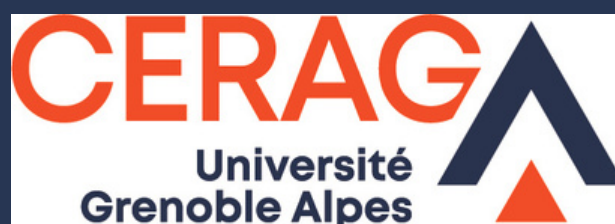


Welcome booklet for PhD students





Welcome to CERAG !

You are going to do your PhD in one of the laboratories of the University Grenoble Alpes, congratulations!

This laboratory is the **CERAG, Centre d'Etudes et de Recherches Appliquées à la Gestion**.

In order to help you in this adventure, this small practical guide has been designed for you. It will teach you **everything you might need in the years to come**: how to get a physical office in our building, how to appear as a member of the laboratory on the web site, how to go to a funded conference, how to proceed for the defense of your thesis....

This guide also **lays the foundations of our rules of community life within CERAG**. Therefore, we ask you to read it carefully and to sign it.

In addition to this guide, we remain at your disposal.

THE CERAG ADMINISTRATIVE TEAM

SUMMARY

01

THE DOCTORAL SCHOOL AND THE LABORATORY

1. EDSG
2. CERAG
3. To be a PhD student at CERAG

02

YOUR ARRIVAL AT UGA

1. General resources
2. To get a visa

03

COMING TO WORK AT CERAG

1. Having a physical office
2. Computer resources
3. Living spaces
4. The meeting rooms
5. Health and safety
6. To be represented at the laboratory council
7. CERAG's major events
8. When you leave CERAG

04

PARTICIPATION IN THE RESEARCH AXES

1. Anticipation and risk management
2. Responsible behaviour and societal issues
3. Innovation and organizational complexity

05

COMMUNICATION AND VALORIZATION

1. CERAG website
2. To inform your publications
3. L'actu du lab'

06

GOING TO A CONFERENCE - MISSION

1. To ask for the agreement of the axis managers
2. To make a mission order
3. To book your transportation and accomodation

07

PUBLISHING IN A JOURNAL

1. List of possible journals
2. Copyediting
3. Single signature of the publications
4. Communicate on your publications

08

DEFENDING YOUR PHD THESIS

1. Composition of the jury
2. Administrative procedure
3. Logistic organization

01

THE DOCTORAL SCHOOL AND THE LABORATORY

EDSG

CERAG

To be a PhD student at
CERAG



The PhD is a state diploma delivered by a university. You are hosted by two structures: you are housed in the laboratory and you depend on the EDSG for everything that concerns your thesis.

The **doctoral school** is the structure that organizes and coordinates the doctoral degree. It takes care of all the **administrative procedures** from the first registration to the defense of the thesis, until the delivery of the diploma. It also provides access to and guarantees **doctoral training** (doctoral students must validate a certain number of hours of training as part of their degree). It also organizes the **follow-up of the thesis** (annual follow-up committee - CSI -, accumulation of teaching activities...)

The **laboratory** is the structure that generally brings together all the researchers in a given discipline, management sciences for CERAG. For information: the teacher-researchers are part of two structures, a laboratory and a component (IAE, IUT, Sc Po).

As a PhD student, you are a member of a laboratory called CERAG, Centre d'Etudes et de Recherches Appliquées à la Gestion.

The laboratory is in charge of your **physical reception** and your **integration into the research teams**. You will work with other researchers in your discipline.

For you,

Your doctoral school will be the **EDSG** :
Ecole Doctorale en Sciences de Gestion

The laboratory will be the **CERAG**
Centre d'Etudes et de Recherches Appliquées
à la Gestion

THE EDSG

The Doctoral School in Management Sciences (EDSG) is one of the 13 doctoral schools on the Grenoble site. It is one of the components of the doctoral school of the University of Grenoble Alpes.

We invite you to visit the EDSG website (<https://edsg.univ-grenoble-alpes.fr/>) where you will find all the information concerning :

- your first thesis registration
- your re-registration
- your thesis follow-up
- your defense

Here are your contacts at EDSG:

Isabelle Girerd-Potin

Director of the EDSG

04 76 63 53 79

isabelle.girerd-potin@univ-grenoble-alpes.fr

Bureau 204 - CERAG 2e étage
150 rue de la Chimie



Safa Babay-Rouis

Gestionnaire de l'EDSG

04 57 42 25 30

ed-sg@univ-grenoble-alpes.fr

Bureau 119 - Bâtiment MJK
110 rue de la Chimie



THE CERAG

Dedicated to research in management sciences, the CERAG (Centre d'Etudes et de Recherches Appliquées à la Gestion) is a reference research center in its field in France. It is attached to the University of Grenoble Alpes (UGA).

We invite you to visit the CERAG website <https://www.cerag.org/> and read this booklet to learn more.

Here are your contacts at CERAG:

Florence Alberti

**Administrative and financial
manager**

04 76 63 53 64

florence.alberti@univ-grenoble-
alpes.fr

Bureau 205 - CERAG 2e étage
150 rue de la Chimie



Coralie Lucatello

**Administrative and financial
management assistant**

04 76 63 53 81

coralie.lucatello@univ-grenoble-
alpes.fr

Bureau 206 - CERAG 2e étage
150 rue de la Chimie



Christelle Reignier

**Adjointe en gestion administrative et
financière**

04 76 63 53 84

christelle.reignier@univ-grenoble-
alpes.fr

Bureau 206 - CERAG 2e étage
150 rue de la Chimie



Annick Valette

Co-director of CERAG

04 76 63 53 61

annick.valette@univ-grenoble-alpes.fr

Bureau 217 - CERAG 2e étage

150 rue de la Chimie



Bérangère Deschamps

Co-director of CERAG

04 76 63 53 61

berangere.deschamps@univ-grenoble-alpes.fr

Bureau 217 - CERAG 2e étage

150 rue de la Chimie



You can also contact

Emilie Hoareau

Maître de conférences

Referent for foreign doctoral students

04 76 82 56 15

emilie.hoareau@univ-grenoble-alpes.fr

Bureau 228 - Grenoble IAE

525 avenue centrale



To be a PhD student at CERAG means

- Integrating a **research axis**
- Having an **office**, having a photocopier account
- Have **computer equipment**, access to digital resources and databases
- Access to **common areas**
- **To be represented in the laboratory council**
- To appear on the laboratory **website** as a member
- To declare your **missions**
- To be able to obtain **punctual financing for the departures in conferences and the copyediting of articles**
- To be accompanied in the **logistical preparation of the thesis defense**

02

YOUR ARRIVAL AT UNIVERSITÉ GRENOBLE ALPES

General resources
To get a visa



© Pierre Jayet

WELCOME TO UGA

Here are some key resources to consult as part of your PhD at UGA



UGA website : <https://www.univ-grenoble-alpes.fr/english/>

ISSO website : <https://international.univ-grenoble-alpes.fr/english/>

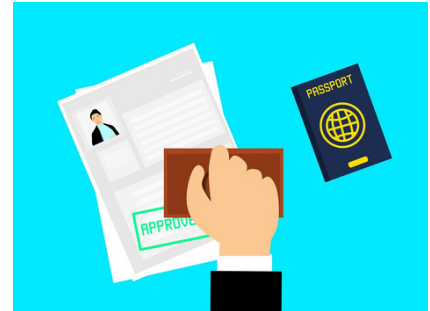
General presentation of the doctorate : <https://doctorat.univ-grenoble-alpes.fr/preparing-a-phd/the-doctorate/the-phd-at-universite-grenoble-alpes-795860.kjsp>

Practical guide for international PhD students at UGA : <https://international.univ-grenoble-alpes.fr/getting-organized/the-steps-of-your-stay/the-practical-guide-for-international-doctoral-students-795458.kjsp?RH=1611732328710>

TO GET A VISA

Except for nationals from the European Economic Area, Monaco, Andorra and Switzerland, it is necessary to get a visa to enter and study in metropolitan France.

The CERAG can only provide a **hosting agreement** for PhD students under a **doctoral contract** from the Ministry, a **CIFRE contract** or an **ATER contract**. This agreement allows the PhD students concerned to obtain a visa covering the duration of the contract (3 years or 1 year).



For other doctoral students who do not have funded contracts, we can provide you with a **certificate attesting to your enrollment in a thesis for the current academic year** (as long as you are duly enrolled). This allows doctoral students to obtain a student visa for the current academic year.



