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***Implementation of the caesura period at the Doctoral College -University of Strasbourg***

**Regulatory References:** Circular No. 2015-122 of 22 July 2015 - decree of 25 May 2016 laying down the national training framework and the procedures leading to the award of the national doctoral degree.

**I. Definition**

The so-called 'caesura' period is defined as a period of up to one academic year during which a doctoral student enrolled in a higher education course temporarily suspends their studies for the purpose of acquiring personal experience, either autonomously or within a host organisation in France or abroad. It is carried out on the strict basis of voluntary work by the doctoral student who undertakes to do it, and cannot in any way be construed as a requirement in obtaining the qualification prepared before and/or after this period of suspension.

The caesura period can take place:

* in France or abroad;
* within the context of a voluntary commitment, a civic service or an associative voluntary service;
* under an employment contract;
* for training in a field different from that of the suspended curriculum;
* to prepare a project to set up a business. In this case, the caesura is part of the
 'student-business creator' scheme;
* to enable athletes or high-level artists to prepare for and participate in a specific event.

**II. Conditions of eligibility of the project and duration of the caesura**

**Article 4 - 5th paragraph of the Decree of 25/05/2016:** *'In exceptional cases, upon application by the doctoral student, an application for a temporary and unbroken period of caesura for a maximum length of one year may be filed (once only), by decision of the head of the institution where the doctoral student is registered, with the agreement of the employer if necessary, and the opinion of the thesis supervisor and the director of the doctoral college. During this period, the doctoral student temporarily suspends their studies and research work, but may remain registered, should they so wish, within their establishment. This period is not counted in the duration of the thesis'...*

* The caesura period must be organised over a half year or two consecutive half years within the same academic year (unless a waiver is granted).
* The caesura period can be carried out throughout the doctoral programme. However, in order to give priority to the doctoral student's research project, there will be no caesura period during the first half year of the first year.
* It is also not possible to take a caesura period beyond the 3rd year for a full-time doctoral student and beyond the 6th year for a part-time doctoral student.
* Case of doctoral students paid for their research work: remuneration will be suspended during the caesura period.
* In the case of an overseas project, it will be verified that the destination country has adequate safety conditions, in accordance with the recommendations of the Ministry of Foreign Affairs. The university may refuse any proposed caesura project abroad that does not have adequate safety conditions. In all cases where a caesura is granted, the student will be alerted to the fact that they must comply with the recommendations of the Ministry of Foreign Affairs with regard to current events in the country in which they will be present during their caesura period.

**III. The Status of the doctoral student during a caesura period:** administrative registration, fees, appreciation of courses

During a caesura period, the doctoral student is faced with two possibilities:

1) the doctoral student does not enrol. They can:

- follow and validate courses from outside the university by providing documents of proof and the course

descriptions sheets.

2) the doctoral student enrols and pays their registration fee, they can:

* follow and validate courses at the university (transversal and/or disciplinary)
* follow and validate courses outside the university by providing by providing documents of proof and the course description sheets
* benefit from student social security (if under the age of 28).

**IV. Procedure for requesting a caesura period**

The caesura is part of the doctoral student's personal project. A preliminary reflection on the objectives and the form that it will take is therefore indispensable. For this reason, we strongly advise the doctoral student who envisages a period of caesura to contact their thesis supervisor beforehand.

The doctoral candidate who wishes to benefit from a caesura must apply to the doctoral college using the form provided for this purpose. The application, addressed to the President of the University, must be deposited at the connecting doctoral college, accompanied by the supporting documents requested.

* For a caesura application for the academic year as a whole or for the second half year, the application must be filed between 1 May and 15 June prior to the period in question.
* For a first half year application, the application must be received between 1 November and 1 December, prior to the period in question.

Any application filed outside these time limits will not be admissible.

If necessary, the President of the University shall grant a caesura period on the advice of the thesis supervisor, the director of the research unit, the director of the doctoral college and the employer, if such is the case. The President of the University makes their decision within 2 months from the date of the submission of the complete file by the doctoral student.

