



UNIVERSITÉ
DE LORRAINE

DOCTORAT



HR EXCELLENCE IN RESEARCH

INFORMATION SHEET:

THE « CONTRAT DOCTORAL »

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



What is the « contrat doctoral » ?

The “contrat doctoral” is a type of employment contract specifically created for PhD students.

It has a **fixed duration of 36 months**, corresponding to the reference duration of the PhD studies in France. It usually starts right after registration but can be granted without derogation until one year after the beginning of the doctorate. It stops if the doctoral student defends their thesis before the end of the “contrat doctoral”. It can be extended in the event of work interruption due to health reasons or maternity leave.

It guarantees a minimum salary of 1768,55 € per month (subject to any upgrades).

The employer must be a higher education institution or a public research organization (CNRS, INRIA, INRA...). Funding of the contract can come from different sources as long as they are available to the employer: the organization’s own resources, contract with a private or public body, international program, grant from local authorities, etc.

The aim of the “contrat doctoral” is to fund the PhD student's research activity : it is therefore a researcher contract, exclusive in principle of any other activity : complementary activities may however be authorized within a strictly defined framework.



Opportunities to engage in complementary activities

The regulatory text on the “contrat doctoral” stipulates that the PhD student may engage in certain complementary activities, under well-defined conditions

The nature of these complementary activities may be

- ✓ teaching in a higher education institution
- ✓ disseminating scientific and technical information and promoting research
- ✓ the expertise carried out within a public (administration, territorial collectivity...) or private organization (company, association...)

The PhD student may engage in several complementary activities.

- ✓ The volume of activity authorized for these additional activities is capped at one-sixth of the annual working time of a research professor, ie 64 equivalent “TD” hours, or 32 days (for activities other than teaching).
- ✓ The engagement into these additional activities shall correspond to fair remuneration. The amount of this remuneration is generally financed by the organization or department that benefits from these activities.
- ✓ The exercise of a complementary activity implies an authorization from the PhD student's research supervisors (thesis director, laboratory director, doctoral school director) who shall confirm that the complementary activity will not be carried out to the detriment of their research activity.



Engage in teaching

In regards with the **remuneration scheme** for teaching hours carried out by the "contrat doctoral", it is computed according to the number of carried out teaching hours, following two options :

- ✓ The remuneration can be made under the regime of "**vacation**", with an authorization for the pursuit of simultaneous activities. "Vacations" are taken into account outside the contract, paid after the service is carried out. Under the common system, "TP" hours are paid at the "TP" rate (66% eq "TD"). The contractor's file is managed by the teaching component (faculty, school of engineering...).
- ✓ Remuneration can be made under the "**mission complémentaire**" regime - which exists only for a "contrat doctoral". It implies that the teaching mission to be carried out is known since the beginning of the academic year, for the 12 months of that year. Consequently, an amendment is added to the "contrat doctoral", and the PhD students are paid by one-twelfth, every month, and one "TP" hour is paid at the "TD" rate ("TP" = "TD"). The signing on the contact's amendment is managed by the university's Human Resource department.

Teaching service shall be considered if, **whatever the year of doctoral contract:**

- ✓ PhD students willing to engage as higher-education teacher shall be considered within the "mission complémentaire" regime. They shall complete a teaching service of at least 32 hours "TD" (32 eq "TD", 48 eq "TD" or 64 eq "TD"; when the "mission" threshold is reached, so "TP" = "TD") and undergo a pedagogy training organized by the university. In addition, teaching components shall identify referees for PhD students to find support in order to improve their teaching practice;
- ✓ Other PhD students may be offered a teaching service that will be less than 32h eq "TD", and they will not be required to follow a pedagogy training (which however will remain open to them). This service will be carried out under the "vacations" regime.

To know :

All PhD students with "normalien" status or who passed the CAPES or Agrégation examinations, must be assigned teaching services (64h eq TD) and are managed under the teaching mission regime. Indeed, the validation of the probation period for laureates of teaching duties competitive exams shall not consider "vacations".



Teaching services are proposed by teaching components.

For PhD students under "contrat doctoral" who have not carried out any teaching mission yet, the university organizes a "recruitment" campaign at the beginning of the academic year, during which the teaching components propose teaching services and select candidates who applied. When the academic year is completed the university organizes a "renewal" campaign asking the components if they are ready to keep PhD students who completed a mission for their course for the following year.

All teaching services for PhD students enrolled in "contrat doctoral" must be previously identified and approved not only by the teaching component but also by the doctoral research supervisors : thesis director, laboratory director and doctoral school **director (article 5- 3 of Decree No. 2016-1173 of 29th of August 2016)**.

To carry out a teaching service, you must always have completed and signed a special form entitled: **Demande d'autorisation de cumul d'activités des doctorants contractuels pour effectuer un service d'enseignement**. This document describes the teaching service assigned to the PhD student and their commitment - or not - to follow pedagogy training. The doctoral student must collect the signature of the head of the teaching component, then the thesis director's and the laboratory director's before submitting the form to the doctoral school.



Teaching support

The University of Lorraine organizes a pedagogy training program : please, refer to the syllabus accessible on your personal ADUM space.

Calendar

- ✓ A “contrat doctoral” can be set up throughout the year, depending on the funds raised to create it.
- ✓ However doctoral contracts financed from the institution's own resources, including the Lorraine University of Excellence (LUE) program and even the “contrats doctoraux” co-financed by the Grand Est Region, are subjected to competitive exams organized by the doctoral schools between May and July. These contracts start on October 1st.

Lexicon

- ✓ The "DCCE" acronym is sometimes used to refer to PhD students who have a “contrat doctoral” and carry out a teaching service (Doctorants Contractuels Chargés d'Enseignement).



Regulatory References

Reference texts

Décret n° 2009-464 du 23 avril 2009 relatif aux doctorants contractuels des établissements publics d'enseignement supérieur ou de recherche, NOR: ESRH0908292D ; versions consolidées postérieures au 01/09/2016

Arrêté du 29 août 2016 fixant le montant de la rémunération du doctorant contractuel, NOR: MENH1619655A