



DOCTORAL STUDENT HANDBOOK

EA 2426

University of Savoie Mont Blanc

Academic year 2017-2018

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Dear doctoral students,

Welcome to the IREGÉ!

We are delighted to have you join us and hope that you enjoy your time working on your thesis.

To guide you on this exciting journey, we have put together this handbook to summarize all the information you need to know about the various stages in your doctoral studies (registration, renewal, and important procedures).

We recommend you keep this handbook where you can refer to it often. Please free to contact us if you have any questions.

Mareva Sabatier,

Professor of Economics, director of the IREGÉ

Tarik Chakor,

Assistant professor of Management Science, doctoral student advisor

Our thanks to all who helped put together this handbook.

HISTORY



The University of Savoie, established in 1979, became the University of Savoie Mont Blanc in 2014. Located between Lyon and Grenoble and bordering Switzerland and Italy, the University of Savoie Mont Blanc is a major actor in the intellectual, social, and economic development of this three-country region. Thanks to the strong and constructive ties the University has established with other local and regional actors, it has become an essential part of the university landscape in the Francophone areas of the region.

In 2017, there were over 15,000 students studying for about 200 different degrees at all levels, undergraduate and graduate. Courses are based on the research done in the 19 recognized research centers.

ORGANIZATION

The University of Savoie Mont Blanc (USMB) is divided into two schools and located in 4 areas:

- University Administration and the National Center for Teaching Sensory Impaired Students (CNFEDS) in Chambéry;
- Campuses in Annecy-le-Vieux, Bourget-du-Lac, and Jacob-Bellecombette.

There are also satellite campuses in towns like Thonon-les-Bains and Annemasse.

The University includes **7 research and teaching units and professional schools:**

- 2 research and teaching units: Language, Literature, and Social Sciences (LLSH) and Sciences and the Mountain (SCeM);
- 1 law school (FD)
- 2 university technical institutes: IUT d'Annecy; IUT de Chambéry;
- 1 engineering school: Polytech Annecy Chambéry;
- 1 business school: IAE Savoie Mont Blanc;
- 1 National Center for Teaching Sensory Impaired Students (CNFEDS).

A few statistics on research done at USMB in academic 2017-2018:

Research centers

- 19 research centers, 11 of which work in conjunction with the national research institutes CNRS, INRA, IRD and IFSTTAR
- 4 research federations: FLAME (Lakes—Mountains—Environment), FRESBE (Research on energy efficiency of buildings), FRMRAA (Mathematical research Rhône-Alpes-Auvergne), VOR (Risk in Vulnerable Infrastructure)

Professors and doctoral students

- 450 professors and researchers
- 300 doctoral students
- 64 defenses in 2015, 9 *HDR** defenses

* *HDR* : *Habilitation à Diriger la Recherche*, Habilitation to conduct researches

Research projects

- 3 Horizon 2020 projects, 4 interregional projects in conjunction with Switzerland (CLOTILDE, EASI PHI, NANOFIMT, PME ASIE), 1 FEDER project in the Rhône-Alpes region, 3 bilateral projects with Brazil, Portugal, and China.
- 34 ANR project, 6 ADEME projects, 2 FUI projects, and 13 regional doctoral research grants

USMB research has led to

- 1200-1300 articles published per year
- 34 patents
- Start-ups, most recently Ténévia, founded in 2012
- 137 public-private partnerships between USMB research centers and the private sector.

BUSINESS CLUB: CREATING LINKS BETWEEN BUSINESS AND THE UNIVERSITY



The University of Savoie Mont Blanc Business Club is an independent organization that has been at USMB for 20 years. This organization connects businesses and institutions in the Savoie region with students and teachers at partner schools.

The Business Club is based on a business-university partnership that is unique in France. It is always chaired by a business leader: since 2015, its chair has been Olivier Salaun and is managed by Virginie Reitzer.

Its mission is to create and maintain ties between and create added value for higher education and businesses through the personal involvement of managers and leaders on one side and professors and students on the other. The club is open to students in all fields and from all schools so that its activities can be more visible and, above all, more meaningful.

Key statistics

- 1 non-exclusive organization
- 90 members and 1,000 partners from business and institutions
- 7,000 student members
- 4 University of Savoie Mont Blanc partner schools
- 1,500 internship opportunities made available to students
- 10 key networking events every year (e.g., Career Week, Internship Forum, Part-time Job Dating, Round Table on Female Management, Master Classes)
- Over 400 professionals brought in by the club every year to interact with students (as participants in roundtables, seminars, and panels; and as guest speakers and internship and apprenticeship mentors)
- The Club turned 25 in 2016, which makes it a vanguard in business-university relations
- 1 national recognition from the Higher Education Minister for Career Week
- A team of 7 people who work to facilitate students' entry into the workplace, encourage practice-oriented teaching, and organize new networking opportunities for students and businesspeople

Doctoral students are active participants in various Business Club activities and are specifically responsible for hosting the roundtables.

DOCTORAL EDUCATION

THE COMUE AND THE DOCTORAL COLLEGE

The University of Savoie Mont Blanc belongs to the Grenoble Alps University Community, a structure that includes all the institutions of higher education and research from the Grenoble academy, which stretches down the Alpine corridor from Valence to Annecy.

The doctoral college of the Grenoble Alps University Community, part of the COMUE University of Grenoble Alps, includes all 14 of the doctoral schools in the Grenoble Academy and covers 5 *départements* (Ardèche, Drôme, Isère, Savoie, and Haute-Savoie). Since fall semester 2010-2011, every doctoral student must register with this doctoral college in order to be granted a doctorate from the Grenoble Alps University Community (<http://www.communaute-univ-grenoble-alpes.fr>).

CODUS

The Doctoral College of the University of Savoie Mont Blanc (CODUS) represents the USMB within the community of doctoral schools.

The three key missions of CODUS:

- Pedagogy: providing cross-disciplinary education (in fields such as scientific or general culture, science communications, or career counselling);
- Administration: ensuring a uniform registration process for doctoral students;
- Coordination and communication: Clearly presenting the school's policy on doctoral education.

It should be noted that these missions are also carried out by the Doctoral College of the Grenoble Alps University Community.

THE SISEO DOCTORAL SCHOOL

<http://siseo.univ-Savoie.fr/>

Organization

The Systems, Environment, and Organization Science and Engineering Doctoral School (ED SISEO) is the USMB's only doctoral school.

