

**APPENDIX 2:**

**HELP SHEETS FOR THE DRAFTING OF THE MONITORY COMMITTEE REPORT**

Research Department

Sub-Division of Doctoral Studies

UPDATE: 2023/06/14

Student (Name / First Name)

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Thesis subject

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Thesis supervisor (Name / First Name)

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Thesis Co-supervisor (Name / First Name)

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Name of the thematic team and of the Research Unit

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Funding method:

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**Cotutelle (if applicable):**

Partner University

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Representative

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Thesis Co-supervisor

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Date of first registration (month/year) ………. / ……….

Date(s) of previous assessment(s) ……... /………. / ……….

**Presentation of research work** (to be filled out by the PhD student)

Non-exhaustive help to the writing of the **annual report** on the thesis progress

Presentation of the thesis objectives

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What advances have been made on the project?

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What difficulties/obstacles have you encountered and what have you tried to do to overcome them?

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Are the laboratory’s equipment, work environment and hosting conditions compatible with progress in your work?

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Need to refocus/redefine the evolution of the thesis work

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Scientific valorization of the thesis: Specify any scientific production connected with the subject of the thesis (communication during an internal/external seminar, at a colloquium with/without proceedings, conferences, workshops, writing of articles, etc.

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Other details

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**PhD Student’s signature:**

**To be filled out by the CSI members after they met the PhD student**

Non-exhaustive help to the writing of the **CSI report**

Relevance of the written report provided before the meeting, clarity of the oral presentation by the PhD student, mastery of concepts, biblio, state of the art....

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Assessment of the progress and quality of the research work *(if applicable, you may want to mention the impact of collaborations such as CIFRE or Cotutelle)*

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Evaluation of research prospects, realism of the provisional planning, especially if a defence is planned within the year (if applicable, as of the second CSI).

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Specify the professional project, if it has already been defined

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Opinion on the trainings carried out/planned/intended and skills acquired or in the process of being acquired, relating to the PhD student's professional project

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Commitment and motivation of the PhD student.

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Involvement of the PhD student in UL structures? In the organizing of research-focused events? Teaching or firm consulting?

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Environnent and thesis work conditions

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Meetings rhythm between the PhD student and his/her supervisor(s)

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Possible relational difficulties / conflict of interest between the PhD student and his/her supervisor(s)

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Remarks:

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Suggestions/ Recommendations

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 **The Committee’s opinion on a possible re-enrolment** (if applicable):

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| Favorable □ Reservations □ Unfavorable □ |
| Arguments (if appropriate) : |

 Date: ………. /………. / ………

Committee member 1 Committee member 2

………………………. ……………………..…

**For HNFB doctoral school :**

**To be filled by the thesis supervisor(s) and the CSI members following their meeting**

Meeting date: …./….. /…….

Possible observations/comments to be specified to the doctoral school :

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Committee member 1 Committee member 2

Name and signature Name and signature

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Thesis supervisor Thesis co-supervisor Thesis co-supervisor

Name and signature Name and signature Name and signature

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