



UNIVERSITÉ
DE LORRAINE

DOCTORAT



HR EXCELLENCE IN RESEARCH

Direction de la Recherche et de la Valorisation
Sous-Direction des Études Doctorales



MONITORING COMMITTEE GUIDE

Ministerial Decree of 25 May 2016 establishing the national training and procedures leading to the delivery of the National Doctoral Diploma



Article 13 : Un comité de suivi individuel du doctorant veille au bon déroulement du cursus en s'appuyant sur la charte du doctorat et la convention de formation. Le comité de suivi individuel du doctorant assure un accompagnement de ce dernier pendant toute la durée du doctorat. Il se réunit obligatoirement avant l'inscription en deuxième année et ensuite avant chaque nouvelle inscription jusqu'à la fin du doctorat. Les entretiens sont organisés sous la forme de trois étapes distinctes : présentation de l'avancement des travaux et discussions, entretien avec le doctorant sans la direction de thèse, entretien avec la direction de thèse sans le doctorant. Au cours de l'entretien avec le doctorant, le comité évalue les conditions de sa formation et les avancées de sa recherche. Lors de ce même entretien, il est particulièrement vigilant à repérer toute forme de conflit, de discrimination, de harcèlement moral ou sexuel ou d'agissement sexiste. Il formule des recommandations et transmet un rapport de l'entretien au directeur de l'école doctorale, au doctorant et au directeur de thèse.

En cas de difficulté, le comité de suivi individuel du doctorant alerte l'école doctorale, qui prend toute mesure nécessaire relative à la situation du doctorant et au déroulement de son doctorat. Dès que l'école doctorale prend connaissance d'actes de violence, de discrimination, de harcèlement moral ou sexuel ou d'agissements sexistes, elle procède à un signalement à la cellule d'écoute de l'établissement contre les discriminations et les violences sexuelles.

Les modalités de composition, d'organisation et de fonctionnement de ce comité sont proposées par le conseil de l'école doctorale. L'école doctorale veille à ce que dans la mesure du possible, la composition du comité de suivi individuel du doctorant reste constante tout au long de son doctorat. Le comité de suivi individuel du doctorant comprend au moins un membre spécialiste de la discipline ou en lien avec le domaine de la thèse. Dans la mesure du possible, le comité de suivi individuel du doctorant comprend un membre extérieur à l'établissement. Il comprend également un membre non spécialiste extérieur au domaine de recherche du travail de la thèse. Les membres de ce comité ne participent pas à la direction du travail du doctorant. L'école doctorale veille à ce que le doctorant soit consulté sur la composition de son comité de suivi individuel, avant sa réunion.

Article 11 : L'inscription du doctorant est renouvelée au début de chaque année universitaire par le chef d'établissement, sur proposition du directeur de l'école doctorale, après avis du directeur de thèse et du comité de suivi individuel du doctorant.

Article 14 : Des prolongations annuelles peuvent être accordées à titre dérogatoire par le chef d'établissement, sur proposition du directeur de thèse et après avis du comité de suivi et du directeur d'école doctorale, sur demande motivée du doctorant.

COMPOSITION

The Individual Monitoring Committee (CSI) meets with the PhD student to assess his/her training conditions and the progress of his/her research. The Committee monitors the PhD student throughout the thesis. The Doctoral School makes sure, as far as possible, that the composition of the Individual Monitoring Committee of the PhD Student remains the same throughout the PhD.

It is composed of at least two people, researchers or teacher-researchers, with:

- **One member at least holds an HDR (Accreditation to Supervise Research).**
- One member at least is a specialist in the discipline or in relation to the field of the thesis
- One member at least is not a specialist and is external to the field of the thesis research work

Whenever possible, one member is external to the university.

One of them can be proposed by the PhD student. These individuals do not work directly with the Supervisor(s) and do not participate in supervising the PhD student's work. Procedures for CSI composition and organisation are specified by each Doctoral School's board.



Solicitation of members: The thesis supervisor and the PhD student consult each other on the composition of the committee and request the selected individuals to become members of the Monitoring Committee after making sure of their agreement and availability for such involvement.



The Doctoral School's agreement: In the six months following the PhD student's enrolment, he/she submits the Monitoring Committee's composition to the Director of the Doctoral School, with the Director of the Research Unit's stamp.