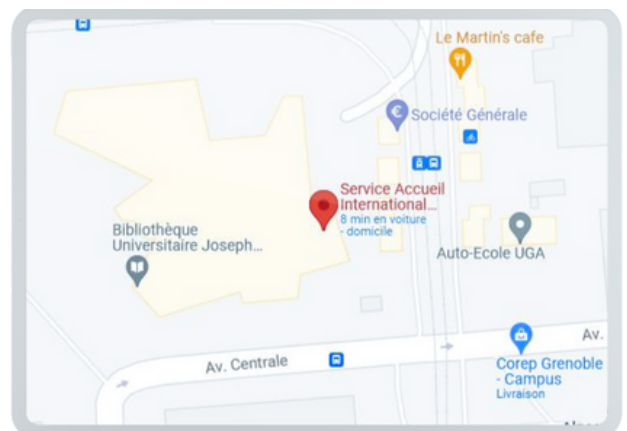
**For the hosting agreement and the certificate,
contact Florence Alberti**

GOOD TO KNOW

A service is available on campus for all your procedures with the Isère Préfecture

ISSO
International Students Scholars
Office

1025 Avenue centrale
38400 Saint Martin d'Hères
Tél : 04 56 52 85 22
Email : isso@univ-grenoble-alpes.fr
Website : <https://international.univ-grenoble-alpes.fr/english/>



03

COMING TO WORK AT CERAG

Having a physical office

Computer resources

Living areas

The meeting rooms

Health and safety

To be represented at the laboratory council

CERAG's major events

When you leave CERAG



Having a physical office

If you need a working space, the laboratory can welcome you and provide you with a fixed or flexible office depending on the number of days you want to come during the week (within the limits of available places).

Fixed offices are assigned to **PhD students who are present at least three days a week** and for the entire duration of the thesis. You take care of them, you can decorate them, personalize them. It is your responsibility to air them, you will make sure to close the windows when you leave your office. You must empty them when you leave the laboratory after your thesis defense.



The **flexible offices** are for PhD students who **come to the laboratory for one or two days a week**. You will share them with other students (it is up to you to organize the days of presence of each occupant), that is why you cannot store any personal object or document.

How to get an office ?



**Contact by email or come and see
Florence Alberti**

Her office is at CERAG, 2e étage, bureau 205. At the door on the first floor, call 35364.

Depending on your needs, Florence will assign you a fixed or flexible office.



She will give you the form "Welcoming a newcomer" which will allow you to get acquainted with the useful information for your integration.

She will also **create a badge for you to access the CETA building**. To create your badge, you must provide Florence with a photo ID.

Florence Alberti will keep a copy of the form "Welcome of a newcomer", which you will have signed.

NB: the **doctoral student offices are generally not locked**. If you find your office locked in the morning, you can ask us (Florence or Coralie) to open it for you.

NB 2 : you can also work in a **university library** if you wish, your status gives you access like any other UGA student. You can consult all the university libraries here :

<https://bibliotheques.univ-grenoble-alpes.fr/bibliotheques/>

Computer resources

Several computer resources (hardware and software) are made available to you by the university and the laboratory.

Professional e-mail and UGA computer account

When you register for your thesis, a **computer account with login and password** is automatically created for you as well as **a university email address** (nom.prenom@univ-grenoble-alpes.fr). You will also have access to the **UGA Zimbra messaging system** : <https://zimbra.univ-grenoble-alpes.fr/>



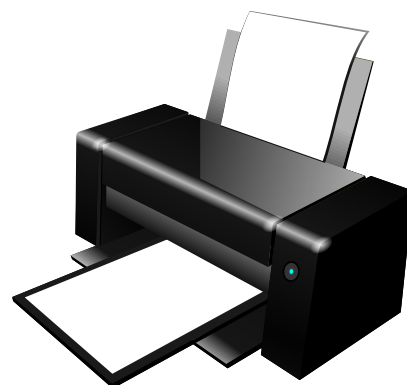
**If you have a connection problem,
contact Florence Alberti**

Photocopying / printing / scanning

- **At CERAG**

You can print **in black and white on the printer on the 1st floor** from the fixed computers in the laboratory.

You can also print **in color** (if needed) on **the 2nd floor printer** by sending your document by email to **Florence Alberti** or **Coralie Lucatello**, or by bringing them a USB key.



The **printer on the 2nd floor** is also a **photocopier and scanner**. To get the access codes and explanations on how to use the scanner, you can ask **Florence Alberti** (office 205) or **Coralie Lucatello** (office 206).

- **At the UGA (components and libraries) :**

Vous will find all the necessary information on this link : <https://bibliotheques.univ-grenoble-alpes.fr/services/imprimer-photocopier-scanner/>

Computer resources of the laboratory

The laboratory can provide you with **fixed computers**.

For the maintenance of workstations and printers, your contact is **Kevin Seggio**. You can contact him by sending an email at help@univ-grenoble-alpes.fr. Write "CERAG" in the subject of your mail.



The laboratory can also provide you with software resources :

- Databases : DIANE et EIKON
- Softwares : XLSTAT, NVIVO, SPSS



For the database Eikon, contact tiphaine.jerome@univ-grenoble-alpes.fr

For the database Diane, contact ingrid.bellettre@univ-grenoble-alpes.fr

For the softwares, contact Florence Alberti

Full text on online journals

The university libraries provide **digital collections** that allow you to access the **full text** of most journals.

You will find a list of these collections on this link :



<https://bibliotheques.univ-grenoble-alpes.fr/collections/collections-numeriques/collections-numeriques-449871.kjsp?RH=1549544967647>

Your UGA computer account login will allow you to access them either from a fixed computer connected to the UGA network, or from your home with the help of the UGA VPN (depending on the databases).



**If you need help with accessing the journals,
contact Coralie Lucatello.**

UGA digital resources

As a doctoral student, you are considered as a UGA staff member, and as such, you have access to all UGA digital resources.

To discover them, you can visit this website: <https://services-numeriques-personnels.univ-grenoble-alpes.fr/>

Here are some examples of resources: VPN, video conferencing application (zoom...), pedagogical applications (Moodle...), but also possibilities of hosting, intensive calculation, data processing and exploitation.



**If you need help,
contact Coralie Lucatello.**

For **computer troubleshooting at the UGA level** : help@univ-grenoble-alpes.fr
Or on the application (available with your UGA identifiers) <https://help.univ-grenoble-alpes.fr/front/helpdesk.public.php>

Living spaces



Common rules: **common spaces concern us all**. They are pleasant.

To keep them that way, we ask you to respect the place and your colleagues.

The kitchen and the R'n'B room (1st floor)

These two rooms face each other on the 1st floor. They are at your disposal. We ask you **nto clean the tables after eating and to clean the dishes after each use**. The washed dishes are wiped down and stored in the cupboards. You can put food in the kitchen (spices for example).



We have **two cleaning sessions each year**. We check the dates of the stored products and throw them away if they are out of date. If you value your products, you can store them in your office. The **fridge is to be cleaned by you once a month** (the last Friday of the month). A **planning sheet** is hung on the cork board. We ask that you organize yourselves collectively for this task.

The **lab provides ground coffee** for use with the filter coffee maker. The R'n'B room has a capsule machine. It is at your disposal, but it is up to you to organize yourself to buy the pods.

Sorting



**In the
kitchen and
the
R'n'B room**

At CERAG we sort our waste so that it can be recycled. You will find **five garbage cans**:

- **Garbage can for packaging** (emptied of its food content): plastic bottles (mineral or sparkling water, sodas, fruit juices); milk bottles; cardboard boxes and food cartons on cardboard packaging (fruit juices, soup, cake tins, yoghurt packaging); aluminum trays; iron cans, cans of syrup.
- Cardboard for **glass** collection: glass bottle, glass jar.
- **Food waste garbage can (for composting)**: food scraps, peels, banana peel, apple core, coffee filter and coffee leftovers, etc.
- **Garbage can for other household waste** that cannot be put in the other garbage cans listed below: . However, you must make sure that this waste is not polluting: tissues, napkins, greasy paper.

**In the
corridor on
the 1st
floor**

- **Waste paper garbage can**

We ask you to organize yourselves to take down the garbage in the adequate containers:

Paper: once a week

Packaging: daily

We take care of the management of compost and glass.

Classified board

This board is located **near the door of the R'nB room**.

It is at your disposal for **your classified ads**. It is also useful for communicating with you about the lab's operations. You will find for example the **schedule to organize the monthly cleaning of the fridge; the sorting instructions**.