As of 2017, this school includes 9 of the USMB's research centers in various disciplines:

- CARRTEL: Alpine Research Center for Trophic Networks of Limnic Ecosystems
- CDPPOC: Center on Public and Private Law on Obligations and Consumption
- EDYTEM: Mountain Environments, Dynamics, and Territories
- IREGE: Institute for Economics and Management Research
- LCME: Molecular Chemistry and Environment Lab
- LISTIC: IT, Systems, Data Processing, and Knowledge Lab
- LOCIE: Center for the Optimization of Environmental Conception and Engineering
- LIBM: Interuniversity Center for the Biology of Motricity
- SYMME: Systems and Materials for Mechatronics

Doctoral School Council

The Council of the SISEO Doctoral School is the deliberative body for all questions regarding the doctoral school. Its missions are strategic and academic but also pedagogical. In its academic and strategic functions, the Council deals with the general orientation of the doctoral school, its missions, and its operation.

In 2017, the SISEO Council was comprised of 20 members, 6 of whom came from outside the school:

- 9 professors, or one professor per unit or research team;
- 1 employee representative for the research centers belonging to SISEO;
- 4 doctoral student members, also part of the SISEO DS;
- 6 members from outside the SISEO DS, generally from the industrial or corporate sector.

The doctoral student members are elected by their peers to a 2-year term; 4 alternates are also elected. The election is organized by the DS director. A doctoral student board member's term automatically ends in the academic year following their dissertation defense.

Training

The doctoral school prepares doctoral students to write their dissertation and expands their fields of knowledge and skill sets.

The goals of its academic and pedagogical policies:

- Offer broad-based education that provides a high-quality, nuanced, and consistent academic path;
- Help graduates enter the workforce;
- Facilitate an international perspective by encouraging students to study and seek dissertation co-advisors from abroad and by hosting international doctoral students and post-docs;
- Promote interdisciplinary activities and cooperation with local partners within certain thematic areas;
- Develop communication and spread scientific culture.

This program for student researchers is based on a 3-year program built on modules (the program catalogue is on the SISEO site). This modular organization has the advantage of creating a thematic network of doctoral schools from several different universities. Within this program, student researchers from the SISEO DS can complete one or several specialization modules within the network, just as students from other doctoral schools can complete the modules the SISEO DS offers.

To prepare to write their dissertations, all doctoral students need to complete 120 hours of training that can be chosen from among the modules the SISEO, CODUS, or another DS offers (see the summary table in the appendix).

There are three types of training offered:

- Scientific
- General education
- Career preparation

At the student's request and at the dissertation advisor's discretion, students can count the following activities as part of their training hours (limited to 2/3 of the total number of hours):

- For **career** preparation, having a teaching or research assistantship, working on dissertation research as a company employee (CIFRE), participating in *Doctoriales*, and internships of more than 3 months;
- For **general education**, having a dissertation co-advisor, organizing seminars or communication events (preparing and manning a stand at a science fair), an internship or exchange of more than 3 months in another lab, being a student representative on various university committees (academic committee, board of the doctoral school or college);
- For **scientific** education, participation in thematic courses and seminars organized by labs and research centers.

For a module to be completed, proof of attendance must be provided by the event organizers and sent to the SISEO DS office.

NB: Carpooling to these various events is strongly encouraged! Please see this Google Doc: https://docs.google.com/spreadsheets/d/113mNndKc3cF1IpWK_kCmdWVdfMr5wdRQMvHHZkZ9n0s/edit#gid=0

Stipends for thematic courses

SISEO has an annual budget to help its doctoral students attend thematic courses in France and abroad. The Council reviews all requests for financial aid and provides it to the extent the budget allows.

SISEO also has a fund to help doctoral students participate in the *Doctoriales*.

Travel stipends

The SISEO and CODUS both have a budget to support international travel for their doctoral students. The Council reviews all requests for funding from doctoral students and will fund academic travel to the extent the budget allows.

Some examples of what the travel stipend has funded:

- Annual funding of job search seminars organized by the DFTIP (see next page);
- Funding of transport to modules held outside the university's campuses as well as to company tours;
- Funding for students participating in the *Doctoriales*.

The Department of Interdisciplinary Education and Career Preparation (DFTIP) is in charge of organizing the common core classes and recruitment for the 5 certificate programs and coordinating all the training and students enrolled in each of the certificate programs (completion of training and experiments, etc.).

To help doctoral students build their career path and give them a better understanding of the sectors they might enter, the Doctoral College has created 5 certifications related to 5 identified career paths:

- CONEX Certificate: Consulting and expertise
- CPOI Certificate: Public sector and international organizations
- CREA Certificate: Starting a business
- REI Certificate: Research, enterprise, and innovation
- RES Certificate: Teaching and research in higher education

The certificate programs take advantage of the combined experience of the Grenoble Alps University Community in preparing doctoral students for their future careers in teaching and research.

When they commit to one of these programs, doctoral students will have access to personal advising, specific training, hands-on experience in the field, and documentation of the skills they have acquired.

During their first year of dissertation work, interested students can enrol in the common core classes for the certificate programs (3 days of courses). This common core gives doctoral students the chance to understand themselves better and consider their career plans as well as possible alternatives.

At the end of this first year, doctoral students who want to complete a certificate program need to submit an application to be reviewed by a committee. The students who are granted admission will then participate in the designated training over the next 2 years of their studies. The training and experience are different for each certificate.

The recruitment and application process is the same for all certificate programs.

Doctoral students who have taken the common core classes may apply for the certificate program of their choice at the end of their first year. If they are admitted to a program, they commit themselves to completing the training and participating in experiments.

Doctoral students can apply to certificate programs from their university web page (under Procedures). A CV and cover letter are required as part of the application.

For more information and to apply:

<http://doctorat.univ-grenoble-alpes.fr/fr/presentation-du-doctorat/les-labels/>

INSTITUTE FOR ECONOMICS AND MANAGEMENT RESEARCH (IREGE)

The IREGE is the research center for economics and management science at the University of Savoie Mont Blanc. For administrative purposes, it is part of the IAE Savoie Mont Blanc (University School of Management). A hosting institution since it was created in 1996, this research unit includes economics and management science professors from Grenoble School of Management (GEM) as well as various components of USMB (IAE, IUT, Polytech).

