. (Article 3 of the decree of 25 May 2016).

11.2.2 Validation of credits

The doctoral student proposes the courses for validation of credits to the director of the DS. The validation request must be accompanied by a program and a certificate of attendance or the diploma. The validation is individual and depends on the subject of the PhD student. The basis for validation is about 10 hours for one credit, which can be reduced according to the perceived interest of the training and the investment it requires from the PhD student.

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The following cases have been decided by the DS council:

- Doctoral missions are validated at 2.5 credits per year.
- Teaching hours outside of missions are validated on the basis of 30h = 1 credit (Validated by the DS Council on December 7, 2016)
- Doctoral students enrolled in the EHESP Doctoral Network validate 10 credits for the entire EHESP curriculum and therefore only need 5 additional credits for the DS
- In the case where the doctoral student is authorized to supervise a master's degree, this supervision will be validated by 3 credits under the following conditions (validated in the DS Council of September 14, 2015):
 - o The request must concern only one supervision
 - o The PhD student must be in the last year of his/her thesis and the supervision must not interfere with the progress of the thesis (writing of documents)
 - o The subject of the Master's degree must be different from the subject of the supervising doctoral student
 - o The cover of the thesis must explicitly display the name of the supervising doctoral student
 - o The doctoral student must indicate the number of hours devoted to supervision
- Training for the TOEIC Listening and Reading test is validated by 3 credits for doctoral students who did not have the level at the beginning: Obtaining a TOEIC > or = 785 (level C1 or C2), for a doctoral student with an initial TOEIC level < 400 (level A1 or A2)
- French language training is valid for foreign doctoral students.
- Participation in the annual seminar of the doctoral school validates 2 credits each year, up to a limit of 3 participations.
- The investment as a doctoral student representative during the 2 years of the mandate validates 2 credits.

11.2.3 Information and DS seminar

Doctoral students must participate in the activities of the institution and the doctoral school.

This includes the welcome day for doctoral students organized by the Collège des Ecoles Doctorales, and various professional meetings,

Each year (on February), the DS organizes a seminar for doctoral students, but also for researchers from the teams attached to the DS.

An organizing committee is designated each year, notably among the HDR of the DS, to elaborate a program related to the theme proposed by the Board and validated by the Council.

On the occasion of these days :

- the winners of the DS competition present their thesis topics.
- The other PhD students (2nd and 3rd year) present a poster on their subject or the evolution of their work, which gives rise to a scientific discussion with an HDR present on site.

During the DS days, the election of the PhD students' representatives takes place (cf. paragraph " PhD students' representatives " 4.3)

Article 12 : Césure

In exceptional cases, upon a justified request from the doctoral student, a period of uninterrupted leave of absence of a maximum duration of one year and a minimum duration of 6 months may be granted once, by decision of the head of the institution after consultation with the thesis director and the director of the doctoral school. During this period, the doctoral student temporarily suspends his/her training and research work.

The doctoral student benefiting from specific funding dedicated to obtaining a doctorate must obtain the agreement of his or her employer and the funder; the work contract is suspended for the duration of the gap.

The gap period must coincide with an academic semester.

It must take place before the second semester of the third year of the full-time equivalent thesis.

The specific regulations and procedures of each university must be respected.

Article 13 : Defense of the doctorate

The defense of the doctorate is governed by the decree of May 25, 2016 setting the national framework for training and the procedures leading to the award of the national doctoral diploma.

A defense cannot be considered until the candidate:

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- Has 2 original articles accepted as 1st author in peer-reviewed journals indexed in MEDLINE or WOS; with the exception of editorials and letters (correspondences, research letter). Patent applications related to the work performed may also be considered at this stage, as well as computer conferences ranked A or B in the CORE Rankings Portal.

- Has completed 15 training credits (minimum)

For a co-first author paper to be validated, the other co-first author(s) must be of a distinctly different specialty than the PhD student. It is reminded that the doctoral student, as well as the thesis director, must comply with the rules of signature of his or her registration institution.

The official request for defense from the university of registration can then be started. The defense can only take place if the above conditions are fulfilled and if the 2 rapporteurs give a favorable opinion to the defense.

13.1 Writing the manuscript

Since the thesis leads to the award of a French national diploma, it is the rule that it be written and defended in French. However, it may happen that, for scientific reasons, the subject matter requires the introduction of a language other than French. It is up to the director of the doctoral school, who is competent to judge questions of scientific priority, to decide, on the advice of the thesis director. In accordance with the recommendation of the Ministry, a long written summary of at least 15 pages in French will be required.