You can put your particular requests or propose activities for your colleagues. This can concern your thesis, but also extra-university aspects.

The meeting rooms

Two meeting rooms are available:

The first floor room

Located on the first floor of the building, it is accessed from the MJK side.

If you need this room (capacity 30 people), you must **check its availability** on the CERAG website at this address: <https://www.cerag.org/node/6/actualites>

If the room is available, **send an email to Coralie Lucatello** with your name, the time and the reason for the reservation.

A **video conferencing device** and a **video projector** are available in the locked closet in the room. You can also find a **ping pong table** in the room.

On the day of your meeting, you will need to pick up a key, as well as the video projector and computer (if needed) from **Florence Alberti or Coralie Lucatello**.

The meeting room on the 1st floor

This room has a capacity of 8 seats. You do not need to reserve it to use it.

NB: for both rooms, we ask you to **clear the board** at the end of the meeting and to return the room to its original state if you have changed its configuration.

For the moment, both rooms are **not equipped with a video projector**. If you need one, we can provide you with one (and a laptop if necessary).

.

Health and safety

Here are the safety instructions for the building.

You witness the beginning of a fire

1. Give the alert by pressing a manual release

2. Call or have the fire department call **18**

Indicate: the location (CETA building, floor, wing, door) / the size of the fire / if possible the nature of the fire

3. Use an appropriate fire extinguisher without taking risks

If you hear an evacuation signal, keep calm and

- Close doors and windows as you leave your office calmly
- Go to the nearest emergency exits using the evacuation routes
- Never use the elevators
- In case of smoke, get down, the fresh air is on the ground
- Never turn back without being asked to do so
- Go to the assembly point : **PARKING**

Emergency kit and defibrillator

You can find an **emergency kit** at the 2nd floor, office 215 near to the photocopier

You can find a **defibrillator** in the MJK building (Maison Jean Kuntzmann, where there is the doctoral school) in front of CETA building.

You witness an accident

1. Remove or eliminate the danger to protect yourself and the victim

2. Assess the victim's condition

3. Call the EMS **15** or **112** And the nearest first aid worker

Indicate: the location (CETA building, floor, wing, door) / the nature of the problem / the condition of the victim(s)

Never hang up first and monitor the victim's condition



Prevention assistant : Florence Alberti

To be represented at the laboratory council

PhD students are represented on the two councils of the two institutions: the CERAG laboratory and the EDSG. In this booklet, we will talk about the laboratory council.

What does the laboratory council?

It is composed of **elected and invited members**, representing the different profession-**teachers-researchers, PhD students, administrative staff** - of CERAG. You can consult the complete list of members on [this page](#). Its mission, among others, is to decide on the **rules of community life** within the laboratory, and on the **laboratory's policy** in relation to other institutions in its academic and wider environment.

What are the missions of the PhD student representatives on the council?

- Your representatives **bring your needs to the attention of the laboratory council**. They are the link between you and the laboratory management.
- They **defend your interests** at the laboratory council.
- They **communicate to you the decisions** taken by the council.

Here are your representatives

Elodie Maureau

Titular representative

elodie.maureau@univ-grenoble-alpes.fr
Bureau 107 - CERAG 1er étage
150 rue de la Chimie



Clément Carrel

Titular representative

clement.carrel@univ-grenoble-alpes.fr
Bureau 108 - CERAG 1er étage
150 rue de la Chimie



Anis Shami

Alternate representative

anis.shami@univ-grenoble-alpes.fr
Salle Mainguy - CERAG 1er étage
150 rue de la Chimie



Corentin Gariel

Alternate representative

corentin.gariel@univ-grenoble-alpes.fr
Bureau 107 - CERAG 1er étage
150 rue de la Chimie



Their manifesto

“

The world of academic research exists only through active cooperation between doctoral students, professors and administrative staff. It is essential that everyone be able to express themselves freely in order to move in a common direction. Since doctoral students are on a three-year course, they must be able to understand the environment in which they are evolving, and to actively participate and flourish in this ecosystem. In order to do this, it is essential that they be represented in academic governance.

We will therefore be fully and entirely attentive to the problems that doctoral students may encounter during their studies. It is essential that everyone can express themselves freely in a friendly atmosphere that is conducive to professional development, both intellectually and personally. We will therefore make every effort to be available to anyone who encounters difficulties, or who wishes to take part in the development of the community life inherent to the activity of a researcher.

At the same time, we will act as a junction between the doctoral students and the decision-making bodies of the laboratory. The variety of profiles of CERAG's doctoral students, with their international and multicultural aspects, their ages and their various contracts, will undoubtedly lead to a richness in the exchanges and in the decision-making. Bringing information up and down during the laboratory councils while highlighting individual and collective concerns seems to be the cornerstone of a scientific life where everyone will be able to find their rightful place.

The complementarity of our profiles, due to our different genders, backgrounds, types of contracts and research areas, will be a strength allowing us to have a global vision of doctoral life. Do not hesitate to contact us if you need us, we are listening to you, and hope to fulfill this function as well as possible.

”

Elodie Maureau, Clément Carrel, Anis Shami, Corentin Gariel
PhD students representativess

CERAG's major events

Several times of gathering and conviviality take place during the year. You will be invited to them.

- An **international welcome meal** for doctoral students at the beginning of the academic year
- An **annual barbecue**, usually held at the end of the academic year
- A **general meeting** of the laboratory where your presence is required

When you leave CERAG

After defending your thesis or finishing your ATER or any other contract, you will have to leave the laboratory. We ask you to **empty your office** if necessary before September of the following academic year.

At the beginning of each academic year, we reserve the right to empty the offices that are no longer occupied and thus to throw away your personal belongings if you have not sorted out your personal effects yourself.

04

PARTICIPATION IN THE RESEARCH AXIS

Anticipation and risk management
Responsible behaviour and societal issues
Innovation and organizational complexity



CERAG is composed of three interdisciplinary research axes. As a member of the laboratory, you will be a member of one of them.

In order to know to which axis of the laboratory you belong, you can first discuss it with your thesis director or your research referent. Then, you can contact the persons in charge of the chosen axis so that they include you in the mailing list of the axis.

Anticipation and risk management

The research of the **"Anticipation and Risk Management" (AGR)** axis aims at building **fundamental and actionable knowledge on risk in its dimensions of anticipation, prevention, evaluation, management and integration.**

For more information, see the presentation page of the axis:

<https://www.cerag.org/node/6/anticipation-et-gestion-risques>

Here are the two people responsible for this axis

Olivier Lavastre

olivier.lavastre@univ-grenoble-alpes.fr



Nathalie Gonthier- Besacier

nathalie.gonthier@univ-grenoble-alpes.fr



Responsible behaviour and societal issues

The research of the **"Responsible Behavior and Societal Issues" (CRES)** axis aims to build **fundamental and applied knowledge in the fields of prevention and promotion of responsible behavior, governance, responsible management and consumption, at the scale of intra / inter-organizational relations** (public or private) **and / or individual actors** (consumers, users, employees, applicants, patients, health professionals).

For more information, see the presentation page of the axis:

<https://www.cerag.org/node/6/comportements-responsables-et-enjeux-societaux>

Here are the two people responsible for this axis

Jessica Gérard

jessica.gerard@univ-grenoble-alpes.fr



Soffien Bataoui

soffien.bataoui@univ-grenoble-alpes.fr



Innovation and organizational complexity

The research of the **"Innovation and Organizational Complexity" (ICO)** axis focuses on the following themes: **individual competencies and rationalities for entrepreneurship and innovation; organizational forms and innovative practices; inter-individual collaborative dynamics.**

For more information, see the presentation page of the axis:

<https://www.cerag.org/node/6/innovation-et-complexite-organisationnelle>

Here are the two people responsible for this axis

Guy Parmentier

guy.parmentier@grenoble-iae.fr



Carine Dominguez-Péry

carine.dominguez@googlemail.com



Axis meetings are organized **every month**, most often in the first floor room of CERAG. The schedule is available on the CERAG website:

<https://www.cerag.org/node/6/actualites/actu-axes>

We strongly recommend that you participate in these workshops: the professors and doctoral students of the laboratory present their current research work in order to get feedback and help from their colleagues.

Funding for conferences, copy-editing and other scientific events is strongly conditional on participation in the research workshops.

