

PROCEDURE FOR THE ANNUAL FOLLOW-UP OF 2024 DOCTORAL STUDENTS

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1. General information

In order to comply with the new procedure for appealing unfavorable re-registration decisions by the University of Bordeaux, the entire follow-up procedure has had to be modified. The changes are as follows:

- An annual doctoral student monitoring schedule and a thesis committee report common to all eight doctoral schools.
- Doctoral student/tutor interview no later than July 31.
- Interview with the thesis committee (without tutor) no later than June 21.
 - Three separate reports to be completed respectively by the doctoral student, the thesis supervisor and the thesis committee.
 - Dematerialization of the follow-up procedure :
 - Thesis committee annual report (entered during or after interview, no later than June 24)
 - Doctoral student's annual report (entered before interview and sent to CSI)
 - Annual report of the thesis director (to be entered before the interview and forwarded to the thesis committee)
 - The June 24 deadline must be respected.

In addition to the Procedure for the Annual Monitoring of Doctoral Students 2024, other monitoring documents are available on the doctoral website (<https://doctorat.u-bordeaux.fr/pendant-le-doctorat/comite-de-suivi>):

- The Tutor Follow-up Sheet ;
- The Thesis Committee Guide ;
- Calendar of events
- Video tutorials for entering the 3 reports (doctoral students, thesis directors, thesis committees) also available in Adum.

It is important to refer to the Doctoral school Thesis Committee Guide.

Annual monitoring period set by the doctoral school :

- May to June 24, 2024: thesis committee interviews (without tutor);
- May to July 31, 2024: interview with tutor;
- Doctoral students will only be able to submit their applications for re-registration in Adum from August 26. The doctoral school management will only begin examining reports from this date, and no later than October 11. In the event of difficulties identified by the thesis committees, the doctoral school management may offer interviews to doctoral students and/or thesis directors.

Where appropriate, the ED may interact with the members of the thesis committee.

For doctoral students: Pedagogical re-registration in Adum: from August 26 to October 7, 2024.

For the doctoral school: End of re-registration authorizations in Adum on October 11, 2024 before 12:00 pm.

Cost of CVEC, tuition fees and payment in three instalments:

<https://doctorat.u-bordeaux.fr/en/during-phd/how-enroll-each-year>

2. Re-enrolment in 2nd , 3rd year and above in 2024/2025

Two meetings are held annually with the Committee

Interview with tutor and doctoral student (May to July 31) ;

Interview with committee (without tutor), doctoral student and thesis supervisor (May to June 24)

Detailed procedure in the Thesis Committee Guide.

3. Derogatory re-registration

As a general rule, doctoral studies are carried out within the doctoral school over a three-year period of full-time equivalent research time (beyond derogatory re-registration). In other cases (non-dedicated financing of the thesis), doctoral studies can last up to six years (beyond derogatory re-registration).

Same procedure as for re-registrations in 2nd , 3rd and above (see point 2). A supplement may be requested by the doctoral school in September.

4. 2024/2025 gap year doctoral students

Annual monitoring is identical to point 2. **2^{ème} , 3^{ème} and + in 2024/2024** (see Thesis Committee Guide).

Why should I do this? If the gap year is not included in the duration of the thesis, annual re-registration remains compulsory, with reduced registration fees and payment of the CVEC (no prorata applied for a one-semester gap year).

Doctoral students are exempt from individual follow-up at the end of their gap year.

To find out more about how to apply for a gap year (2 campaigns per year), go to the "Applying for a gap year" section: <https://doctorat.u-bordeaux.fr/en/during-phd/how-enroll-each-year>

5. Thesis defense scheduled between September and December

Doctoral students are not required to provide an activity report, nor to meet with their individual thesis committee. By the end of July at the latest, he or she sends the doctoral school (edsp2@u-bordeaux.fr) his or her schedule for the defense (unless the defense declaration has already been finalized in Adum).

As a reminder, the thesis defense declaration must be finalized in Adum (with validation from the thesis director) at least 8 weeks before the defense date (Adum is set to block any declarations made after this deadline). *The 4 weeks in August corresponding to the university's administrative closure should not be included in the calculation.* The manuscript must be submitted at the same time as the declaration (this can be an unfinalized manuscript), followed by a second submission at least 6 weeks before the date of the defense. This latter version will be sent to the jury members. The pre-rapporteurs will have at least 4 weeks in which to write their report, which will be sent to the Graduate Research School at least 2 weeks before the defense date.

To find out more about the administrative formalities involved in the defense:

<https://doctorat.u-bordeaux.fr/en/during-phd/defending-your-thesis>

Any defense postponed to 2025 requires a request for re-registration and an interview with the thesis committee. If there is any uncertainty about a defense at the end of 2024, the doctoral student is strongly advised to schedule an "optional" interview with his or her thesis committee in September, and if necessary cancel or maintain it.