

CSI (Comité de suivi individuel) explicative note

Setting up and functioning of the ED EEATS

1 - Role of the CSI (Comité de Suivi Individuel)

The role of the CSI is defined by the ministerial order of 26 August 2022 as follows:

« A doctoral student's Comité de Suivi Individuel ensures that the course of study runs smoothly, based on the doctoral charter and the training agreement. In an interview with the doctoral student, it assesses the conditions of his/her training and the progress of his/her research. He makes recommendations and sends a report on this meeting to the Doctoral School Director and the thesis director. The committee takes particular care to prevent any form of conflict, discrimination or harassment. No member of this committee is involved in directing the doctoral student's work ».

At EEATS, as at others UGA Doctoral Schools, the PhD student's *Comité de Suivi Individuel* must meet before enrolment in the second year, and before each new enrolment until the end of the doctorate.

Exceptional meetings may be held at the request of the supervisor or the PhD student.

The speciality head or a representative of the Doctoral School may attend CSI meetings if the need arises, or at the request of the supervisors or the PhD student.

2 - Setting up the CSI

In consultation with his thesis supervisor, the PhD student must use the *Setting up the CSI* form to submit a proposal for a CSI, comprising two members with no connection to the thesis supervision, and complying with the following rules designed to promote their independence:

- *Neither member belongs to the doctoral student's team, nor to the teams of his or her director, co-director or co-supervisors.*
- *Both members hold a PhD degree, and at least one member holds an HDR.*
- *At least one member must be from outside the doctoral student's research unit, and whenever possible from outside his registered institution (UGA or USMB).*
- *At least one member is a specialist in the discipline or related to the thesis field (referent).*
- *At least one member is a non-specialist from outside the thesis field.*

The CSI's proposal must be sent to the specialty head using the template provided by the Doctoral School **before March 1st of the first academic year of the thesis**. Students who register after this date must do so as soon as possible after starting their thesis.

The composition of the CSI must be validated by the Doctoral School and remain, as far as possible, constant throughout the PhD program.

CSI members cannot be reporters for thesis work they are monitoring.

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3 – Conduct of CSI meetings

The PhD student is responsible for managing his CSI: as soon as it has been validated by the Doctoral School, the PhD student must declare its composition in his ADUM profile, and must plan and organize its meetings before each re-enrolment. **These meetings must be organized before mid-July of each year**, in person (videoconferencing will be accepted if the geographical distance of one of the members justifies it).

These meetings take place in several phases:

- In a preliminary stage, the PhD student writes a summary document of around ten pages in which he positions his work in relation to the state of the art, recalls the objectives of his thesis and the methodology adopted, describes the progress made during the past year before exposing the perspectives for the following year's work.

The PhD student must attach to his summary the list of training courses attended, which is available on ADUM.

This summary and the list of training courses attended must be given, to all supervisors (director, co-director and any other supervisors) and to the two members of the CSI **one week before the meeting**.

- The CSI meeting must be divided into 3 parts:

1. A first phase in the presence of all parties (CSI members, supervisory team and PhD student), during which the PhD student gives a 20-30 minutes summary presentation of the past year's work and perspectives for the coming year. This will provide an opportunity for discussion with the CSI, with the aim of assessing progress and/or delays in the thesis, as well as any difficulties encountered or foreseeable.
2. The second stage is devoted to an interview between the PhD student **alone** (without the supervisors) and the CSI. This is where the PhD student shares any difficulties encountered, and his opinion on the progress of the thesis.
3. A meeting between the supervisors **alone** (without the PhD student) and the CSI takes place at the third stage, during which the supervisors give their opinion on the PhD student's commitment to the thesis project.

- After deliberation, without the supervisors neither the PhD student, **the CSI makes recommendations and submits a report of the interview**, following the form provided by the Doctoral School, to the PhD student and thesis director within one week.

This report must be submitted by the PhD student on his ADUM account and forwarded to the specialization director with the rest of the re-enrolment file.