The IREGE offices are primarily in Annecy le Vieux, but there are also offices in Chambéry (in Jacob-Bellecombette, where the IAE is located). The IREGE is thus a bi-campus research unit: videoconference facilities enable researchers to communicate more easily.

The IREGE has brought together about a hundred researchers—about 50 full-time researchers, 15 doctoral students, and 25 associated researchers—to study the topic of “Environmental Choices and Innovations.” The IREGE researchers are involved in three types of activities: academic research, research in partnership with public and private enterprise, and a doctoral program.

The IREGE is active in the field of research on mountain areas, due to the geographic and strategic position of USMB, as well as in tourism, a key economic activity in the area. The IREGE is a member of the ITEM program (Innovation and Mountain Regions).

MAJOR RESEARCH THEMES

The IREGE is divided into two major thematic research areas: Environment, Sustainable Development, and Tourism (ECDT) and Organizational Innovation and Development (IDO). A research division is a group of several researchers working on similar topics that can help answer specific research questions that have societal impact and can create new dynamics (such as positive externalities linked to collaborations in the field). The goal of the research division is to have its research recognized through conferences, publications, dissertations, and a reputation for expertise in the field.

The general research theme of the ***Environment, Sustainable Development, and Tourism (ECDT)*** division involves incorporating environmental considerations into economics and management sciences. The aim of this division is to better understand the behaviour of various agents, sectors, and the economy as a whole given environmental constraints and to draw economic policy recommendations from this understanding. Specific areas of focus include:

- Microeconomic determinants and macroeconomic impacts of changes in energy policy;
- Consumer behaviour related to the trend towards sustainable and responsible development and consumption;
- The tourism sector as a determining factor in the future of mountain areas, especially as related to community concerns and principles of sustainability.

The research in the Organizational Innovation and Development (IDO) division involves issues related to organizational development, especially as it relates to innovation and human resources. We focus on two stylized facts:

- The determinants, processes, and procedures of all forms of innovation (technical, organizational, or environmental);
- Developments leading to organizations within companies, globalization, and well-being at work.

FULL-TIME RESEARCHERS

The researchers at the ECDT research unit

Name	Status/ Affiliation	Field	Research interests
BEZANCON Marjolaine	MCF - IUT TC	Management	Consumer behaviour, alternative consumption, e-marketing, perceived risk, drivers and constraints, quantitative techniques (experiments)
BOCQUET Anne-Marie	MCF - IAE	Management	Sustainable development, CSR, Environmental transition
BONNEFOY- CLAUDET Lydie	MCF - IAE	Management	Marketing, consumer behaviour, consumer experience and engagement marketing, Thematisation
CHARLIER Dorothee	MCF - IAE	Economics	Environmental and resource economics, energy-saving investments, residential sector, impact of environmental policy
COLLETIS-WAHL Kristian	MCF - FD	Economics	Impact evaluation of regional dynamics, democratic decisions using internet platforms
DORNIER Raphaël	MCF - LLSH	Management	Tourism
DURRANDE- MOREAU Agnès	HDR - IAE	Management	Service management, tourism, transport
FIORIELLO Amélie	MCF - IUT TC	Management	Adoption of eco-friendly behaviour
FIZAINE Florian	MCF - IUT TC	Economics	Energy economics - Resource economics
FROCHOT Isabelle	HDR - IAE	Management	Tourism marketing
GANASSALI Stéphane	MCF - IAE	Management	Survey methodology, consumer behaviour
GATUMEL Mathieu	MCF - IUT GACO	Management	Financial risk management, actor behaviour, investment banking
KREZIAK Dominique	MCF - IAE	Management	Consumer behaviour in several areas including environmentally responsible behaviour
HAON Christophe	Professor - GEM	Gestion	Development of new products, innovation, satisfaction
LENGLET François	MCF - IUT TC	Management	Food consumption, local consumption
MAFOUTA Guy Patrick	MCF - IUT GEA	Economics	Mathematical economics
MENCARELLI Rémi	PR - IAE	Management	Consumer behaviour, value, experience, arts and culture marketing
MORRONGIELLO Caroline	MCF - IAE	Management	Consumer behaviour, customer engagement behaviour, e-CRM, customer empowerment, tourism
PERRET Cécile	MCF - IUT GACO	Management	Regional economics, sustainable regional development
POMMERET- LELIEVRE Aude	PR - IAE	Economics	Energy policy, energy-saving technological progress
ROLANDO Thierry	MCF - IAE	Management	Real options, SMEs, financial choices
SALMON Claire	MCF - IAE	Economics	Development, resource, and labour economics
WERLE Carolina	Associate professor - GEM	Management	Consumer behavior, Food consumption, experimental design, social marketing

The researchers at the IDO research unit

Name	Status/ Affiliation	Field	Research interests
BACHELET Catherine	MCF - IAE	Management	Human Resources Management
BICHON Arnaud	MCF - IUT GEA	Management	Organization, team, and project management; HRM
BOCQUET Rachel	PR - IAE	Management	Determinants and Success of Innovation, Complementarities between types of innovation, CSR, Clusters
BRUNAT Eric	HDR - HD	Economics	Regional and territorial economics, macroeconomics (international and development)
CABROL Mathieu	HDR - IUT GACO	Management	Entrepreneurship, Internationalization, Innovation
CALVI Richard	PR - IAE	Management	Purchasing management
CHAKOR Tarik	MCF - IUT TC	Management	Workplace health; Links between sport and business
CHOLLET Barthelemy	HDR - GEM	Management	Interpersonal networks; innovating organizations
CHURCH-MOREL Amy	MCF - IAE	Management	Language diversity
DA FONSECA Marie-Clémence	MCF - Polytech	Management	CSR, Organizational change and cooperation
DUBOULOZ Sandra	MCF - IUT GEA	Management	Organizational and technological innovation
FAVRE-BONTE Véronique	HDR - IAE	Management	Service innovation, international strategy, growth strategy
FRANCOISE Daniel	MCF - IAE	Management	Managerial performance - leadership
GALEY Béatrice	MCF - IAE	Management	HRM
GANDIA Romain	MCF - IAE	Management	Innovation management, resource dependency, multiface business models
GARDET Elodie	MCF - IUT QLIO	Management	Innovation and inter-organizational relation management
ISLAM Gazi	Associate professor - GEM	Management	Organizational behaviour
LE DUIGOU Sarah	MCF - IAE	Economics	Labour economics, salary distribution, life cycle, public policy impact
LEGENDRE Bérangère	MCF - IAE	Economics	Labour and aging economics, poverty and inequality
LE LOARNE Séverine	Professor - GEM	Management	Female entrepreneurship, male intrapreneurship
LE PENNEC Ekaterina	MCF - IAE	Management	Internationalization of SMEs and multinationals, influence networks, international entrepreneurship
MANGEMATIN Vincent	Professor - GEM	Management	Strategic management, innovation management, technologic management, strategy
MOTHE Caroline	PR - IAE	Management	Strategic management of inter-organizational relations and innovation
NILLES Jean-Jacques	MCF - IAE	Management	Professional ethics and CSR
PICARD Christian	MCF - IUT GACO	Management	Entrepreneurship, Very small businesses
PIN Jean-Louis	MCF - IAE	Economics	Chinese economy

