



UNIVERSITÉ
DE LORRAINE

DETAILED INTERMISSION PROCEDURE

Direction de la Recherche et de la Valorisation
Sous-Direction des Études Doctorales

MAJ 13/04/2022

Steps to follow



What is intermission ?

⇒ PhD students are strongly encouraged to consult with their thesis supervisor before submitting their application. It is indeed more likely to be accepted if prepared in conjunction with the thesis supervisor.

During your PhD program at the Université de Lorraine, you **may obtain permission** to take an "intermission" **from the President of the University on very special circumstances**. Intermission allows you, **within the framework of a personal or professional project**, to take a break from your studies while still remaining enrolled at the University so as to gain some experience in a company or association, or to set up a collaborative project for instance. **You may request to intermit for a maximum and continuous period of one academic year (for the whole duration of the PhD). Retrospective applications for intermission will not be accepted.** You therefore need to anticipate your application.

⇒ Intermission can be taken for a period of one or two academic semesters, but always within the same academic year. Intermission is only possible once during the PhD.



How do I apply for intermission?

⇒ Only approved applications can lead to intermission.

⇒ At the end of your intermission period, you will resume your studies.

- ✓ You must be enrolled as a PhD student at the Université de Lorraine.
- ✓ You must first make an appointment with your thesis supervisor and your doctoral school director in order to discuss your request with them and ask for their opinion.
- ✓ You must then complete the intermission application form and attach the requested documents and any other relevant supporting documents. The complete application must be submitted to the administrative officer of your doctoral school.
- ✓ Your application will be reviewed by the President of the University, who will approve or refuse it.

!In any case, read the appendix to the application form carefully to know all about intermission implementing terms and conditions!

Intermission application form

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To apply for intermission, the PhD student must:

- Be duly enrolled at the Université de Lorraine (i.e. have a valid certificate of enrollment for the current year)
- Provide any supporting documents that can be used to assess the relevance of his/her request and the possibilities of implementation
- Comply with the intermission implementing terms and conditions (see appendix)

If the PhD student does not provide all the additional documents necessary for the examination of his/her request within the time limits set by the administration, he/she is deemed to have abandoned the procedure (decree No. 2001-492 of 6 June 2001 modified, in particular its article 2)

The PhD student undertakes to continue his/her studies at the University after his/her intermission ends.

In the case of a cotutelle (i.e. joint PhD), intermission cannot be granted without the approval of both universities.

Applicants are invited to read the appendix to this document "Intermission implementing terms and conditions" carefully.

UL student number: | _ | _ | _ | _ | _ | _ | _ | _ | _ |

BIRTH NAME _____ MARRIED NAME _____

FIRST NAME _____

Postal Address _____

Doctoral School _____ Speciality _____

PhD student under an employment contract with Université de Lorraine (i.e. employed by UL): YES NO

Type of funding: _____

Appointment dates with Thesis Supervisor and Doctoral School Director: ____/____/____ and ____/____/____

1st academic year of enrollment in PhD studies: ____/____

Last administrative enrollment ____/____ PhD level before intermission _____

Length of intermission (continuous period of up to 1 year maximum): From ____/____/____ to ____/____/____

Activities carried out during intermission:

Volunteer activities within an association or organisation

New activity (linked to an employment contract)

Additional training

Business creation project

Obligation or constraint related to the main job

Taking civil service entrance examinations

Other: _____

Intermission application form

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Reasoned request and description of the activities carried out during intermission (specify the nature of the project, how it will be carried out, its objectives and provide any documents that can support your request and allow its examination)

Please attach a CV to your application.

Date and signature of the PhD student:

Intermission application form

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If PhD funding (outside UL): Employer's opinion Favourable Unfavourable

Name of the contact person: _____

Signature:

If Cotutelle (joint PhD): Partner institution's opinion Favourable Unfavourable

Name of the contact person: _____

Signature:

Name of the Thesis Supervisor:

Reasoned opinion : Favourable Unfavourable

Name of the Doctoral School Director:

Reasoned opinion : Favourable Unfavourable

Decision of the President :

Approved intermission Non-approved intermission

Date and Signature:

Appendix – Intermission implementing terms and conditions



Regulatory References

Circular No. 2019-030 of 10 April 2019

Definition of Intermission within the meaning of the circular:

Intermission is a temporary and voluntary suspension of studies which aims to gain professional or personal experience. The student remains attached to his/her main degree program. In accordance with article D. 611-14 paragraph 2 of the Education Code, intermission cannot be a substitute for graduation projects, work placements or foreign language trainings imposed on students in some specific degree programs.

Ministerial Decree of 25 May 2016 setting the national training framework and the procedures leading to the issuance of the national doctoral diploma (Article 14)

Exceptionally, at the reasoned request of the PhD student, a continuous intermission period of up to one year maximum may be granted once, by decision of the head of the establishment in which the PhD student is enrolled. This decision can only be taken once the employer, if applicable, has given his/her consent and the thesis supervisor and the doctoral school director have given their opinion. During this period, the PhD student temporarily stops his/her training and research work [...] This period is not included when determining the total duration of the thesis. The institution guarantees any PhD students who would take a break from their studies that they will still be registered in their doctoral program at the end of the intermission period.

Ministerial Decree No. 2016-1173 of 29 August 2016 amending Ministerial Decree No. 2009-464 of 23 April 2009 on PhD students under doctoral contract from public higher education or research institutions (Article 8-1)

PhD students under doctoral contract may benefit from an unpaid leave of absence of up to one year maximum during the intermission period provided for article 14 of the Ministerial Decree of 25 May 2016 setting the national training framework and the procedures leading to the issuance of the national doctoral diploma. The duration of the doctoral contract will then be extended by an additional period corresponding to the duration of the leave of absence by means of an amendment.

This leave of absence is granted by the president or the director of the institution in light of the reasoned request submitted by the PhD student concerned, on a proposal from the doctoral school director after having obtained the opinion of the thesis supervisor and the research unit or research team director.



Activities that may justify intermission

"Studies" profile: activities that might improve your knowledge and skills in relation to your career plan such as additional training, additional research (that differs from the thesis subject), company internship, etc.

"Professional" profile, similar to an extended leave : interruption of thesis work due to new obligations at your main job (new position, new responsibilities, new posting) that constrain you to organise your time differently.

"Personal project" profile (humanitarian project, etc.)



Length of intermission

Intermission can be taken for a period of one or two academic semesters, but always within the same academic year. Intermission is possible once during the PhD program.



PhD student's status during intermission

The PhD student must have had completed his/her administrative enrollment to be able to apply for intermission during his/her studies within the institution. He/she must pay the reduced enrollment fees and the CVEC (= contribution to student and campus life) regardless of the length and form of the intermission period. He/she will keep his/her student status while on intermission.



Intermission timing

Intermission is not recommended right from the first year of PhD.

The period of intermission being not counted as part of the duration of the thesis, any continuation of the research work during that period is therefore excluded.