

Univ. Grenoble Alpes
University of innovation

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University
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GRENOBLE - SWANSEA
JOINT/COLLABORATIVE DOCTORAL DEGREE PROGRAMME



WELCOME

Welcome to the Grenoble-Swansea Joint/Collaborative degree programme! We hope that you will enjoy your study at both Grenoble and Swansea. As you know you will be spending time at both institutions, so, we have put together this pack that gives you a brief outline of the need to know topics.

ABOUT THE GRENOBLE-SWANSEA STRATEGIC PARTNERSHIP

Established in 2012/13, the Swansea and Grenoble (UGA) Institutional Strategic Partnership was one of the first major strategic partnerships between a UK and French university. It is a unique, institutional-wide multi-disciplinary collaboration, which includes joint research and publication, student and staff exchange, joint PhD's and joint master's programmes.

Over 30 Joint Doctoral Degrees have been developed through the strategic partnership to date, across diverse subject areas, including medicine, engineering and law.

Candidates spend 50% of their time in both Swansea and Grenoble and are jointly supervised by academic staff from both universities. Successful candidates receive a double degree from the Communauté Université Grenoble Alpes and Swansea University.



KEY INFORMATION TO BE AWARE OF

TRIPARTITE AGREEMENT OR CO-TUTELLE (STUDENT LEARNING AGREEMENT)

Every candidate on a joint/collaborative Doctoral degree should have their own tripartite agreement or co-tutelle (Student Learning Agreement). This is the document that you had to sign when you accepted your offer for the programme. Make sure you read and familiarise yourself with this document as it will tell you all you need to know about the programme.

GRENOBLE

Visit <https://international.univ-grenoble-alpes.fr/en/doctoral-student/> for everything you need to know about preparing for your stay and getting settled in Grenoble including how to register with the University and travelling to Grenoble.

You will find a downloadable guide https://international.univ-grenoble-alpes.fr/medias/fichier/guidedoctoralisso-en-final_1530020250603-pdf which provides you with information on how Grenoble is structured into universities, research organisations, laboratories, research units, the Doctoral College and Doctoral schools.

For a list of the Doctoral Schools in Grenoble visit <https://doctorat.univ-grenoble-alpes.fr/en/doctoral-studies/the-doctoral-schools/> Your co-tutelle agreement will tell you which Doctoral School and Laboratory you will be based in.

SWANSEA

Visit <https://www.swansea.ac.uk/international-campuslife/pre-arrival-information/> for everything you need to know before coming to Swansea.

Visit https://myuni.swansea.ac.uk/media/Academic_Handbook_Postgraduate_Research_PGR.pdf to find out everything you need about life at Swansea including information about how Swansea University is structured into Colleges and Schools, where to go to for help and what regulations and policies apply to your studies at Swansea.

Essential information for research students can also be found at: <https://myuni.swansea.ac.uk/academic-life/academic-regulations/research-guidance/essential-information-research-students/>

STUDENT REPRESENTATIVE

In response to student feedback we have introduced a student representative for the Grenoble-Swansea Doctoral programme. The current representative is Valeria Italia. Her email address is 980959@Swansea.ac.uk. Please contact Valeria to let her know your email address and she will be able to put you in touch with other students on the programme who you can go to for informal advice and useful tips on their own experience.

ADMISSIONS

As this is a joint programme you will be required to satisfy the entry requirements of both institutions.

At Grenoble, you will need to firstly obtain the approval of your PhD supervisor and the director of your host laboratory. Your application will then need to be validated by your Doctoral School and the Doctoral College. For more information visit <https://doctorat.univ-grenoble-alpes.fr/en/>. The process can vary depending on what Doctoral School you will be aligned to. See <https://doctorat.univ-grenoble-alpes.fr/en/preparing-a-doctorate/what-you-need-to-know/> for more information.

Please note that if you are funded by Grenoble, you will need to sign a Convention d'accueil (an employment contract with Grenoble).

Swansea University will send you an offer letter, setting out any entry requirements including the level of English that you are required to attain. You need to accept and sign the offer letter and attached co-tutelle agreement before your offer is accepted.