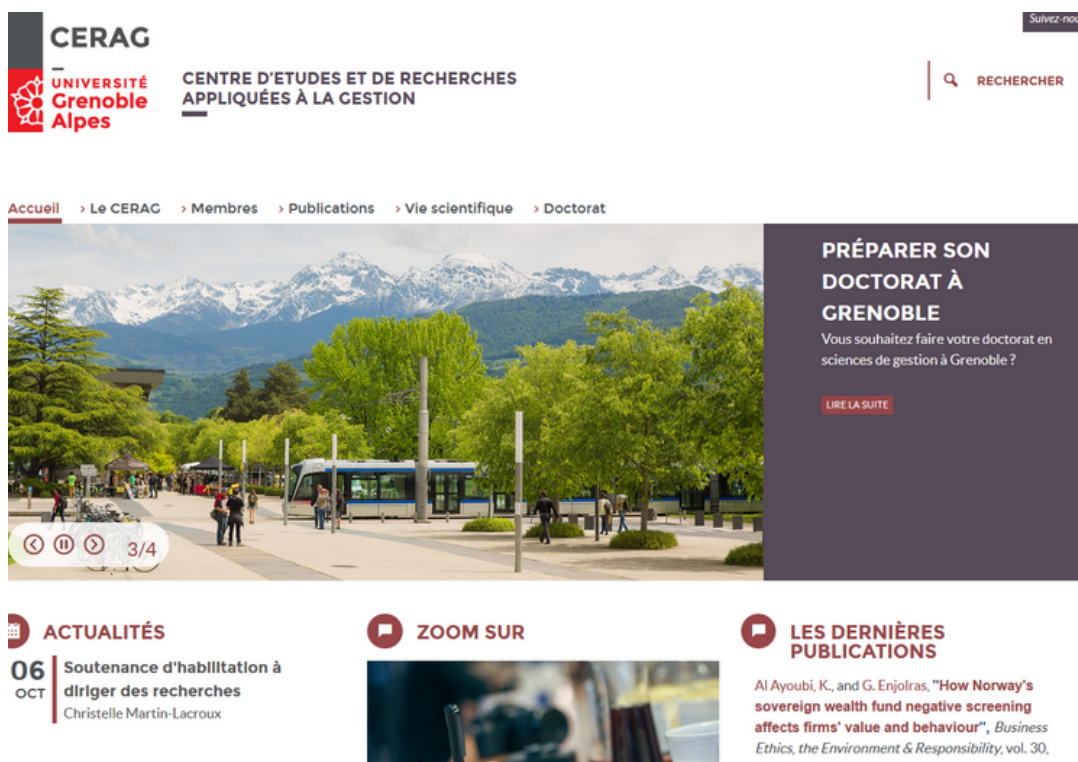
05

COMMUNICATION AND VALORIZATION

CERAG website
To inform your publications
L'actu du lab'



CERAG has several means of communication to promote the activities and products of your research. Discover the website and the newsletter.



The website lists the activities and publications of the laboratory members. We strongly invite you to create your personal page to appear as a member of the laboratory.

Create your personal page

As a member of CERAG, the personal page allows you to highlight your academic career, your publications ... It can serve as your institutional digital showcase.

Two cases of figure:

- Either you are **connected to a fixed computer of the laboratory** connected to the UGA network, in this case, go directly to **step 1**
- Either you are **on your personal computer**, in this case, to access the back-office of the website, you will **have to activate the UGA VPN** (p. 17 of this booklet)

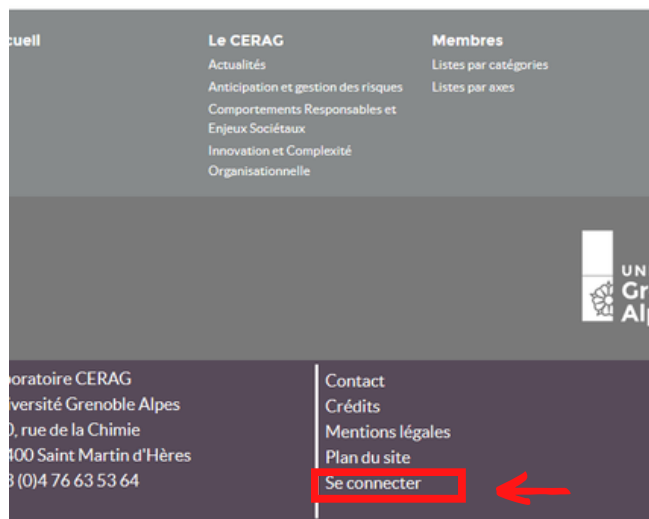
Step 1

Go to the CERAG website

www.cerag.org

Step 2

Click on "connect" or "se connecter" at the bottom of the page under the UGA logo



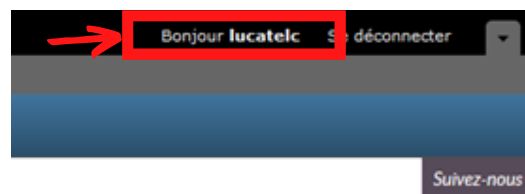
Step 3

Enter your login and password Agalan (UGA)



Step 4

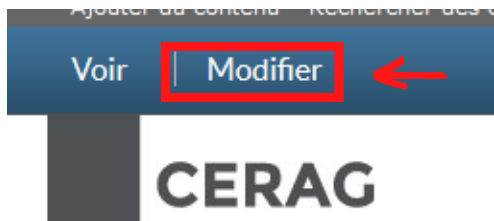
Click on "Bonjour your login" at the top right in the black bar



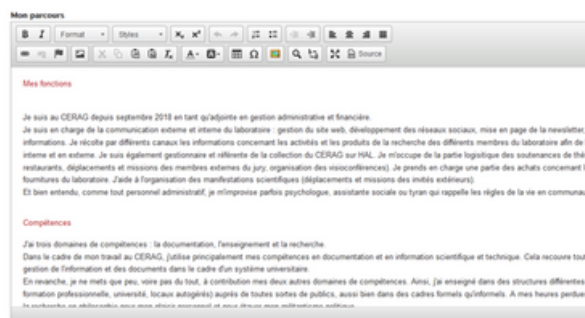
You arrive on your personal page.

Step 5

To fill it in, click on "edit" or "modifier" in the blue bar at the top of the laboratory logo.



In the box "mon parcours", you are free to fill in what you want about your academic course



Step 6

Fill in some information on your personal page. You must fill in at least :

6.2 The tab "Contact"

It is directly informed by the UGA directory (BIPER)

6.1 On the tab "présentation"

6.3 The tab "biblio"

It is used to make the link between your personal page and the bibliographic database of publications (the link will be activated once you have publications with your name in the database)

6.3 The tab "HDR"

Check "no" at the question "Do you have an accreditation to supervise research"

Step 7

Click on "enregistrer"



If you have any difficulties or need more information, contact Coralie Lucatello

To inform your publications

What are "publications"?

These are the bibliographic references that correspond to the products of your research: journal articles, communications in conferences, books, chapters in collective works....

These publications are entered into a database and will then appear on the website in three different ways.

1) On your personal page

> Publications

Adla, L., & Gallego-Roquelaure V. (2021). L'innovation en PME sous le prisme des dons échangés entre le dirigeant et les salariés. *Revue de l'Entrepreneuriat*. Prépublication.

Adla, L., Gallego-Roquelaure V., & Calamel L. (2020). Human resource management and innovation in SMEs. *Personnel review*, 49(8), 1519-1535.

Gallego-Roquelaure, V., & Adla L. (2020). Les compétences entrepreneuriales du dirigeant au cœur de l'émergence d'un réseau international de PME. *Management International*, 24.

Adla, L., Eyquem-Renault M., & Gallego-Roquelaure V. (2020). From the Leader's Values to Organizational Values: Toward a Dynamic and Experimental View on Value Work in SMEs. *M@n@gement*, 23(1), 81-101.

Adla, L., & Gallego-Roquelaure V. (2019). The gift in shared HRM ethics in SMEs. *Employee Relations*, 41(5), 997-1014.

Example Ludivine Adla

NB : this display cannot be changed. The bibliographic reference format cannot be changed. All references are mixed, they cannot be sorted by document type, and the default sorting is antechronological.

2) Search by author

When we click on the names of the authors, we can obtain all the references associated with their name:

AUTEUR
Auteur Titre Type [Année -]
Filtres: Auteur est Ludivine Adla [Clear All Filters]

2021

Adla, Ludivine, and Virginie Gallego-Roquelaure. "L'innovation en PME sous le prisme des dons échangés entre le dirigeant et les salariés." *Revue de l'Entrepreneuriat* (2021). Prépublication.