PUTHOD Dominique	MCF - IUT GEA	Management	Cooperation and innovation, SME alliances, skill- and research- based approaches
RÜLING Charles-Clemens	HDR - GEM	Management	Tinkering and innovation, field-creating events, cultural industry, organizational practices
SABATIER Mareva	PR - IAE	Economics	Labour and human resources economics, public policy evaluation
TANGUY Jérémy	MCF - IAE	Economics	Labor Economics, Industrial Relations, Applied Microeconometrics
THEVENARD- PUTHOD Catherine	HDR - IUT GEA	Management	Growth strategies in very small and SMEs, succession and takeover of businesses, service innovation

Administrative staff:

Name	Status/ Affiliation	Function
PORTE Muriel	ITRF - IAE	Budget, Administrative and financial monitoring of contracts, Purchasing, Service provider (translation and editing) management, Travel coordination, Coordination and administrative and financial support for conference participation, Coordination of Research Council
GATELLET Gersende	ATRF - IAE	IREGE office, Doctoral student coordination, Support for research and academic activities for all center members, Website, Newsletter; Executive Committee

Doctoral Students

Name	Thesis started	Field	Direction	Thesis
BREUILLOT Angélique	2017	Management	V. FAVRE-BONTE R. BOCQUET	The impact of diversity on Fast and Early Internationalising Firm's growth path
BOJOVIC Neva	2017	Management	V. MANGEMATIN C-C. RULING	Designing business models for multisided markets in health
BOURGEL Boris	2014	Management	R. BOCQUET	Measuring ski resort global performance : prerequisites and conditions of perceptual indicators integration
BUFFART Mickaël	2015	Management	M. CABROL E. TORNİKOSKI	The impact of initial actions of founders on the survival of their venture
COTTERLAZ- RANNARD Gaëlle	2015	Management	R. BOCQUET M. FERRARY	Partnerships between Businesses-NGOs in the context of Corporate Social Responsibility
DUMEIGNIL Camille	2016	Economics	M. SABATIER	Cross-border mobility : the determinants and economic impacts of the territories of the Alps of the North
MATTELIN Caroline	2016	Management	R. BOCQUET S. DUBOULOZ	Antecedents and effects of managerial innovations. The case of the management practices associated with the « liberated firm »
MEUNIER Luc	2015	Management	J-F. GAJEWSKI F. DESMOULINS- LEBEAULT	Financial investment risk preferences – a principal agent framework
OHADI Sima	2016	Management	J-F. GAJEWSKI – M. GATUMEL	A behavioral approach of financial risk management
PEDRANT Annaïg	2015	Economics	M. SABATIER B. LEGENDRE	Retirement and heterogeneity of seniors : the impact of public policies
PILLET Jean-Charles	2017	Management	G. ISLAM B. CHOLLET	Hybrid application software: theoretical and practical implications
REGENT Benoît	2017	Management	V. FAVRE-BONTE M. DA FONSECA	Success in networking of actors to make a territory attractive and develop territorial innovations
SAM Vichet	2015	Economics	M. SABATIER	Employability and employment inequality within university graduates in developing countries: the case of Cambodia
UNTILOV Olga	2016	Management	R. MENCARELLI S. GANASSALI	Consumer behaviour applied to fish consumption
WHITE Sean	2017	Management	B. CHOLLET G. ISLAM	Supporting connections : zooming in on entrepreneurs' relationships with supporters

ADMINISTRATION

Executive committee

The executive committee assists the IREGÉ director in executing the policy determined by the research council. In particular, the committee ensures a fair distribution of funds and the resources necessary to carry out these policies.

Title	Name	Status*
Director	SABATIER Mareva	PR 05
Director of the IAE	SALMON Claire	MCF 05
ECDT heads	GATUMEL Mathieu MENCARELLI Rémi	MCF 06 et PR 06
IDO heads	BOCQUET Rachel LEGENDRE Bérangère	PR 06 et MCF 05
Assistant	GATELLET Gersende	BIATOSS