FEES

Check your co-tutelle agreement to see the fees for the programme.

Generally, tuition fees are charged on an annual basis at Swansea University. However, if you are in receipt of a bursary from Swansea University, these fees will be automatically paid out of your bursary so you should not have to pay them directly yourself. If you are asked to pay fees to Swansea University when you are in receipt of a bursary, speak to your College administrator, as it is the College's responsibility to set up a fee bursary in advance of enrolment.

The system in Grenoble is different, as instead of receiving a bursary, you are given an employment contract and a salary. Out of that salary, you will be required to pay tuition fees to the Communauté Université Grenoble Alpes. This fee is currently: €396.10 per annum. However, check your individual co-tutelle agreement to see which years you are required to pay fees for as the fees for some years will be waived.

ENROLMENT/REGISTRATION

Please note that you will be expected to enrol/register with both institutions on an annual basis, regardless of which institution you are located at that year.

You can enrol online at Swansea University at <http://bit.ly/swanenrol>. Enrolment in the second and third year is dependent on your supervisor making a report of satisfactory progress to the relevant university board.

Grenoble usually prefers you to enrol in person; therefore, it is a good idea to schedule a trip to Grenoble each year so that you can complete the enrolment process. Visit <https://doctorat.univ-grenoble-alpes.fr/en/preparing-a-doctorate/enrolment-in-the-first-year/> for more information. If you are unable to enrol in person there may be the possibility of doing so online.

BURSARIES

Most candidates on the joint programme will receive funding from Grenoble and Swansea. Check your individual co-tutelle agreement to see how much funding you will receive and by whom. It may be that you will receive all of your funding from one institution/ research organisation or from a combination of two institutions.

Just for you to be aware - in France funding is usually provided in the form of an employment contract. Therefore if you are funded in part or full by Grenoble you will be required to have a medical examination and sign an employment contract with a Laboratory in Grenoble. The monthly gross salary in Grenoble is usually €1758 paid subject to satisfactory progress. Please note that the salary is subject to tax, which will be deducted at source, therefore the net salary will be less. You should note that even though the taxes are deducted at source, it is mandatory to do a tax statement. The salary will be paid into your bank account in Euros and for ease of payment, you are advised to open a French bank account. You should note though that French banks do not usually allow you to set up a bank account without a French address. However, you could ask a colleague or a friend if you could use their address. Alternatively, you could explain the situation to the administration in Grenoble and they will arrange that your salary be paid in to your non-French bank account.

The system in the UK is different in that you will receive a tax-free bursary, which will be paid into your bank account in pounds sterling. The bursary amount is set by UK Research and Innovation and will be defined in your individual co-tutelle agreement.

ACADEMIC REQUIREMENTS

GRENOBLE

SWANSEA

PROGRESSION REQUIREMENTS

Grenoble require candidates to have a viva each year. This can be done in person or via skype.

For further information on what is needed visit <https://international.univ-grenoble-alpes.fr/en/>

To see what progression requirements are required by Swansea university, visit <https://www.swansea.ac.uk/academic-services/academic-guide/research-admissions-candidature-and-procedures/guide-to-progress-monitoring/>

SKILLS TRAINING

As a candidate on the joint degree programme, you are required to carry out 60 hours of skills training. 20 hours related to thesis work, 20 hours of training geared at enhancing your employability and 20 hours in an area related to your speciality.

For further information on Doctoral Student Training at Grenoble, please visit <https://doctorat.univ-grenoble-alpes.fr/en/during-a-doctorate/doctoral-student-training/> (Please note that the website refers to 120 hours of skills training. This is for candidates who are studying a ComUE UGA Doctorate only.)

Candidates will be provided with a wide range of exciting and creative training opportunities through the Skills Development Programme at Swansea. Courses equip postgraduate researchers with the skills, attributes and knowledge to thrive as independent researchers and professionals. Attendance is optional but engaging with the Programme enhances the student experience, employability and research skills. You can request a transcript detailing all of the training you have completed during the academic year. Further details can be found at: <https://www.swansea.ac.uk/research/undertake-research-with-us/postgraduate-research/training-and-skills-development-programme/>

Additional training can also be found at <https://myuni.swansea.ac.uk/academic-success/>

REGULATIONS

Please consult with your doctoral school to see what regulations apply. For general information see <https://doctorat.univ-grenoble-alpes.fr/en/>

Please be aware that if you do not submit within 3 years you will need to apply for an extension.