13.2 Designation of the rapporteurs

In accordance with the decree of May 25, 2016, the doctoral student's work is examined by at least two rapporteurs. They must be external to the doctoral school and to the doctoral student's enrolling institution and must not have any involvement in the doctoral student's work. In particular, they must not have co-authored any articles with the doctoral student. The referees may belong to foreign higher education or research institutions. Rapporteurs must have the HDR or equivalent level, except in the case of a foreign reporter or a person whose competence is recognized in the field of the thesis. These cases must be explained in the application for defense, and the rapporteur without HDR must in all cases have a thesis (PhD) and provide a CV.

13.3 Appointment of the defense jury

The jury must comply with the conditions set out in article 18 of the decree on doctoral training or in the cotutelle agreement, if applicable.

When the conditions for the defense are met, a proposal for the jury is sent to the ED for validation, including at least two rapporteurs and the thesis director.

The jury must be validated by the head of the ED for the university where the student is registered between 3 and 4 months before the planned date of the defense (see ED website).

When the doctorate is prepared through the valorization of acquired experience, the jury respects the decree of May 25, 2016 as well as the legislation of the VAE. Le jury doit être conforme aux conditions fixées dans l'article 18 de l'arrêté sur la formation doctorale ou dans la convention de cotutelle, le cas échéant.

13.4 Timetable and procedures for the defense

The timetable and procedures for submitting the defense file are set by each institution and can be consulted on the doctoral school's website. The request for defense must be submitted to the doctoral school at least 3 months before the defense. The reporters' reports must reach the doctoral school at least 4 weeks before the defense. In case of non-compliance with the schedule or the procedures, the defense may be postponed to a later date.

13.5 Conduct of the defense

The defense is public, except in the case of an exceptional dispensation granted by the head of the institution if the subject of the thesis is of a proven confidential nature.

13.6 Minutes (procès-verbal) and report of the defense

The president of the jury signs the minutes of the defense, which indicate whether the student has been admitted or deferred. In accordance with the regulations, no mention is issued. The defense report, written in French, must allow the assessment of the candidate's ability to present his or her work and his or her mastery of his or her research subject.

It is signed by the president of the jury and countersigned by all the members of the jury present at the defense. The

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defense report is communicated to the doctoral student in the month following the defense.

Article 14 : Termination of the doctorate

The termination of the doctorate results in the termination of the doctoral research project, of the work contract (if applicable) and in the non-re-enrolment in the diploma. It can occur on the doctoral student's personal decision, following the doctoral student's failure to respect his/her commitments, following the opinion of the monitoring committee or following the opinion of the conflict prevention and resolution commission. In case of non-renewal, after the opinion of the thesis director and the director of the doctoral school, the President will notify the doctoral student of the reasoned opinion.

Article 15 : Conflict resolution

In case of conflict or disagreement, the doctoral student, as well as the thesis director, is encouraged to contact the director of the doctoral school as soon as possible. He or she may be received in a confidential interview. The role of the director of the doctoral school (or of a person he or she may mandate for this purpose) is to encourage peaceful discussion and to seek an appropriate solution acceptable to both parties.

If the conflict cannot be resolved, the director of the doctoral school, or one of the parties, will refer the matter to the conflict prevention and resolution commission of the Sorbonne University Doctoral Training Institute.

Article 16 : Monitoring the future of doctoral students

Doctoral schools participate in the implementation of support mechanisms for the pursuit of professional careers after obtaining a doctorate in the public and private sectors, in conjunction with the services of the institutions concerned, and concerning the follow-up of the professional careers of doctoral students. Doctoral students are informed of the various career opportunities to which they can reasonably aspire after their doctoral training. Doctoral students undertake to respond to the follow-up surveys carried out by the institutions several years after obtaining their doctorate.

Modalities, date of entry into force and duration of validity of the internal rules

The internal rules are valid for the duration of the establishment contract. They are voted by the doctoral school council, They are published on the doctoral school's website.

The present internal regulations have been voted on February 15, 2021 by the council of the doctoral school.

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Appendix 1 : List of research teams attached to the Doctoral School 393