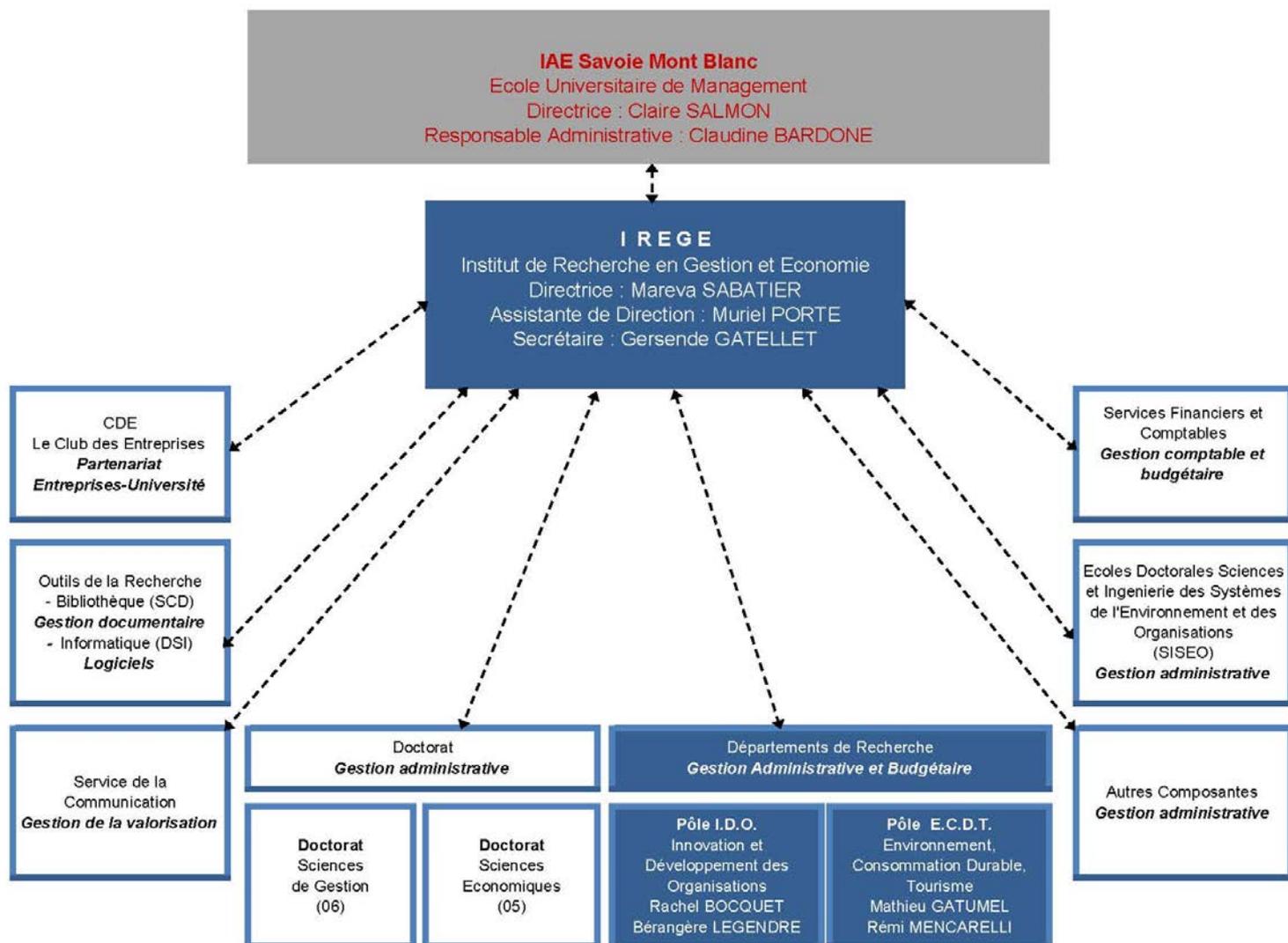
Research Council

The research center is administered by a council made up of elected and appointed members. The research council is chaired by the center director, who has an automatic seat on the council. The elected members are chosen by the three electoral colleges.

Title	Name	Status*
Director	SABATIER Mareva	PR 05
Permanent HDR	BOCQUET Rachel	PR 06
Permanent HDR	CHARLIER Dorothee	PR 05
Permanent HDR	MENCARELLI Rémi	PR 06
Permanent HDR	THEVENARD-PUTHOD Catherine	PR 06
Permanent HDR non USMB	CHOLLET Barthélémy	HDR 06
Permanent non HDR	KREZIAK Dominique	MCF 06
Permanent non HDR	LE DUIGOU Sarah	MCF 06
Permanent non HDR	LENGLET François	MCF 06
Permanent non HDR	LE PENNEC Ekaterina	MCF 06
Non Permanent	BOURGEL Boris	Doctorant 06
Non Permanent	PEDRANT Annaïg	Doctorant 05
Non USMB	MUSSO Patrick	PR 05
Non USMB	BRELAUD Hervé	Director R&D NTN-SNR
Administrative	PORTE Muriel	BIATSS
Director of the IAE	SALMON Claire	MCF 05

**05 : economics *06 : management PR : full professor MCF : assistant professor*

ORGANIGRAMME



IREGE POLICIES AND PROCEDURES

RESEARCH SUPPORT

The IREGE works to facilitate the work of doctoral students by supporting their research and providing perspective on what other researchers are doing.

- **Communication:** to complement the work of the SISEO doctoral school, the research center provides important information on topics such as conferences, financial aid opportunities, and calls for papers;
- **Work environment: access to a workroom with computers** (room 205) with Internet (and thus database) access and access to a printer (with a limit on the number of pages allowed).
- **Financial support on an as-needed basis** (Summer School, International travel, CEFAG, tutoring);
- **Access to all academic conferences and seminars** organized by the research center or one of its units, including panel discussions and study fairs ("*Amphis pour tous*", "*Semaine de l'Emploi*");
- **Opportunity to present research** to experienced researchers: research seminars, writing workshops, etc.

DOCTORAL STUDENT PARTICIPATION IN THE RESEARCH CENTER'S ACTIVITIES

While they are part of the IREGE, doctoral students should use their dissertation research period to fully experience research and teaching in higher education. This work should also encourage them to be fully involved in the research community they belong to.

The research center thus asks its doctoral students to:

- **Regularly check** the center's website and stay abreast of activities;
- **Participate** in conferences and seminars organized by the IREGE in order to avoid isolation and overspecialization. The various seminars offered are important opportunities and allow doctoral students to present the progress of their research at least once a year;
- **Attend** their colleagues' dissertation defenses;
- **Be an active part** of the research center's daily life (such as the breakfasts and other social events).

ADMINISTRATIVE RESOURCES

Every member of the research center has access to a collaborative platform with an administration area that contains all the necessary documents and procedures for travel, contracts, research, communication, governance, etc.

IT SUPPORT

Email and web account: Doctoral students are expected to follow the computer use charter in effect for the school. Your password is personal. Use your DSI email address to ask for whatever IT support you may need.

USMB intranet: Doctoral students can use the intranet to access various services including file transfer (Alfresco) and a videoconference service (Renater), as well as database and library access.

Software available at the center: SPSS, NVIVO, AMOS, SAS, STATA 10, SPHINX, SCIENTIFIC WORD, STAT TRANSFER, ENERDATA, and Acrobat Pro 10. Doctoral students should ask the administrative staff which computers the desired software is installed in. Please note that it is strictly forbidden to install any fee-based software without a valid license. The software we have purchased comes with a large number of licences that are thus available. In case of special circumstances, the center may grant permission to purchase a licence, depending on the cost of the software and how it can be used.