To see the Swansea regulations that will apply to you during your studies visit <https://www.swansea.ac.uk/academic-services/academic-guide/research-degree-regulations/framework-regulations-for-joint-doctoral-degrees/framework-regulations/>

THESIS SUBMISSION

Please contact your doctoral school to find out what you need to do in order to submit your thesis. You should also find some advice on your personal homepage.

For information regarding submission of your thesis, please visit: <https://myuni.swansea.ac.uk/academic-life/academic-regulations/research-guidance/guide-to-submission-and-presentation-of-the-thesis/>

FINAL EXAMINATION

The thesis will result in a single public viva (soutenance) in Grenoble.

The examination shall be held at Swansea in a closed examination session involving only the examination board, which will determine the outcome.

COMPLAINTS

For any complaints please send a letter addressed to Judith Peters, deputy director of the doctoral college: Relations internationales - Collège Doctoral

Bâtiment pluriel, 701 rue de la piscine, 38400 Saint Martin d'Hères, France

For info on Swansea's complaints procedure see <https://www.swansea.ac.uk/academic-services/academic-guide/conduct-and-complaints/complaints-procedure/>

You will submit and be examined in accordance with the regulations of your home institution. Therefore, if you are unsure which submission or examination process to follow, please look at your individual co-tutelle agreement to see whether Grenoble or Swansea is your home institution.

Complaints and appeals by a Candidate will be dealt with by the Home University in accordance with its Regulations unless the complaint is directed at the Host University. In such cases the complaint will be processed by the Host University.

PRACTICAL ADVICE

GRENOBLE

SUPPORT SERVICES

The International Students and Scholars Office – ISSO has been set up to provide a personalised welcome and assistance for students, PhD students, Researchers and Families. They include support for Immigration issues such as obtaining a visa and residence permit, Accommodation, help with administrative steps and integration and events. Further information is available at <https://international.univ-grenoble-alpes.fr/en/>

Organisation for international students

International Student Association IntEGre: brings international and French students together in Grenoble by organising social, cultural, and outdoor activities, as well as student mentoring and language programs. (For more information visit: <https://www.integre-grenoble.org/homepage>)

STUDENTS WITH SPECIFIC NEEDS

Visit <https://www.univ-grenoble-alpes.fr/english/explore-explore-more-356006.kjspmain-missions/courses/special-services/disabled-students/disability-assistance-128711.kjsp?RH=1481188738540> to see what support is available to students with specific needs due to disabilities or long term illness.

Grenoble also offers support services to elite athletes. For more information see <https://www.univ-grenoble-alpes.fr/english/explore-explore-more-356006.kjspmain-missions/courses/special-services/student-athletes/student-athletes-128360.kjsp?RH=1481188738540>

ACCOMMODATION

Contact: isso@univ-grenoble-alpes.fr for advice on accommodation.

See <http://www.crous-grenoble.fr/en/demandeurlogement/our-rental-%20rates/> for information on student housing in residence hall of the CROUS.

Private Accommodation is also available. However, please be aware that you will need a “guarantor”. For further information regarding this see https://international.univ-grenoble-alpes.fr/en/student/accommodation/long-stay-accommodation-/long-stay-accommodation-student--584672.htm?RH=GUETREN_STUL#Ancre4

Websites offering private accommodation in Grenoble are as follows:

<http://www.lokaviz.fr/rechercher-un-logement/grenoble-38>

<http://www.appartager.com/rhone-alpes/isere/colocation-grenoble>

<https://www.leboncoin.fr/colocations/offres/rhone-alpes/isere/>

<http://www.recherche-colocation.com>

SWANSEA

Student support services

Swansea University supports an inclusive learning environment. Visit <https://www.swansea.ac.uk/inclusivestudentsupport/> to see what student support services are available.

