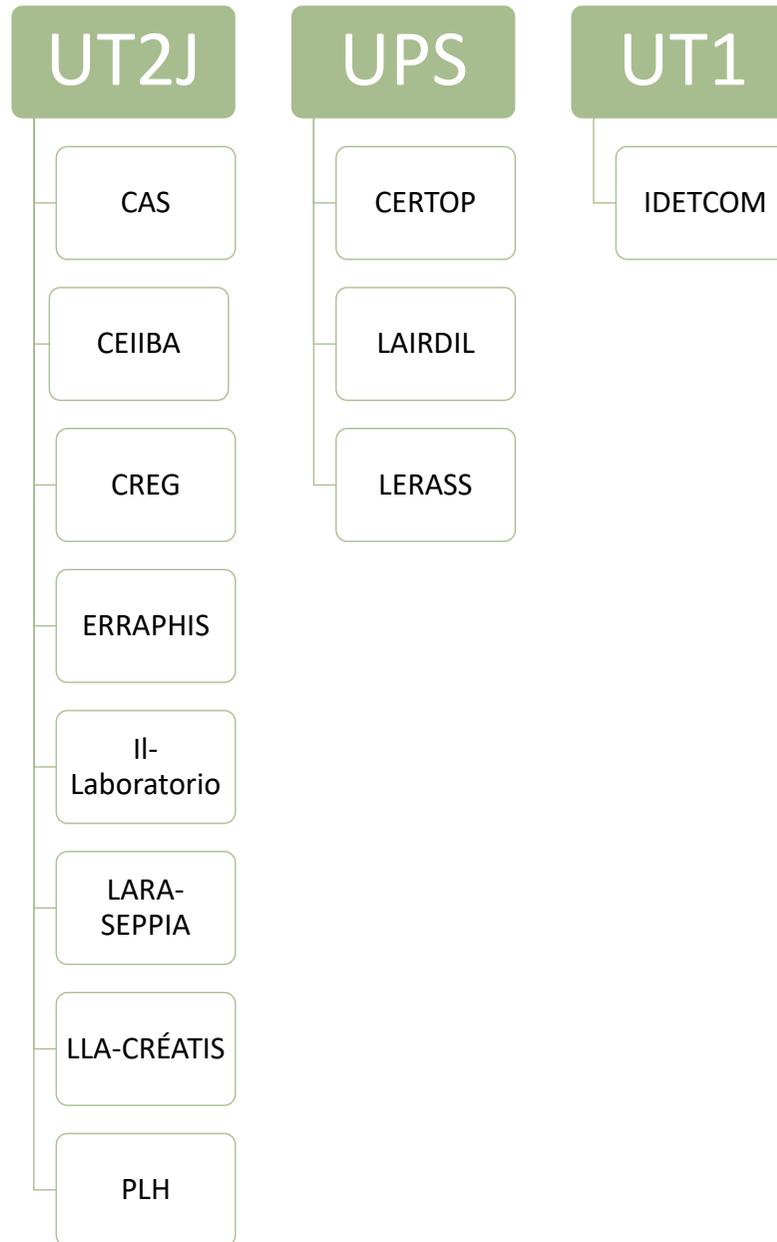


ALLPH@ (ED328) HANDBOOK

The ALLPH@ doctoral school hosts students working on doctorates in the Arts (theatre and dance, cinema, music, applied arts and visual arts), world literatures, foreign languages and civilisations (English, Spanish, German, Arabic, Italian, Portuguese, Russian, Polish and more), philosophy and ICT (ED 328).

ALLPH@ is a doctoral school of Toulouse 2 - Jean Jaurès University (UT2J), co-accredited with the Paul Sabatier University (UPS) and Toulouse Capitole University (UTC).

Research Units (RUs)



Organigram of ALLPH@ Doctoral School



Pathways

	1 st year	2nd year	3 rd year	4 th 5 th 6 th year (unfunded studies)	4 th /5 th year (funded studies) + 7 th year (unfunded studies)
Start of the year	- Academic enrolment - Administrative enrolment	- Academic enrolment (with exemption dossier) - Administrative enrolment			
During the year	Cotutelle	Thesis Supervision Panel (TSP)	TSP Supplementary cotutelle	TSP	TSP
	Training courses: 100 hours				

Enrolling for a Doctorate

Admissions requirements for 1st year enrolment:

- Minimum grade of 14/20 for the Master 2 dissertation
- Acceptance by the thesis supervisor
- Acceptance by the head of the host research unit

If you fulfil these three conditions, your next step is to:

Create a personal account on ADUM (<https://www.adum.fr/index.pl>). You will find this useful throughout your doctoral studies and can continue to use it afterwards if you choose. The account will enable you to:

- Enrol for the first and subsequent years of your Doctorate at Toulouse
- Store data reflecting the progress of your doctoral studies and organise supervision of your research
- View and enrol for courses on offer
- Build up a portfolio of experience and skills that will provide important elements for your CV
- Access information related to your Doctorate, including news relating to the school and the university, funding offers, regional and national job offers, etc.

On receiving your Doctorate, you can retain your personal ADUM account and use it for networking. You will also find job offers posted there.

NB: you are required to update both your registration on ADUM and your administrative enrolment every year.

Thesis Supervision Panels

From the second year onwards, every doctoral student is required to appear before a thesis supervision panel (TSP). This is to check that the thesis is progressing according to plan and, where it is not, to agree an alternative or evolving strategy.

Modes of supervision and the questionnaires to be completed by doctoral students for use in their TSP vary from year to year.

In the second year: TSPs have two members (at least one of whom is a qualified research supervisor (HDR) and at least one from outside the RU), who are selected for their academic expertise in the subject. The names of the two panel members are put forward by doctoral students and their thesis supervisors (before 1 March in the second year), approved by the head of the RU and then by the head of ALLPH@. [See our site for more information.](#)

In the third and subsequent years: TSPs comprise two members of ALLPH@'s academic staff (PR, MCF HDR or MCF thesis co-supervisor) selected by the thesis committee. The head of the doctoral school writes to students, copying in the two panel members. The panel then gives students with a deadline for the return of their completed questionnaires and informs them of the place and precise duration of their interview. (A TSP is not required if the scheduled date for thesis defence is before 31 October of the academic year under way). [See our site for more information.](#)

Training Courses

All pathways include a minimum of 100 hours of training courses, some of which are compulsory. Adaptations can be made in accordance with individual circumstances: the progression of doctoral students through their pathway will be agreed between the research supervisor, the team head and the head of the doctoral school.

A range of academic activities, including your research work, can also form part of your pathway (if these activities come into the categories of learning recognised by ALLPH@). These “unlisted” activities will be credited on a case-by-case basis. [See our site for more information.](#)

Doctoral students enrolling for their first year agree their pathway with their thesis supervisor. A completed and signed professional pathway form must be submitted with the enrolment dossier. ALLPH@ offers the following pathways:

- Pathway 1: higher education professions
- Pathway 2: research and development professions and expertise
- Pathway 3: international careers
- Pathway 4: understanding business

Students must regularly consult the online course catalogue, which is constantly updated with new courses. Students will receive evaluation questionnaires for training courses they have completed, which will be used for the purposes of awarding credits (or, more strictly) Credits for training courses previously attended are subject to completion by students of the evaluation form sent out at the end of each session. [See our site for more information.](#)