2020

Adla, Ludivine, Marie Eyquem-Renault, and Virginie Gallego-Roquelaure. "From the Leader's Values to Organizational Values: Toward a Dynamic and Experimental View on Value Work in SMEs." *M@n@gement* 23, no. 1 (2020): 81-101.

Adla, Ludivine, Virginie Gallego-Roquelaure, and Ludivine Calamel. "Human resource management and innovation in SMEs." *Personnel review* 49, no. 8 (2020): 1519-1535.

Gallego-Roquelaure, Virginie, and Ludivine Adla. "Les compétences entrepreneuriales du dirigeant au cœur de l'émergence d'un réseau international de PME." *Management International* 24 (2020).

2019

Adla, Ludivine, and Virginie Gallego-Roquelaure. "The gift in shared HRM ethics in SMEs." *Employee Relations* 41, no. 5 (2019): 997-1014.

Exemple avec Ludivine Adla

3) In the common section of the laboratory publications

You can find all the publications of the laboratory in the "publication" section. Sub-headings are organized by type of document, then the publications are sorted by year.

2021

Adla, L., and V. Gallego-Roqueleure, "L'innovation en PME sous le prisme des dons échangés entre le dirigeant et les salariés", *Revue de l'Entrepreneuriat*, pp. Prépublication, 2021.

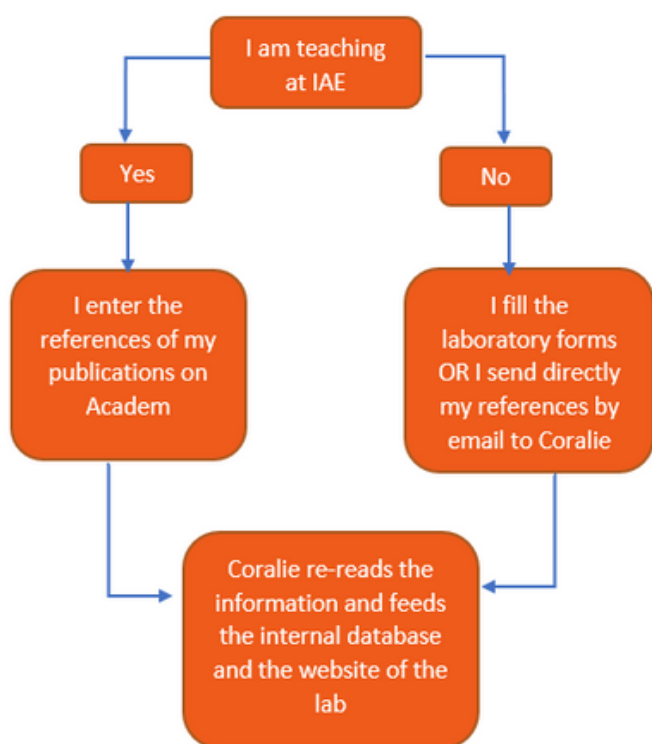
Readdy, P., O. Lavastre, B. Ageron, and L. Chaze-Magnan, "Consumer integration in supply chain management : a taxonomy", *Supply Chain Forum : an International Journal*, vol. 22, no. 1, pp. 28-43, 2021.

Viale, L., and K. Evrard-Samuel, "Identification des compétences clés des acheteurs pour l'innovation dans les chaînes logistiques agroalimentaires", *Logistique & Management*, 2021.

NB : this display cannot be changed.

How do you add your publications to the website ?

There are two ways to do it:



NB: the information is added manually on the website. It is normal that it takes some time.

- **Academ** is the tool that IAE uses to identify all the activities of its members. If you teach at IAE, you must use it. Here is the link:

<http://academ.u-ga.fr:8080/r1customui7/>

- The CERAG laboratory currently uses the **following forms** (one per type of document):

- **Journal articles :**

https://docs.google.com/forms/d/e/1FAIpQLSfJYEyto5X-Z5bjDZzbXkWpNIwpAtYCiB9nU6FxNw7n_zO0A/viewform?pli=1

- **Proceeding papers :**

https://docs.google.com/forms/d/e/1FAIpQLSdVP_LrX-EOwUzYnThRYe1Qm2FmyKEPizRFAfZkTdFVl4Ue1A/viewform

- **Chapter:**

<https://docs.google.com/forms/d/e/1FAIpQLSevOm-YLBV7eqQ0UhGQdVbNTi9A1KJLw60ePtKe4EkreQ73VA/viewform>

- **Books :**

https://docs.google.com/forms/d/e/1FAIpQLScmdRtF93soERNmDGNxMi6VpYU5TNL7Fir0fi9Yb5XPQ_aOfg/viewform

- **Other activities :**

https://docs.google.com/forms/d/e/1FAIpQLSeitIH09j_9zmYlLcEVGIzTzXuGGIO_rpe28L4q4kdpQLbmU7w/viewform

If you have any difficulties or need more information, contact Coralie Lucatello



L'Actu du lab'

L'Actu du lab' is the name of the CERAG newsletter.


This newsletter is deployed in two ways:

- an internal one for the members of the laboratory
- an external one for our partners within and outside the university.

Its frequency is bimonthly. It is used to highlight different activities of our members: thesis defenses, research contracts, participation in serious games festivals, some communications....


Any suggestion is welcome. If you want to highlight one of your achievements or communicate on one of your projects in the context of your research, please contact **Coralie**.

Actu des doctorant.e.s



Zeinab Sheet travaille dans le cadre de l'**ANR CCO** sur le sujet suivant : "Mesurer les capacités créatives organisationnelles". La créativité étant au cœur des activités des industries créatives, celles-ci doivent maintenir et renforcer leur capacité à créer pour survivre. Cette capacité constitue un ensemble de processus et de routines organisationnelles mis en œuvre par une organisation afin de développer et de soutenir son activité créative. Sa thèse est encadrée par Guy Parmentier. [En savoir plus](#)

Mathis Mourey est doctorant en finance et travaille sur le sujet suivant : "Systemic Risk Measurement". Sa thèse est co-encadrée par Philippe Madiès et Olivier Taramasco. Découvrez la présentation d'une de ses communications intitulée "On the Correlation of Systemic Dimensions" (qui sera présentée lors de the World Finance Conference, 2021 Norvège et dans la 14th Edition of the International Risk Management Conference, 2021 Italie)... [En savoir plus](#)



Actu des chercheur.e.s



If you need more information,
contact Coralie Lucatello

06

GOING TO A CONFERENCE - MISSION

To ask for agreement of the axis managers
To make a mission order
To book your transportation and
accomodation



© Pixabay

GOING TO A CONFERENCE - MISSION

As part of your thesis, you will be required to give presentations at university conferences. This entails a certain number of expenses: registration fees, transportation and accommodation. Your research group may pay for some of your travel expenses. The axis can pay for one mission by year.

Before leaving for a conference, you must first **establish a budget for your mission** (registration fees, accommodation and transport costs, etc.). You can then send this budget to the people in charge of your axis to **validate your request for funding**. If you obtain their approval, you must then **make your mission order** and **book your transportation and accommodation**.

In case of financing by your research axis, **always prefer to use the UGA contracts** (for your transportation and accommodation). **Reimbursement** of expenses incurred after the fact must always be **exceptional**.



**Your contact for the missions
is Christelle Reignier**

The following pages show you how to proceed step by step.

To ask agreement of the axis managers



Please note! **Not all your travel expenses will be covered.** Each axis has its own rules of operation concerning funding.

We recommend that you **use the UGA contracts**: this means that Florence will book your transportation and accommodation directly with specified partners, if the group managers agree. Follow the whole procedure below before doing or booking anything by yourself, because **reimbursements are not usually possible.**



Step 1

To establish the budget of your mission

This includes registration fees, round-trip transportation and accommodation costs. Be careful! Not everything is covered (especially with regard to overnight stays)

Step 2

Ask for the agreement of the axis managers

Write an email to your group's managers with the details of your budget, the title of your communication, the name of your possible co-authors, and the name, date and place of the conference

Page 25 of this booklet

To make a mission order

Step 3

Enter your mission order

Once you have the agreement of the people in charge of your axis, you must enter your mission order on the SAM tool.