Printers: To use the printer designated for doctoral students, please ask the secretaries for your 5-digit access code, which will allow you to print, copy, and scan. The drivers for the other printers (colour and doctoral student room) are installed in the desktop computers.

Important! Large numbers of copies (more than 30) need to be ordered from the IUT Annecy copy service. Please use the links below to order your copies:

Submission guidelines:

https://bfs.ujf-grenoble.fr/files/1def28f5c42c01e5c7e4dd141799594d/Guide_Soumissionnaire_UDS.pdf

Copy process:

https://bfs.ujf-grenoble.fr/files/0a72ba665a1889cc016798726204bc2d/Procedure_Reprographie.docx

VPN process:

https://bfs.ujf-grenoble.fr/files/2f9d5c1f34149d3148964374959a8d23/Procedure_VPN.docx

Reminder: The SLS will pick up and deliver copies, but please do not check the “delivery” box; otherwise the copies will be sent to Bourget du Lac.

Supplies: If needed, Dictaphones, video players, and laptops can be borrowed from the IREGÉ office.

KEY AND BADGE

You need to ask the secretaries for your key and badge. You will be billed for lost or stolen badges.

TRAVEL

Travel requests

Anytime doctoral students travel for training, meetings, etc., they need to submit a request to the IREGE office at least one week before their departure. There are two reasons for this request: to make sure students are insured and to allow students to be reimbursed for their travel.

For trips abroad, the travel request must be submitted along with a request to leave the area; these documents must be submitted at least 1 month before departure.

All of the procedures related to travel reimbursement can be found in a document called "Guide des Missions IREGE," which can be found on the IREGE collaborative platform.

Doctoral training and education

Reimbursement for travel to attend training sessions at the CODUS doctoral college or the SISEO doctoral school is covered. Carpooling is encouraged, but only the driver will be reimbursed. Students who drive will be reimbursed at the price of a round-trip second-class train ticket. Students should request reimbursement from the doctoral school.

Reimbursement for training at the COMUE University of Grenoble Alps works the same way, but requests for reimbursement should go to the IREGE.

Please note that for any training travel, students pay for their own food and lodging.

PURCHASES/EXPENSES

Every expense needs to go through the center's administrative services, which is the only entity empowered to place an order. USMB has special arrangements with designated suppliers (computers and accessories, books, software). Every expense must be submitted to the director for approval.

Conferences

With the permission of their dissertation advisor, doctoral students need to submit:

- The notification of the paper's acceptance to the conference
- The research paper
- The registration fee
- The permission of the dissertation advisor

The executive committee will review the request. If it agrees, administrative services will issue an order. Except in special cases, doctoral students have the right to one paid conference per year.

Editing Service

Doctoral students may be able to use a professional editing service. The request must be made to the dissertation advisor; if it is approved, the request then goes to the center director, who will submit the request to the executive committee for review.

Reminder: Doctoral students should not pay their own bills for registration fees, tickets, lodging, supplies, or services. These expenses must go through administrative services.

"Expenses paid without prior approval must occur only on an exceptional basis for emergency situations that require unexpected expenses. Under no circumstances should the request for expenses become a normal procedure for the sake of convenience." (University Accounting Protocol).



Doctoral students from outside the EU: As soon as you arrive in France, you must go to the *préfecture* or the *mairie* (city hall) of the city you are living in. Bring the following documents required to obtain a *Titre de Séjour Scientifique* (a researcher's residency permit):

- Acceptance agreement with the research center;
- Passport with French visa;
- An ID photo.

2. You will then follow the same registration and administrative processes as French students.

For your registration, go to the IREGGE office with all the documents listed below:

- Signed education agreement;
- Registration file for the doctoral program at the University of Grenoble Alps;
- Original copy of the diploma qualifying you for doctoral study as well as transcripts;
- Copy of your ID card or passport;
- Birth certificate;
- Proof of liability insurance;
- An ID photo;
- Proof of financial support;
- A means of payment (check or credit card) to pay your university fees: 396.10€ in 2017/2018 (not including health insurance). You may pay in instalments if you fill out the following form: <http://www.univ-smb.fr> > Formation et inscription > Services en ligne;
- Proof of health insurance (See: Health Insurance).

After registration, you will obtain proof of enrolment and a student ID stating that you are an enrolled student in the Grenoble Alps University Community.

3. For non-EU students, go back to the *mairie* with your proof of enrolment to obtain your temporary *Titre de Séjour*; you will receive your definitive *Titre de Séjour Scientifique* later.

4. Send a copy of your temporary permit to University HR so that they can draw up your doctoral contract.

5. At this point, you can sign your doctoral contract. **Signing this contract allows you to earn a salary and obtain health insurance.**

6. For non-EU students, to obtain your definitive residency permit, you will receive a letter from the Préfecture de Savoie with an appointment for a medical check-up. You will also need to buy a *timbre fiscal* to obtain your residency permit, which is valid for 1 year from the date you entered France.

7. You will also receive in the mail proof of health insurance from the MGEN, which you need to submit to the school administration.

Renewal of registration

At the end of every academic year, doctoral students must register for the next year, a procedure that must include a report on the dissertation topic, the state of progress, and a plan for completion. This document is to be submitted to the dissertation advisor and the director of the research center and approved by the doctoral school. The ability to renew depends on the

approval of the doctoral school according to the progress and quality of the work. After the third year, renewal can only take place with a request for an exception approved by the boards of the SISEO DS and the CODUS (after the 5th year).

DISSERTATION ADVISING

Writing a dissertation involves an agreement freely entered into by the doctoral student and the dissertation advisor. The agreement involves the choice of topic and the working conditions necessary to make progress on the research. The dissertation advisor and the doctoral student thus both have extremely demanding rights and responsibilities. Dissertation advisors are responsible for guiding doctoral students throughout the dissertation process. The directors need to be recognized for their research in a particular field or *habilité à diriger des recherches* (HDR). They are thus expected to devote a large portion of their time to helping their doctoral students and hold regular meetings with their students throughout the dissertation process to ensure that the students are producing innovative and original research work and are developing a solid career plan. A doctoral student may have two dissertation advisors.

To ensure effective communication with doctoral students, the IREGE has set up an ombudsman system. Currently, Tarik Chakor, Assistant Professor at the IUT TC, is serving as an intermediary between doctoral students and internal and affiliated researchers at the center.