In the event of an unfavourable decision, the doctoral candidate may lodge an appeal with the President of the University. The latter will issue their decision after consultation with the 'Caesura' Appeals Board.

**The 'Caesura' Appeals Board of Unistra is composed as follows:**

* The Vice-President of Doctoral Research and Training represented, as the case may be, by one of their Deputy Vice-Presidents.
* 1 doctoral Domain 1 college principal or their representative
* 1 doctoral Domain 2 college principal or their representative
* 1 doctoral Domain 3 college principal or their representative
* 3 representatives of doctoral students (1 per domain)
* 1 Administrative Officer of the Doctoral College - University of Strasbourg.

**The 'Caesura' Appeals Board of UHA is composed as follows:**

* The Vice-President of Doctoral Research and Training.
* The 2 Heads of Doctoral Human and Social Sciences and Exact Sciences Studies 2 representatives of doctoral students (1 per domain)
* 1 Administrative Officer of the Doctoral College Annex - University of Strasbourg.

**V. Annual report**

An annual report on the implementation of the caesura at doctoral college level will be carried out by the college's tuition office and presented to the Council of the Doctoral College and the University of Strasbourg and the Research Commissions of the affiliated institutions, University of Strasbourg and University of Haute-Alsace.

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***Application form - Caesura***

***Information about the applicant***:

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| **Student ID:**  |  |
| **Name:**  |  |
| **First name:** |  |
| **Date of birth:**  |  |
| **Mobile:**  |  |
| **E-mail address:**  |  |
| **Date of 1st registration:**  |  |

***Projected caesura period:***

* Academic year 20 \_\_ / 20\_\_
* 1st half year (Autumn: September-February)
* 2nd half year (Spring: March-August)
* Other, please specify

***Caesura project:***

❒ takes place in the spirit of civic service

❒ is carried out as a volunteer or as part of a charitable volunteer scheme

❒ is carried out under a fixed-term employment contract

❒ includes a training period. If this is the case, specify the subject of the training and the establishment that would provide it: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❒ comes within a business start-up venture ('student-business creator' scheme)

❒ will take place abroad. Indicate the country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❒ involves preparation for a sports competition or an artistic event.

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| ***Documentary evidence to be provided with the application:*** * *A covering letter describing the project and detailing the methods of implementation and activities envisaged*
* *Curriculum vitae*
* *A letter of acceptance from the thesis supervisor, endorsed by the director of the research unit*
* *A letter of acceptance from the employer, if applicable*

***This application must be submitted with all the supporting documents to the candidate's doctoral college:*** * *Between the 1st May and 15 June, for a caesura application for a full academic year or for the Autumn half year*
* *Between the 1st November and the 1st December for a caesura request for the Spring half year.*

***Any application filed outside these time limits will not be admissible.*** |

*I, the undersigned (First name- Family name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

❒ certify that I have read the terms and conditions for implementing the caesura period at the University and confirm that my project is in line with the framework laid down by the various legislative texts.

 ❒ Would like to ❒ not register during my caesura period.

Signed in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Date]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of doctoral student:

**AREA RESERVED FOR DOCTORAL COLLEGE**

File received on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thesis supervisor's comments**:

 ❒ Favourable

 ❒ Unfavourable: reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ❒ Endorsement by Director of the Research Unit

**Employer's comments, if applicable**:

 ❒ Favourable

 ❒ Unfavourable: reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Opinion of the principal of the doctoral college:**

❒ Favourable

❒ Unfavourable: reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AREA RESERVED FOR PRINCIPAL**

**President's Decision:**

❒ Validated of caesura project

❒Caesura project refused: reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signed in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Date]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President’s Signature:

*The decision may be appealed within 2 months of the notification:*

*- either by administrative appeal to the President of the University*

*- or by appeal to the Administrative Tribunal*