Unit	Team	University of affiliation	Head of the team
UMR_S 970 Paris Centre de recherches - Cardiovasculaire (PARCC)	Integrative epidemiology of cardiovascular diseases	Université Paris Cité	M. JOUVEN Xavier et M. EMPANA Jean-Philippe
UMR_S 970 Paris Centre de recherches - Cardiovasculaire (PARCC)	ATIP-AVENIR: Paris expertise center for organ transplantation	Université Paris Cité	M. LOUPY Alexandre
UMR_S 1123 Epidémiologie Clinique et Evaluation Economique Appliquées Aux Populations Vulnérables (ECEVE)	ECEVE	Université Paris Cité	Mme CHEVREUL Karine
UMR_S 1124 Toxicité environnementale, cibles thérapeutiques, signalisation cellulaire et biomarqueurs (T3S)	Genetic epidemiology and functional genomics of multifactorial diseases	Université Paris Cité	Mme DEMENAIIS Florence
UR 1135 Centre d'Immunologie et de Maladies Infectieuses (CIMI)	UR 1135 Centre d'Immunologie et de Maladies Infectieuses (CIMI)	Sorbonne Université	M. ROBERT Jérôme
UMR_S 1136 Institut Pierre Louis d'Epidémiologie et de Santé Publique (IPLESP)	Maladies transmissibles: surveillance et modélisation (SUMO)	Sorbonne Université	M. BOËLLE Pierre-Yves
UMR_S 1136 Institut Pierre Louis d'Epidémiologie et de Santé Publique (IPLESP)	Epidémiologie clinique des maladies virales chroniques (CLEPIVIR)	Sorbonne Université	M. CARRAT Fabrice
UMR_S 1136 Institut Pierre Louis d'Epidémiologie et de Santé Publique (IPLESP)	Pharmacoépidémiologie et évaluation des soins (PEPITES)	Sorbonne Université	Mme TUBACH Florence
UMR_S 1136 Institut Pierre Louis d'Epidémiologie et de Santé Publique (IPLESP)	Equipe de recherche en épidémiologie sociale (ERES)	Sorbonne Université	Mme MELCHIOR Maria
UMR_S 1136 Institut Pierre Louis d'Epidémiologie et de Santé Publique (IPLESP)	Environnement, mobilité et santé (NEMESIS)	Sorbonne Université	M. CHAIX Basile
UMR_S 1137 Infection, Anti-infectieux, Modélisation, Evolution (IAME)	Biostatistical Modelling, Pharmacometrics and Clinical Investigation in Infectious Diseases (BIPID)	Université Paris Cité	Mme MENTRE France et M. GUEDJ Jeremie

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UMR_S 1137 Infection, Anti-infectieux, Modélisation, Evolution (IAME)	Decision Sciences in Infectious Disease Prevention, Control and Care (DeSCID)	Université Paris Cité	Mme BURBAN Sylvie
UMR_S 1138 Centre de Recherche des Cordeliers (CIC)	UMR_S 1138 Centre de Recherche des Cordeliers (CIC)	Université Paris Cité	Mme ZOHAR Sarah
UMR_S 1142 Laboratoire d'Informatique Médicale et d'Ingénierie des Connaissances pour la e-santé (LIMICS)	UMR_S 1142 Laboratoire d'Informatique Médicale et d'Ingénierie des Connaissances pour la e-santé (LIMICS)	Sorbonne Université	Mme JAULENT Marie-Christine
UMR_S 1146 Laboratoire d'Imagerie Biomédicale (LIB)	UMR_S 1146 Laboratoire d'Imagerie Biomédicale (LIB)	Sorbonne Université	Mme BRIDAL Lori et M. TAULIER Nicolas
UMR_S 1153 Centre de Recherche en Epidémiologie et StatistiqueS (CRESS)	Obstetrical, Perinatal and Pediatric Epidemiology Research Team (EPOPé)	Université Paris Cité	M. ANCEL Pierre-Yves
UMR_S 1153 Centre de Recherche en Epidémiologie et StatistiqueS (CRESS)	Epidemiology and Clinical Statistics for Tumor, Respiratory, and Resuscitation Assessments (ECSTRRA)	Université Paris Cité	Mme CHEVRET Sylvie
UMR_S 1153 Centre de Recherche en Epidémiologie et StatistiqueS (CRESS)	Clinical epidemiology applied to rheumatic and musculoskeletal diseases (ECAMO)	Université Paris Cité	M. ROUX Christian
UMR_S 1153 Centre de Recherche en Epidémiologie et StatistiqueS (CRESS)	Methods of therapeutic evaluation of chronic diseases (METHODS)	Université Paris Cité	Mme BOUTRON Isabelle
UMR_S 1153 Centre de Recherche en Epidémiologie et StatistiqueS (CRESS)	EARly life Research on later Health (EARoH)	Université Paris Cité	Mme CHARLES Marie-Aline
UMR_S 1153 Centre de Recherche en Epidémiologie et StatistiqueS (CRESS)	Epidemiology of childhood and adolescent cancers (EPICEA)	Université Paris Cité	Mme CLAVEL Jacqueline
UMR_S 1153 Centre de Recherche en Epidémiologie et StatistiqueS (CRESS)	Health Environmental Risk Assessment (HERA)	Université Paris Cité	Mme MOMAS Isabelle
UMR_S 1153 Centre de Recherche en Epidémiologie et StatistiqueS (CRESS)	Epidemiology of Ageing & Neurodegenerative diseases (EpiAgeing)	Université Paris Cité	Mme SINGH-MANOUX Archana
UR 1163 Imagine Institute	Génétique humaine des maladies infectieuses : prédisposition complexe	Université Paris Cité	M. ABEL Laurent