Communication of rules: When the composition has been approved, the Director of the Doctoral School informs the Monitoring Committee's members of the rules governing its operation currently in force at the School.

The Individual Monitoring Committee must meet before the re-enrollment in second year and then before each new re-enrollment until the end of the PhD

Note: It is possible to hold CSI meetings by videoconference even if not recommended.

PROCEDURES

AT LEAST 2 WEEKS BEFORE THE INTERVIEW

The PhD student is asked to send a summary progressreport on his/herwork to the members of the Monitoring Committee

THE REPORT

The Doctoral School provides the CSI with a report form ([downloadable from the Doctoral School page](#)) on which the Committee's report must be drafted.

The report also highlights any difficulties encountered by the PhD student. If there are indications that the PhD student is in any way distressed or ill at ease, the CSI must refer the matter expressly to the Director of the Doctoral School, who will take the most appropriate measures. The original copy of the report must be signed by all CSI members and transmitted to the Doctoral School. A copy is also sent to the Supervisor(s) and to the PhD student, who must deposit it on ADUM

THE MEETING

Meetings must be organized into three distinctive steps:

Presentation of the work progress and discussions

The meeting starts with a 20-30 minutes' presentation by the PhD student on his/her thesis work, followed by a discussion on the following points: the course of the thesis, the schedule, the scientific valorization, the trainings related to the professional project, the fundings linked with the thesis, the relational context of the development of the thesis

Interview with the PhD Student without the thesis supervision

Interview with the thesis supervision without the PhD Student

The report conditions enrollment in 3rd year, and, as the case may be, any following years. In the event of an unfavourable or reserved opinion from the Monitoring Committee for the PhD student's re-enrollment, or in the event of the Monitoring Committee's opinion differing from the ThesisSupervisor's, it is up to the Director of the Doctoral School to determine what mediation actions should be undertaken.



THE CSI MEETING MUST BE ORGANIZED SO THAT THE REPORT WRITTEN BY THE MEMBERS OF THE COMMITTEE REACHES THE DOCTORAL SCHOOL BEFORE JULY 14TH AT THE LATEST.

The PhD student has the possibility to send a confidential reporting form in order to alert in case of problem. He/she will send this form directly to the head of the doctoral school. Depending on the nature of the problem reported, only if necessary and with the doctoral student's consent, the information is likely to be shared with the Legal Affairs Department, the sub direction of doctoral studies - My Doc'Door, and to the harassment and discrimination scheme.

CSI MEETING, SECOND ENROLMENT

The PhD student writes a short report (free format, between 4 and 6 pages) highlighting the progress of his/her work. Among other things, it may include:

- **A Curriculum Vitae**
- **A detailed presentation of the thesis subject** and current state of knowledge in this area
- **A description of the methodological approach** to implement in order to tackle the subject
- **Initial results** obtained and, if need be, any attempts made to overcome an obstacle encountered in the work progression
- **A provisional schedule**

If the PhD student enrolled in their first year after March 1st, the CSI meeting report is not required for a second-year enrollment.

CSI MEETING, FOLLOWING ENROLMENTS

The CSI's monitoring of the PhD student enables stock to be taken of progress made on the thesis scientific work, his/her grasp of the subject, and future prospects for the research project and its completion. It should enable the School to make certain that the training sessions attended by the PhD student are regular, sufficient, in line with the Doctoral School's desired allocation of training credits, and consistent with the PhD project underway and the professional career path considered after the thesis. All the PhD student's activities are taken into consideration, including work carried out apart from research (teaching, promotion, involvement in councils, event organisation, etc.). It also needs to address the overall conditions of supervision and completion of the thesis.

Among other things, the report on the PhD student's work progress (free format, between 10 and 15 pages) may include:

- **A detailed presentation** highlighting the subject of the thesis and providing details on issues involved, how much progress has been made, results obtained, research work prospects, and any type of scientific production in line with the research subject (communications at colloquia/conferences/workshops, articles published or currently being written, experiments, software/prototypes developed, etc.).
- **A provisional schedule** for activities yet to be undertaken before the defence, including the period during which the thesis is written
- **The PhD student's updated portfolio**, providing an overview of his/her activities and training. All the PhD student's activities are taken into consideration, including work carried out apart from research (promotion, teaching, involvement in event organisation, councils, etc.) and visits abroad not including the PhD student's host team.