Dissertation committee

The decree of 25 May 2016 requires that dissertation committees be established for each doctoral student. The research council has determined that this individual guidance will take place in the following two ways:

- One meeting per year with the doctoral student, the research unit director, and a doctoral student representative to check up on the progress on the dissertation as well as the training provided;
- When students are ready to register for their 3rd or following year, they will present their dissertation progress during a workshop that the research center will organize and that internal and affiliated researchers will attend.

The dissertation committee will then determine whether the student may register for another year of doctoral studies, which is necessary for the student to renew with the doctoral school.

FOR MORE INFORMATION

There are many websites dedicated to helping doctoral students through all the necessary procedures, from choosing a topic to finding a job after the defense.

Network of Graduate Student Teachers (RIDE): <http://www.ride-association.fr/>

And when things aren't going so well... <http://cielmondoctorat.tumblr.com/>

The manuscript

The dissertation is normally written in French, but can be written in another language with permission from the doctoral school. For dissertations with co-advisors, the language must be one of the two national languages involved. If a student plans to make an exception to this rule, it must be in the co-advising agreement between the partner universities.

If the dissertation is not in French, a substantial portion (30-40 pages) must be written in French to present the issues covered and contributions of the dissertation.

The thesis committee must be qualified to direct dissertations (HD) except with special permission from the President according to the recommendations of the doctoral school and college.

For foreign members of a thesis committee, they are considered qualified if they are professors or members of a university abroad. A foreigner with a PhD who is not employed by a university may not be on a thesis committee without a special qualification that must be undertaken by the university at the beginning of the dissertation process.

Procedure

The dissertation defense procedure can be found on the ADUM site. The procedure should not be started until the dissertation is finished and has been approved by the dissertation advisor. While the dissertation advisor starts the process, the doctoral student is responsible for carrying out the following steps and needs to fill out all the documents, available on their personal area on the ADUM website.

Doctoral students and their dissertation advisors need to take the following steps into account:

- 10 weeks before the planned defense date, the doctoral student needs to send the doctoral school a proposed list of dissertation committee members and a defense date for DS approval;
- Students need to fill in a request for an exception if the dissertation is not written in French or if the defense will take place outside the COMUE by videoconference;
- The doctoral school approves the dissertation committee;
- 8 weeks before the defense, the doctoral school will send a letter to the committee and inform the dissertation advisor that the committee has been approved;
- The student sends the manuscript to the committee;
- 4 weeks before the defense (the doctoral training must be completed), the student sends the doctoral school the cover pages of the manuscript as well as the completed questionnaire, "Becoming a PhD after the dissertation";
- 3 weeks before the defense: after reviewing the committee reports and evaluation form, the doctoral school writes an opinion and sends the file to the doctoral college;
- The student electronically submits the manuscript and sends the doctoral school's administrative office the author's declaration prior to defense along with a certificate issued from an anti-plagiarism program (COMPILATIO, STUDIUM);
- 2 weeks before the defense: after reviewing the committee reports, the doctoral college writes an opinion and sends the document to the Assistant Director of the USMB doctoral college for authorization of a defense as delegated to the President of the COMUE University of Grenoble Alps;
- The doctoral college sends the dissertation advisor, doctoral student, and committee members documents for the defense by post;
- The student sends the doctoral college an abstract of the dissertation in English and French by email;

- No more than 1 week after the defense, the dissertation advisor (or one of the directors) sends a transcript and a report on the defense to the doctoral school;
- The doctoral student sends the final manuscript to the doctoral school and posts the definitive version on the ADUM within 3 months of the defense;
- The doctoral school will then send the student a Proof of Successful Defense within about a year.

More documents and a summary table can be found on the ADUM and SISEO websites.

The oral presentation

The defense of your research to your committee requires preparation; you may need 2 weeks of intensive effort to prepare. We advise doctoral students to get advice from their dissertation advisors and attend other dissertation defenses not only in their field but also in others to get a concrete idea of what a defense involves. We recommend 2-3 rehearsals in front of dissertation advisors, other doctoral students, or fellow researchers.

If all of the committee members agree, the dissertation may be defended in a language other than French.

LIBRARY

The University of Savoie Mont Blanc has three libraries. The library in Bourget-du-Lac has a continually updated collection of documents from multiple disciplines that are available to students and researchers. The library adds 1500 books and 140 journals to its collection every year. The Bourget-du-Lac university library also has on microfiche all the dissertations defended in scientific fields in France since the 1980s. To access the catalogue of the USMB document service, go to the website <http://www.scd.univ-Savoie.fr/>

Regular hours:

Monday-Wednesday 8:00-19:00

Thursday-Friday 8:00-18:00

Limited hours:

Monday-Friday 9:00-17:00

Journal articles can generally be found on databases:

Science Direct: <http://www.sciencedirect.com/>

<http://hal.archives-ouvertes.fr/> <http://www.techniques-ingenieur.fr>

The IREGÉ also has a library, located in its office, room 201.

ADDRESSES

ECOLE DOCTORALE Ecole Doctorale SISEO Université Savoie Mont Blanc - BP 1104 73011 Chambéry Cedex	Directeur : Emmanuel TROUVE Tél. : 04 79 75 91 51 E.mail : Directeur.EDSiseo@univ-smb.fr Secrétariat : Julia KINO
UNIVERSITE SAVOIE MONT BLANC Université Savoie Mont Blanc 27 rue Marcoz 73000 CHAMBERY	Tél. : 04.79.75.84.65 Fax : 04.79.75.84.07 http://www.univ-smb.fr
IAE Annecy-le-Vieux IAE BP 80439 4 Chemin de Bellevue 74944 ANNECY-LE-VIEUX	Tél. : 04 50 09 24 00 E-mail : informations.iae@univ-smb.fr http://www.iae.univ-smb.fr/
IREGE IREGE BP 80439 4, Chemin de Bellevue 74944 ANNECY-LE-VIEUX	Tél. : 04 50 09 24 40/04 50 09 24 55 E-mail : dir-irege@univ-usmb.fr http://www.irege.univ-smb.fr/
CLOUS DE CHAMBERY CLOUS de Chambéry 17 rue du Chaney 73000 JACOB-BELLECOMBETTE CLOUS Antenne Bourget-du-Lac Route de Chambéry 73370 LE BOURGET DU LAC	Tél. secrétariat résidence : 04 79 69 57 45 Tél. secrétariat restaurant : 04 79 69 55 62 Tél. secrétariat résidence : 04 79 25 23 83 Tél. secrétariat restaurant : 04 79 25 33 94
CROUS DE GRENOBLE CROUS de Grenoble 5 Rue d'Arsonval – BP 187 38017 grenoble cedex	Directeur : Dominique MARTIN Tél. : 04 76 57 44 00 Fax : 04 76 47 78 03