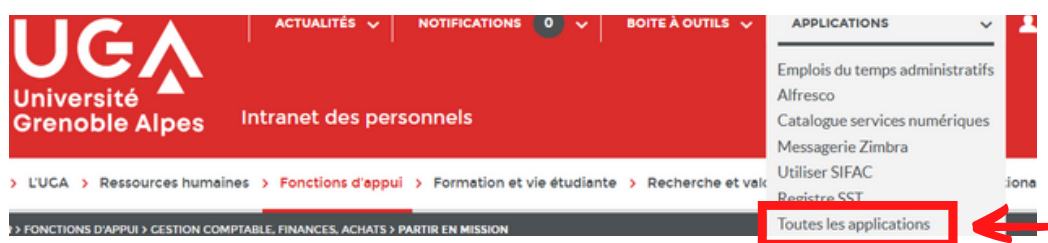
The mission order serves as your insurance. No departure on mission without a mission order!

3.1. Pour accéder à SAM, allez sur l'intranet de l'UGA : <http://intranet.univ-grenoble-alpes.fr>

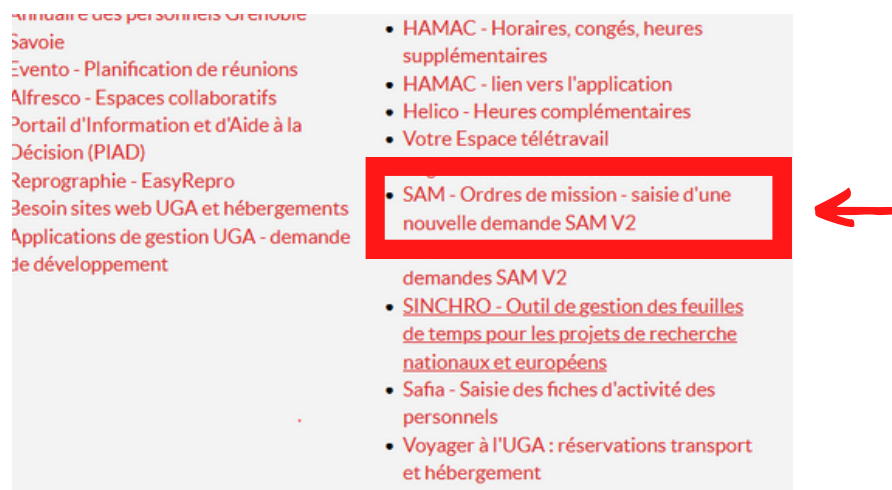


Si vous n'avez pas accès à SAM, contactez Christelle Reignier

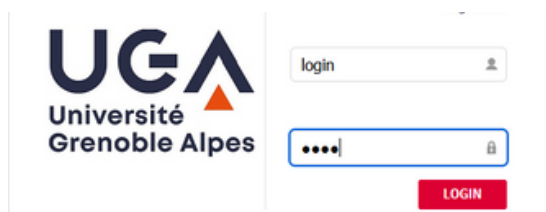
3.2. In the "applications" section, click on "all applications".



3.3. Click on SAM. On the page "toutes les applications", SAM appears in the list "gestion de l'activité professionnelle"



3.4. Authenticate yourself with your university login and password



3.5. Fill out your mission order request

Informations Mission

Date et heure de départ *

Date et heure de retour *

Départ de la

☒ résidence administrative
☐ résidence familiale

Arrivée à la

☒ résidence administrative
☐ résidence familiale

Mission pour *

Pour une mission sans aucun frais pour l'UGA, cochez cette case :

☐ Mission sans frais

Motif déplacement *

Ville*

Pays *

Numéro de portable utilisé pendant la mission*

Numéro d'un contact sur le lieu de la mission en cas d'urgence*

Numéro d'un contact en France en cas d'urgence*

Enter here the dates and times of departure and return of your mission

La résidence administrative = your place of work

La résidence familiale = your home

Select CERAG for an mission supported by the lab

For example : colloque, congrès...

Destination city of your mission

Destination country, if necessary

To fill in

Informations Transport et Hébergement

Moyen(s) de transport

☐ Avion
☐ Train
☐ Véhicule personnel
☐ Véhicule administratif
☐ Autre

Hébergement

☐ Réservation hébergement

Commentaires sur le transport, l'hébergement et autre

Check one or several means of transportation (autre : public transport, taxi...)

Check "réservation hébergement" if you need an accomodation

Indicate here if you will use public transport for example or indicate necessary information about accomodation

Informations Budget

Commentaires sur les éléments budget, avance, contrat de recherche, eotp, ...

Specify for example if the mission is funded by a research contract

Some details :

- If you need a **no-fee mission order** (a no-fee mission order is required for a mission funded by an institutional order):

Pour une mission **sans aucun frais pour l'UGA**, cochez cette case :

☐ Mission sans frais

Motif déplacement *

Check mission sans frais

- For a mission financed by another structure of the UGA than the CERAG:

Mission pour *

Autre structure UGA

Sélectionnez la structure *

Liste des structures paramétrées

Select "autre structure UGA" then select the structure in the drop-down list

- If you will use your personal vehicle, you have to check "j'accepte" :

☒ Véhicule personnel

☐ Véhicule administratif

☐ Autre

• Je déclare être en possession d'un permis de conduire valable (permis disposant de points) et ne pas avoir connaissance d'une quelconque décision pouvant en affecter la validité et m'engage à signaler immédiatement au directeur de ma structure toutes circonstances susceptibles d'affecter la validité de mon permis de conduire.

• Je m'engage à respecter le code de la route et particulièrement concernant l'utilisation du téléphone au volant, le port de ceinture, le respect des limitations de vitesse et la consommation d'alcool et de stupéfiants.

• Je m'engage à ma première mission de l'année civile, à transmettre à ma gestionnaire de proximité, les copies de ma carte grise et de mon attestation d'assurance. Je m'engage également en cours d'année civile à transmettre à ma gestionnaire de proximité la mise à jour de l'assurance du véhicule (échéance courante dans l'année civile).

☐ J'accepte

- If you use an administrative vehicle, you have to check "j'accepte" :

☐ Véhicule personnel

☒ Véhicule administratif

☐ Autre

• Je déclare être en possession d'un permis de conduire valable (permis disposant de points) et ne pas avoir connaissance d'une quelconque décision pouvant en affecter la validité et m'engage à signaler immédiatement au directeur de ma structure toutes circonstances susceptibles d'affecter la validité de mon permis de conduire.

• Je m'engage à respecter le code de la route et particulièrement concernant l'utilisation du téléphone au volant, le port de ceinture, le respect des limitations de vitesse et la consommation d'alcool et de stupéfiants.

• Je m'engage à consigner le carnet de bord des véhicules de l'administration.

• En cas d'infraction de la route, je m'engage à payer la contravention issue de mon non-respect du code de la route et d'en informer mon employeur. Car, la loi n°2016-1547 du 18 novembre 2016 de modernisation de la justice du XXI^{ème} siècle à l'article L. 121-6 du Code de la route impose à l'employeur, titulaire du certificat d'immatriculation du véhicule (« carte grise »), de dénoncer le salarié conducteur en cas d'infraction routière. Le fait de contrevenir au présent article entraîne que l'employeur est puni d'une amende

☐ J'accepte

3.6. After having filled everything, click on "soumettre ma demande"

Pensez à remplir tous les champs obligatoires

Soumettre ma demande

dématérialisée des ordres de mission. Elles ne...

To book your transportation and your accomodation

Step 4

To book your transportation and accomodation on UGA contracts

4.1.To authorize the tour operator to use my personal datas

Before using the reservation platform and in application of the regulations in force concerning the protection of personal data (name/first name, e-mail address and date of birth), you must connect to the following link <https://consentements.univ-grenoble-alpes.fr> in order to authorize the transmission of these data to the holder FCM TRAVEL SOLUTIONS

4.2. First connexion on the booking platform

Few days after, you can go to the booking platform:

https://uga.hellofcm.com/profiles/sign_in

FCM

Vous devez vous connecter pour continuer.

Bienvenue à
HelloFCM!

Identifiant de connexion

Mot de passe Oublié?

SE CONNECTER

☐ Se souvenir de mon mot de passe

Première connexion ?

Click on "première connexion"



Nouveau mot de passe

S'il s'agit de votre première connexion, entrez votre identifiant de connexion ci-dessous. Vous recevrez un email vous permettant de définir votre mot de passe.