Go Global

The Go Global team at Swansea University can support while you are at Grenoble. They also have some travel and maintenance bursaries available that you may be eligible to apply for. For more information see

<http://bit.ly/SUGoGlobal> or email studyabroad@swansea.ac.uk

Swansea University aims to ensure all students have equal learning opportunities. Visit <https://www.swansea.ac.uk/disability/> to see what support is on offer to students with specific needs.

Please visit <https://www.swansea.ac.uk/accommodation/> for further information on accommodation at Swansea.

Accommodation is usually available for a semester or a year. If you require shorter term accommodation email the-college-accommodation@swansea.ac.uk for further information (including weekly rates). Bookings are whole weeks only and the shortest stay is 2 weeks. There is an Essentials Pack (bedding and basic self-catering equipment) which costs £100 as a one-off charge in addition to the weekly rent (so, for example, a 4 week stay is currently, for 2018/19, costing £676 in a standard room, or £696 in a premium room).

VISAS	See https://international.univ-grenoble-alpes.fr/en/student/visa-and-residence-permits/ for further information	For visa advice please visit https://www.swansea.ac.uk/international-campuslife/immigration/
INSURANCE	<p>You will be required to pay civil liability insurance in Grenoble. In addition to health and rental insurance, this is the third mandatory insurance in France. It covers any damage you might unintentionally cause to others. The price varies depending on which provider you pick but generally ranges between 12€ and 16€ per annum. However, if you've taken out rental insurance for your accommodation, this may well cover civil liability insurance as well.</p> <p>Please note that as part of the French law 'Orientation et Réussite des Etudiants' of 8 March 2018, student health insurance in France is currently undergoing reform. For the latest information regarding health care please visit https://international.univ-grenoble-alpes.fr/en/student/health/insurance/insurance-student--584668.htm?RH=GUETREN_STUH</p>	As part of your registration at Swansea University you will be covered by the University's Personal Accident and Travel Insurance Policy while studying in Grenoble. Please read the policy at https://bit.ly/swantravel and check that it is suitable for your needs.
LIBRARIES	Students have access to multiple campus libraries and specialized archives.	For library information visit https://www.swansea.ac.uk/library/aboutslibraries
FRENCH LANGUAGE SUPPORT	<p>The UGA houses one of France's oldest and most prestigious centres for French language learning, the CUEF (University Center of French Studies) UGA offers French courses worth 3 credits (ECTS).at the CUEF. See https://cuef.univ-grenoble-alpes.fr/en/ for more information.</p> <p>There is also a MOOC (Massive Open Online Course) from the French Ministry of Interior(to access visit https://www.fun-mooc.fr/cours/#search?query=VIVRE%2BEN%2BFRANCE&page=1&rpp=50)</p> <p>The CUEF has also a webpage describing how to learn French on the web: https://cuef.univ-grenoble-alpes.fr/menu-principal/informations-pratiques/ou-apprendre-le-francais-sur-internet-/ou-apprendre-le-francais-sur-internet--221604.kjsp.</p>	You have the option of auditing French language courses in the French Department at Swansea. For more information contact academicpartnerships@swansea.ac.uk
ENGLISH LANGUAGE SUPPORT	<p>The doctoral college offers free language support thanks to the DFTIP :</p> <p>https://doctorat.univ-grenoble-alpes.fr/en/during-a-doctorate/doctoral-student-training/</p>	<p>For free language support while you are studying visit https://myuni.swansea.ac.uk/academic-success/english-language-support/</p> <p>For information on English language Training Services before you get to Swansea visit https://www.swansea.ac.uk/english-language-training-services/</p>
STUDENT COMMUNITY	<p>35 different sports are available on-campus. To find out all about what sports you can take up at the UGA, check out the website of the university sports and physical exercise service (SUAPS).</p> <p>Culture and leisure</p> <p>To know more visit https://international.univ-grenoble-alpes.fr/en/student/culture-and-leisures/</p> <p>Further information regarding student community life can be found at https://international.univ-grenoble-alpes.fr/en/student/culture-and-leisures/getting-involved-in-community-life/</p>	<p>Swansea University has a strong campus-based student community. To see what clubs are on offer visit https://www.swansea.ac.uk/study/student-life/clubs-societies/</p> <p>Additional information can also be found on the student's union website</p> <p>https://www.swansea-union.co.uk/activities/societies/join/</p>