<p>MAISON DE L'ETUDIANT Maison de l'Etudiant 378 Rue de la République 73000 CHAMBERY</p>	<p>Tél. : 04 79 75 38 38</p>
<p>CAF Caisse d'Allocations Familiales 20, Avenue Jean Jaurès 73022 Chambéry cedex</p>	<p>Tél. : 0820 257 310 http://www.Savoie.caf.fr</p>
<p>MGEN SAVOIE SECTION MGEN DE LA SAVOIE 116 Rue du Grand Ariétaz Bissy 73079 CHAMBERY CEDEX 9</p>	<p>Tél. : 0 821 209 073 Fax : 04 79 62 19 39 http://www.mgen.fr</p>
<p>SMERRA Agence smerra chambery 123, rue Michaud 73000 CHAMBERY</p>	<p>Tél. : 0 810 052 000 E-mail : SMERRA@uitsem.com http://www.smerra.fr</p>
<p>LMDE Agence LMDE de Chambéry 68 rue des Frézières 73 000 CHAMBERY</p>	<p>32 60 dites "LMDE" http://www.lmde.com</p>
<p>OFFICE DU TOURISME DE CHAMBERY Office de tourisme Boulevard de la Colonne 73000 CHAMBERY</p>	<p>Tél. : 04 79 33 81 61 Fax : 04 79 85 71 39 http://www.chambery-tourisme.com</p>
<p>PREFECTURE DE SAVOIE Préfecture de la Savoie Château des Ducs de Savoie BP 1801 73018 CHAMBERY CEDEX</p>	<p>Tél. : 04 79 75 50 00 E-mail : courrier@Savoie.pref.gouv.fr http://www.Savoie.pref.gouv.fr</p>
<p>PREFECTURE DE HAUTE-SAVOIE Préfecture de la Haute-Savoie Rue du 30^{ème} régiment d'infanterie 74000 ANNECY</p>	<p>Tél. : 04 50 33 60 00 E-mail : courrier@Savoie.pref.gouv.fr http://www.haute-Savoie.gouv.fr</p>

CHARTER FOR DOCTORAL STUDENTS AT THE IREGÉ

Every doctoral student at the IREGÉ/USMB is required to follow the rules below:

- **Follow the rules** for explicitly mentioning the IREGÉ, University of Savoie Mont Blanc in all publications. You may also mention another institutional affiliation if you are a permanent member of the IREGÉ. For example, University of Savoie Mont Blanc, IREGÉ, Institution X (or vice versa);
- **Participate** in research center activities;
- **Be present** at the IREGÉ as much as possible;
- **Follow the rules** of the SISEO ED for registration, renewal, information sharing, and the duration of the dissertation period;
- **Participate in research seminars and present your work** and its progress once a year;
- **Include** partner logos on all your academic work (articles and communications), especially if you are a doctoral student with a contractual agreement with the region.

Date:

Signature (precede with “read and approved”)

ANNEXES

Training for dissertation preparation

1. Objectives and general principles of the training

There are two major objectives:

- Support doctoral students in their dissertation research so that the majority of them are ready to defend their dissertations within the recommended 3-year period.
- Help each student feel as independent and as comfortable as possible in the chosen field of research.

2. Completion of training

Throughout their doctoral studies, and in order to gain permission to defend their dissertations, doctoral students must complete at least 120 training hours (TH).

The TH they must complete can be divided into three categories: scientific, general education, and career preparation.

3. Equivalencies and additional details

At the student's request and at the dissertation advisor's discretion, students can count the following activities as part of their TH, limited to 2/3 of the total number of hours:

- For career preparation, having a teaching or research assistantship, working on dissertation research as a company employee (CIFRE), participating in Doctoriales, and internships of more than 3 months.
- For general education, having a dissertation co-advisor, organizing seminars or communication events (preparing and manning a stand at a science fair), an internship or exchange of more than 3 months in another lab, being a student representative on various university committees (academic committee, board of the doctoral school or college).
- For scientific education, participation in thematic courses and seminars organized by labs and research centers.

For a module to be completed, proof of attendance must be provided by the event organizers, and need to be entered into the doctoral student's personal space on the ADUM, under "Formations" and "Ajouter une formation 'hors catalogue'" by uploading a PDF version of the proof of attendance.

SUMMARY TABLE OF THE EQUIVALENTS THAT CAN BE OBTAINED BY TYPE OF DOCTORAL STUDENT

		Doctoral student with a doctoral contract or a contract with company (CIFRE)		Employed doctoral student			Doctoral student (Other cases)	
		Doctoral contract (Country, region, APS (temporary visa), objectives, contract,)	CIFRE	Salaried instructor (PRAG)	Full time employee	Part-time employee		
Number of training hours that can be obtained through equivalencies	Career preparation	Professional activity		40 TH (for 3 years)		20 TH for 3 years		
		'VALIDE' Label	40 Career TH and 40 General education TH					
		Visiting instructor (Not including doctoral contracts or instructors)						4 TH for 16 hours
		<i>Doctoriales</i> or <i>Valoridoc</i>	32 TH					
		Company internship (not counting CIFRE or being a company employee)	18 TH for an internship of at least 3 months					
	Scientific or general training	Visiting researcher in another research center (not counting a co-advising center)	18 TH for an internship of at least 3 months					
		International co-advisor	20 TH per semester abroad (60 TH max)					
		Thematic course	No. hours attended (40 TH max)					
		Research center seminar	6 TH maximum, depending on the number					
		University service (on committees and councils)	10-20 TH depending on the importance of the committee and the number of committees					
		File transfer from another doctoral school	40 TH per year registered at another doctoral school					
		Total training hours (TH) required per doctoral student	120 training hours (TH)					

The maximum number of TH that can be obtained by equivalence is 80.

The doctoral student needs to request approval from the SISEO for any completion of TH by equivalence and must submit the necessary documents.

NOTES

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