RÉINITIALISER LE MOT DE PASSE

Se connecter
Je n'ai pas reçu le mail pour déverrouiller mon compte



Enter your email address:
prenom.nom@univ-grenoble-alpes.fr

Click on "réinitialiser le mot de passe"

You will receive a link in your mailbox to reset your password

4.2. To book your tickets and/or your accomodation

To book a transportation or an accomodation, you have to connect to FCM Travel :

https://uga.hellofcm.com/profiles/sign_in

Your "identifiant" is your email address



Votre outil de réservation Notilus
Booking Tool

ON FCM, click on "votre outil de
réservation Notilus Booking Tool"

- **Here are some advices to book a plane ticket**

Start by searching for flights on another platform (such as Skyscanner for example) and then note the most accurate time on the FCM platform and find the flight you are interested in

The screenshot shows the 'Recherche Express' section of the FCM platform. It features a navigation bar with tabs for 'Vols/trains', 'Vols', 'Trains', 'Hôtels', 'Voitures', and 'Favours'. The 'Vols' tab is highlighted. Below the navigation bar, there are radio buttons for 'Aller retour' (selected), 'Aller simple', and 'Destinations multiples'. There are input fields for 'De' (origin) and 'Vers' (destination). Below these are date pickers for 'Départ le' and 'Retour le', both set to '06/10/2021'. There are also dropdown menus for 'indifférent' and a clock icon. A red arrow points to the 'Vols' tab with the text: 'Always select the most accurate tab for your search, for example here : vols'. Another red arrow points to the 'Départ le' date picker with the text: 'Select the most accurate hour of departure'. A third red arrow points to the 'Options de recherche' dropdown menu with the text: 'Click on options de recherche et select "économique"'. The dropdown menu is open, showing options: 'indifférent', 'Sélectionner >', 'Sélectionner >', 'Economique (tarifs les plus bas)', 'Economique (flexible)', 'Economique Premium', 'Affaires', 'Affaires (flexible)', and 'Première'. The 'Economique (tarifs les plus bas)' option is highlighted. There are two blue buttons: 'Rechercher' and 'Rechercher l\'aller puis le retour'.

Recherche Express

Vols/trains Vols Trains Hôtels Voitures Favours

☒ Aller retour ☐ Aller simple ☐ Destinations multiples

De Vers

Départ le 06/10/2021 indifférent Retour le 06/10/2021 indifférent

Options de recherche >

Rechercher

Rechercher l\'aller puis le retour

Select the most accurate hour of departure

Options de recherche >

Trajet indifférent

Classe Sélectionner >

Compagnie préférée Sélectionner >

Economique (tarifs les plus bas)

Economique (flexible)

Economique Premium

Affaires

Affaires (flexible)

Première

Rechercher

Rechercher l\'aller puis le retour

Click on options de recherche et select "économique"

You can start your search

NB: low-cost airlines, such as Easyjet or Hop, do not appear on the online platform, but it is possible to book them via the UGA contracts.

To do so, contact Christelle Reignier by email and give her all the precise information she will need for the booking: your name, dates, times and airports of departure and arrival

- **Here are some advices to book a ticket train**

The screenshot shows the 'Recherche Express' interface for booking train tickets. Red arrows point to specific elements with explanatory callouts:

- Trains Tab:** An arrow points to the 'Trains' tab in the top navigation bar. Callout: "Always select the most accurate tab for your search, for example here : trains".
- Departure Time:** An arrow points to the 'Départ le' dropdown menu. Callout: "Select the most accurate hour of departure".
- Class:** An arrow points to the 'Classe' dropdown menu, which is set to 'Seconde classe'. Callout: "Select seconde classe".
- Tarifs et abonnements:** An arrow points to the dropdown menu showing options like 'Sélectionner un tarif train [Tarification intérieure SNCF]', 'Carte Avantage Jeune', and 'Carte Avantage Weekend'. Callout: "You can select a SNCF specific rate".

Other visible elements include the 'Aller retour' radio button, 'De' and 'Vers' location fields, 'Options de recherche' dropdown, 'Trajet' dropdown, 'Age' dropdown, and a 'Rechercher' button at the bottom right.

You can start your search

4.3. You choose your tickets and your accomodation. You choose 'Christelle Reignier' as your validator

After booking your tickets and accomodation, you must select Christelle Reignier from the list of approvers. Christelle will then be able to finish the booking for you. from the list of approvers. Christelle will then be able to finish the booking for you.

Approbateurs

⚠ Attention! Le champ analytique 3 'Numéro d'ordre de mission' correspond au bon de commande sifac.
Le numéro d'ordre de mission est à compléter dans le champ 'Numéro d'OM UGA'.

Votre demande de voyage sera transmise aux personnes suivantes pour validation :

Sélectionner >

- Sélectionner >
- ABED WARD A
- ADEN MIGUIL JUNE
- AGARLA AGNES
- ALBERTI FLORENCE**
- ALESSI LAURENCE
- ALLIROT CHARLOTTE
- ALOUANI DALHILA
- AMOUSSOU SOLANGE
- ANDRE ALEXANDRE
- ARAB GAUTHIER SARAH
- ARACIL VIRGINIE
- ARGENTIN CATHERINE
- ARIBI HADJER

(appro liste deroulante) [modifier la liste](#)

Souha

So

Progr

Emis

Siège :

The financial center (centre financier) is CER- 7A020CER

Christelle Reignier receives your travel request. When it is accepted, you receive the confirmation of your travel booking (e-tickets, voucher) by email.

4.3. If you can't find a hotel or a ticket that suits you, please contact Christelle Reignier

Étape 5 - When you return from your mission

Please contact Christelle Reignier to know more information

07

PUBLISHING IN A JOURNAL

List of possible journals

Copyediting

Single signature of the publications

Communicate on your publications



**During your PhD, you will be writing and publishing articles in journals (co-authored with other researchers and/or fellow PhD students).
Here are some useful elements.**

List of possible journals

In order to know in which journals you can publish your articles, you can consult the list of journals established by the **FNEGE** (Fondation Nationale pour l'Enseignement de la Gestion des Entreprises) :



<https://fr.calameo.com/read/0019171996b2b385186>



Copyediting

Copyediting consists of having a journal article proofread by a service provider in order to check the level of English. Many journals require that articles be revised before they are published.

If you have the financial means to do so, you can benefit from certain copyediting services. **Check with the people responsible of your axis.**

Here are the steps to follow :

Step 1: Use the UGA contract: request a quotation

UGA has a translation contract for scientific articles. This means that you are **obliged to use the translators of the contract**. Any costs incurred outside the contract will **not be reimbursed**.

A procedure for using the UGA market will soon be available on the laboratory's intranet.



Step 2 : Transmit the received estimate to the people responsible of your axis

To have funding, you have to obtain the agreement of the **people responsible of your axis**.

Step 3: transmit to Florence Alberti

If the research group managers agree to fund the project, send **Florence** the estimate and the written agreement of the research group managers

Step 4 : Florence Alberti will establish order to pay

Florence will then establish a purchase order to pay the service provider. You do not advance any money

Single signature of the publications

As a member of the laboratory, you must **indicate your affiliation to CERAG on all your publications**. In concrete terms, this means that you must indicate your affiliation in this way (this is called the unique signature of publications):

Univ. Grenoble Alpes, Grenoble INP*, CERAG, 38000 Grenoble France
***Institut of Engineering and Management Univ. Grenoble Alpes**

(you are allowed to remove the asterisk)

Communicate on your publications

The laboratory provides you with **different means of communication** (website, newsletter) that you can combine with your own means of promotion (Linkedin personal page, Researchgate personal page)

To learn more about the laboratory's means of communication, see this booklet on page 32

08

DEFENDING YOUR THESIS

Composition of jury
Administrative procedure
Logistic organization



Once your manuscript has been completed and validated by your thesis supervisor, you will be able to set the date, time and place of your defense with your thesis supervisor. You will also choose the members of your jury in agreement with your thesis supervisor. Here is how to proceed for your thesis defense.

Composition of jury

The balance of the jury must be respected according to the rules and recommendations made known to your thesis supervisor:

- At least 4 members and a maximum of 8 (including your supervisor)
- The two rapporteurs must be HDR or equivalent, from outside the Grenoble area. An emeritus can use their HDR to be a rapporteur.
- At least 50 % de professeurs or equivalent
- At least 50 % external members
- An equal distribution of men and women (or as equal as possible)
- The co-supervisors can participate in the defense as guests (they are not taken into account in the counting of the members).
- For the designation of the president of the jury : the president must be a professor or a teacher of equivalent rank. They cannot be a professor emeritus. The supervisor participates in the jury but does not take part in the decision, he cannot be president. The president can also be rapporteur.