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EA 7537 Biostatistique, traitement et modélisation des données biologiques	BioSTM	Université Paris Cité	M. ROZENHOLC Yves
UR 8251 Biologie Fonctionnelle et Adaptative (BFA)	Modélisation computationnelle des interactions protéines-ligand	Université Paris Cité	Mme CAPROUX Anne-Claude
CIC 1417 Centre d'investigation en Vaccinologie	CIC 1417 Centre d'investigation en Vaccinologie	Université Paris Cité	Mme LAUNAY Odile
UMR 2000 Modélisation Mathématique des Maladies Infectieuses	UMR 2000 Modélisation Mathématique des Maladies Infectieuses	Institut Pasteur	M. CAUCHEMEZ Simon
Laboratory Junior Group (G5) Génétique Statistique	Laboratory Junior Group (G5) Génétique Statistique	Institut Pasteur	M. ASCHARD Hugues
Laboratoire Epidémiologie des maladies émergentes	Laboratoire Epidémiologie des maladies émergentes	Institut Pasteur	M. FONTANET Arnaud
Laboratory Junior Group (G5) Epidémiologie et analyses des maladies infectieuses	Laboratory Junior Group (G5) Epidémiologie et analyses des maladies infectieuses	Institut Pasteur	M. WHITE Michael
UMI 209 Unité de Modélisation Mathématique et Informatique des Systèmes Complexes (UMMISCO)	UMI 209 Unité de Modélisation Mathématique et Informatique des Systèmes Complexes (UMMISCO)	Sorbonne Université	M. ROCHE Benjamin
UMR 261 Mère et enfant en milieu tropical (MERIT)	UMR 261 Mère et enfant en milieu tropical (MERIT)	Université Paris Cité	M. GARCIA André
UMR196 Centre Population et Développement (CEPED)	UMR196 Centre Population et Développement (CEPED)	Université Paris Cité	M. LARMARANGE Joseph
UR 5 Mortalité, santé, épidémiologie (MSE)	UR 5 Mortalité, santé, épidémiologie (MSE)	INED	M. CAMARDA Carlo-Giovanni et Mme KHLAT Myriam
GRC9 - ARPE	Groupement de Recherche Clinique 9 "Réanimation - Anesthésie - Médecine Périopératoire"	Sorbonne Université	M. CONSTANTIN Jean-Michel
Institut de Psychiatrie et Neurosciences de Paris	AVC: déterminants du pronostic, recherche translationnelle et médecine personnalisée	Université Paris Cité	M. TURC Guillaume

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Appendix 2: List of the DS 393 council members

- Sorbonne Université : Florence Tubach, Fabrice Carrat, Jean Charlet, Maria Melchior, Lori Bridal.
- Université Paris Cité : Pierre-Yves Ancel, Sandrine Lioret, Jérémie Guedj, Anne-Claude Camproux, Aurélie Bourmaud, Anita Burgun, Annabel Desgrées du Loû.
- Pasteur : Arnaud Fontanet
- Membres extérieurs : David Biau, Jean-François Guéguan, Patricia Carrieri, David Evans
- BIATSS : the DS393 administrative assistant, Dominique Belle
- Représentant.e.s des Doctorants : Manon Chossegros, Vanille Lejal, Guillaume Ollitrault, Honor Scarlett, Shuai Yang

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Appendix 3: List of the DS 393 Board members

- Pierre-Yves Boëlle, Sorbonne Université
- Isabelle Boutron, Université Paris Cité
- Cédric Laouénan, Université Paris Cité
- Murielle Mary-Krause, Sorbonne Université
- Agnès Dechartre, Sorbonne Université
- The DS administrative assistant
- Représentant.e des doctorants

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Appendix 4: List of the members of the DS 393 Follow-up commission

- Pierre-Yves Ancel, UMR-S 1153, Paris-Descartes, Responsable du Comité de suivi
- Pierre-Yves Boëlle, UMR-S 1136, Sorbonne Université
- Sarah Zohar, Centre de Recherche des Cordeliers
- Murielle Mary-Krause, UMR-S 1136, Sorbonne Université
- Représentant.e des doctorants
- The DS administrative assistant

And other members of the doctoral school.

Dernières modifications	Date	Validées en réunion du Conseil d'ED du
4.2 Commission de suivi des doctorants de l'ED	17/02/2023	
11.1 Suivi du doctorant et 11.2 Comité de suivi	14/03/2022	
Annexes 2, 3 et 4	6/04/2023	