COST ESTIMATES PER MONTH

Living expenses (estimates):

- Food 200€ - 300€/month: 3,25€/meal with student ticket
- Phone / Internet: from 10€ to 30€ /month
- Transportation <25 years old: Tramway 15€/month (Grenoble metropolitan area); Bike rental: 15€/month (+deposit)
- Housing: Student residence (CROUS): 150€ to 600€/month
- In a private residence: 250€ to 840€/month
- Health insurance: please refer to this information web page
- Civil liability Insurance : about 25€

For more information see https://international.univ-grenoble-alpes.fr/en/student/practical-matters/managing-your-budget/managing-your-budget-584456.htm?RH=GUETREN_STUHH#03

To get an idea of the cost of living expenses for living and studying in Swansea, please visit <https://www.swansea.ac.uk/postgraduate/fees-and-funding/cost-of-living/>

MEALS

Students can find affordable meals on campus: prices start at €3.25. <http://www.crous-grenoble.fr/en/restoration/>

For information on places to eat on campus visit: <https://www.swansea.ac.uk/catering/places-to-eat/>

MAP AND DIRECTIONS

For information on how to get to Grenoble visit https://international.univ-grenoble-alpes.fr/en/student/practical-matters/moving-around/air-travel-584645.htm?RH=GUETREN_STUVPT

For information on how to get to Swansea visit <https://www.swansea.ac.uk/the-university/location/>

HOW TO GET AROUND

Students may choose to use Grenoble's extensive public transit network, to buy or rent a bike, or to walk. In some cases, the train may be the quickest way around.

Tramway / Bus: <http://en.tag.fr/>

Bike rental: www.metrovelo.fr

Nearest Rail stations : Gare de Gières Université / Gare de Grenoble www.ter.sncf.com/rhone-alpes

For information on getting around Swansea visit <https://www.swansea.ac.uk/sustainability/travel/>

THE LOCAL AREA

Visit <https://international.univ-grenoble-alpes.fr/fr/espace-d-accueil-/guides-et-fiches-pratiques/guides-d-accueil/le-guide-pratique-des-etudiants-internationaux-577005.htm?RH=GUETFRFR-PETU>

Visit <https://www.swansea.ac.uk/media/November-2019-Student-Guide-to-Swansea-.pdf> for more information about living in Swansea.

To visit the Council website go to <https://www.swansea.gov.uk/resident>

BEFORE YOU TRAVEL

CHECK RISKMONITOR TRAVELLER

This is an online platform which provides you with up-to-date information on every country in the world. It will give you information on any incident that is happening at the moment or is likely to happen that will affect your travel or stay in that part of the world and advice on what to do if you are affected by the incident. For more information on how to register, visit <http://bit.ly/swantravel>

SAFE ZONE

Download Swansea University's free app to help provide you with 24 hour safety reassurance while you are home or abroad. It is simple to use and designed to help you call security or safety assistance via your mobile phone. Available from Google Play and the Apple App Store. You can find more information on it at <http://bit.ly/swansafezone>

KEY CONTACTS

GRENOBLE

International relations of the doctoral college - ISSO

phd-international@univ-grenoble-alpes.fr

+33 (0)4 76 82 40 49

lso@univ-grenoble-alpes.fr

+33 (0)4 56 52 97 89

SWANSEA

Academic Partnerships

academicpartnerships@swansea.ac.uk

+44 (0)1792 295604

My Uni Hub

myunihub@swansea.ac.uk

+44 (0)1792 606000

Go Global

studyabroad@swansea.ac.uk

+44 (0)1792 606850

Student Support Services

wellbeing@swansea.ac.uk

+44 (0)1792 295592

Students' Union

info@swansea-union.co.uk

+44 (0)1792 295466



We would love to hear about your experience studying on this programme. Send us an email at academicpartnerships@swansea.ac.uk telling us about your experience. In addition, if you send us a short piece of writing, or a video, about your experience, we could share it across the University's social media accounts!