Administrative procedure and logistic organization

Here are the steps for the organization of your defense and the distribution of the different tasks between the laboratory and the EDSG

Step 1 : send two emails

You must **notify by email Safa Babay-Rouis**, the administrative manager (edsg@univ-grenoble-alpes.fr) **AND Coralie Lucatello**, administrative assistant manager of CERAG, giving them the date, time, place of the defense, your thesis director and the composition of your jury (names, universities of affiliation, emails of your jury members)



Laura ET Coralie

- Defense date
- Defense hour
- Defense location
- Supervisor
- Composition of the jury (names, universities of affiliation, email)

Safa (EDSG) will take care of all the **administrative part of your defense**: validation of the procedure, link with the schooling of the doctoral college, transmission of the administrative file

Coralie (CERAG) will take care of all part of the **logistics of your defense**: mailing of your manuscripts, travel of your jury members, reservation of the room and computer equipment, support for the organization of videoconferences if necessary, help with the installation of the room

Step 2 : declare your defense on Adum

After Safa's green light only

<https://www.adum.fr/>



On **Adum** in your personal space: click on "I wish to declare my PhD defense"

Enter your jury information with great precision: grade, institution of affiliation, host laboratory, date, time and place. Enter your thesis also with great precision: language in which it is written, title.



ATTENTION ! The information entered at this time will be the information that will be reported on the summons for the jury members and on your final diploma! Be rigorous!

If jury members plan to participate via **videoconference**, indicate this below the names: "videoconference request: yes".

Step 3 : send your complete defense file to Safa of the EDSG

Send to **Safa** (administrative manager of EDSG) **the complete defense file** (documents generated in your personal space Adum after entering your data of defense)) **at least two months before the defense date**, namely :

- the **composition of jury** (to be signed by your thesis director). If members of the jury are attending the defense by videoconference, you must specify it on the document. Please note that the president of the jury and the doctoral student cannot be in videoconference. They must be physically in the same room.
- the **first page of the Compilatio anti-plagiarism report** showing the similarity rate, edited and signed by your supervisor
- the **summary of your training from Adum** (120 HF minimum)
- the **author's statement and signed authorization of diffusion**



Special cases, documents to be added:

- the document extracted from Adum "Request for defense with a jury entirely at distance" for **derogation** in the totally exceptional situation where all members are planned to participate via videoconference. (This is an **exceptional case**)
- the document **DEROGATION(S) for the place of defense** : if the place of defense is not in your institution in Grenoble (even in case of cotutelle)
- If the thesis document is not written in French, please also attach the document of derogation for the language, even in case of cotutelle. In this case, a **20 to 30 page summary in French** must be included in the thesis.
- In the rare cases of a European label, the **European label form**

Upon receipt of this complete file, **the doctoral school will officially name the rapporteurs** and will ask for the return of the pre-reports, at the latest 4 weeks before the defense date.

NB: **for the videoconference, you must contact Coralie as soon as possible.** She will take care of contacting the members of the jury who cannot travel and will organize the installation of the equipment on the day of your defense.

Step 4 : deposit of the manuscrit on Adum

You must **submit your manuscript** to finalize the procedure. This manuscript (deposit 1) is not the one that will be published.

A second deposit which allows you to make modifications will be possible after the defense. It is this manuscript (deposit 2 after the defense) which will be diffused according to your instructions noted in the document "declaration and authorization of diffusion".



NB: **there is no specific template for the layout of the manuscript.** You can find the **standardized thesis cover** on Adum. It is also available in Word version, which allows you to adjust the data if necessary (addition of guests, for example, or of the notion of co-supervision which does not appear on the jury composition).

Step 5 : send your manuscrit in digital version to the members of the jury

You must **send the final manuscript of your thesis in digital version** to all the members of your jury. In this mail, you must **ask them if some of them want a printed version of your thesis**, and in this case, you must ask them the postal address where they want to receive it.

Step 6 : send your paper manuscript by mail to the members of the jury that they have requested

If members of your jury ask you to print your manuscript and send it to them by mail, we advise you to **use the university's services**.

Any costs incurred outside the university will **not be reimbursed**.

To print your thesis, you can **send your pdf file to Florence or Coralie** who will forward your file to the UGA reprographics department.

The **UGA reprographics department** will then ask you to come and **sign the finale page proof** (one printed copy) to print all the copies requested.

You will then be contacted to **pick up all your copies** at the UGA reprographics office.

Reprographie de l'UGA

DLST - Bâtiment B

Rez-de-chaussée

480 avenue centrale



For mailing, you must **return** with your printed copies **to the lab**. We will help you to **send them mail "en recommandé" via the UGA mail**.

Step 6 : reception of the pre-reports

What is a **report**? It is a feedback on your manuscript written by two members of your jury (the rapporteurs) who will also give you most of the questions they will ask during your defense.

For the questions, you will have before your defense the questions of your rapporteurs, and you will discover the day of your defense the questions of the examiners.

Four weeks before the defense, upon receipt of the pre-reports and taking into account the whole file, the **director of the EDSG gives its opinion**. If it is favorable, the file is definitively transmitted to the school. The management of the doctoral college gives its final opinion and proceeds to:

- issue the **defense authorization for the PhD student**
- convene the members of the jury
- communicate the minutes and the defense instructions to the supervisor

Step 7 : finalization of logistic organization with Coralie

Coralie will regularly review with you, if you need to, the **travel arrangements of your jury members** (transportation and accommodation). As a reminder: you will have given him/her all the contact information for your jury (see step 1 of this procedure).

She will also take care of the **communication around your defense**: notice of defense posted in paper version on the cork panel on the 1st floor landing (opposite the toilets), notice of defense on the CERAG website and announcement in the laboratory newsletter.

If you also wish to send **an invitation by email to the members of the laboratory**, please write your email and send it to Coralie who will distribute it.

If you wish to invite by **videoconference members of your family or your entourage**, it is also possible. Contact Coralie for more information.

Sep 8 : the day of your defense

On the day of the defense, you must come in advance **to set up the room**: tables for the jury members, table for yourself, video projector, chairs for your audience. Coralie will set up the **videoconference** equipment if you need it.

You can bring your own **computer** and any paper documents you may need. If you have a problem with your computer, **we can provide you with one for your presentation**.

For information, here is the general procedure of a defense

A defense generally lasts between **2.5 – 3 hours**.

You and your audience are already in the room when your jury enters. Generally, everyone stands up when the jury enters. The president of the jury will open the defense by explaining the procedure, then will give you the floor for **your presentation** (average duration 20 minutes).

Then, it will be time for **questions**.

There are several ways to do this; the president will have specified the way you would like to present: either you will have to answer each member after that member's intervention, or you will have to take notes of all the members' questions and answer them at once. You will be told on the day of your defense whether you can answer in French or in English and whether you can skip certain questions. The purpose of the defense is not to make you feel stressed, but to allow you to defend your research work, to show its merits, to clarify certain points if necessary, to justify certain choices if they have not been sufficiently explained in the manuscript...

The answers may lead to discussions with the members of your jury and to remarks or requests to modify your thesis for publication after your defense.

Then, **the jury will deliberate behind closed doors**. During the deliberations, you and your audience must leave the room.

Then, you will be called back into the room to declare you a doctor. (NB: it is extremely rare that this is not the case, as you are only allowed to defend if your research work is sufficient).

The members of your jury, including your thesis director who participates in the jury, but does not take part in the vote, will give you final feedback without questions. You will then be given the floor to express yourself, and this will be the end of your defense.

Finally, you will celebrate the end of your defense with **your thesis drink**.



Thesis celebration / drink

After your defense, it is generally customary to have a thesis drink to which you invite the members of your jury and your audience. You can also invite people who did not attend your defense. The thesis reception **is at the expense of the doctoral student**.



**For more information,
you can contact Coralie or talk about with your classmates**



Be aware of the **specific terms and conditions related to Covid**. Contact Coralie for more information.

Step 9 : after the defense, the certification of completion + diploma

For information, your defense will be validated administratively after sending two documents: the **defense report written by your jury president** and the **defense minutes** on which each member of your jury will add their signature. These documents are sent to the thesis director by the EDSG school. Once completed, they are sent by the jury president to the school.

The processing of these documents by the school may take some time. This must be taken into account for your qualification procedure.

You will receive **your certificate of completion of the doctoral degree** after these two documents have been processed by the doctoral school. This certificate is **necessary for you to do the qualification procedure at the CNU for your thesis**.

If you still do not have any news about your certificate, you can contact this email address to know what is going on: **scol-allshs@univ-grenoble-alpes.fr**
If you do not have answer, do not hesitate to contact **Coralie**

For the issuance of your diploma, you will have to wait at least 6 months.

WELCOME BOOKLET FOR PHD STUDENTS

CERAG
2021-2022

