

## Help with entering the report for the Individual Monitoring Committee (CSI) for doctoral students

Points to watch include :

- URL links
- Enter your report
  1. Save report only" tab
  2. Save the final report" tab
- The procedure for sending your report to CSI members
- If re-registration is by way of derogation, additional information to be sent to the CSI and EDSP2

Don't hesitate to let us know if you have any problems, so that we can complete this tutorial.

### URL links

The doctoral student copies and pastes the URL link below and replaces **MONINE** with his/her INE (number displayed in "Personal space" or "My profile" at the top of the Adum screen):

<https://doctorat.u-bordeaux.fr/page-de-saisie-des-rapports-de-csi?ine=MONINE>

Replace **MONINE** with your INE. Do not put a space before or after your INE.

A password is required. This is the Pass CSI Bordeaux. It is displayed in the doctoral student's Adum space, under the INE number at the top left of the screen. Do not put spaces before and after the password when copying it.



**From this URL link, the doctoral student has access to three URL links enabling each party (doctoral student, thesis director, CSI) to complete their report.**

The doctoral student sends their respective URL link to their CSI advisor and their thesis supervisor.

Before the interview, the doctoral student must send the Monitoring Committee his/her report, which he/she will have entered on the URL link (to be downloaded in PDF format after saving the final version and sent by email to the members of the CSI).

### Enter your report

1. Save report only" tab

You can stop your entry at any time and come back to it later. Click on "Save report only" to save your entry.

2. Save the final report" tab

When the report is complete, click on "Submit final report". Note that you will no longer be able to access it. The DE will be able to give you access again, but you will have to re-enter everything.

*Please note:* The "Submit final report" button only saves the final report. It does not automatically submit the report to the CSI.

## Date de l'établissement du rapport

jj / mm / aaaa


Enregistrer le rapport uniquement    Soumettre le rapport définitif



### The procedure for submitting your report to the CSI

Once you have clicked on "Submit the final report", you will be taken to the following screen:

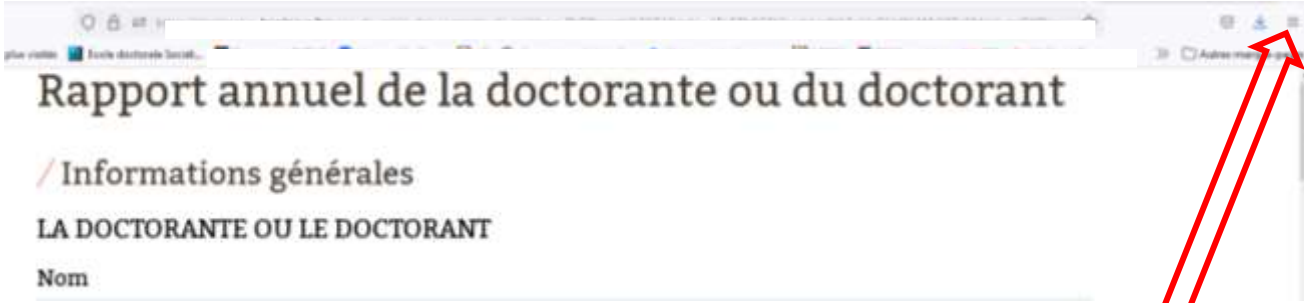
## Rapport annuel de la doctorante ou du doctorant

Votre rapport définitif a été enregistré.  
Il est visible ici : 

Click on the



You will be taken to the following page:



Rapport annuel de la doctorante ou du doctorant

/ Informations générales

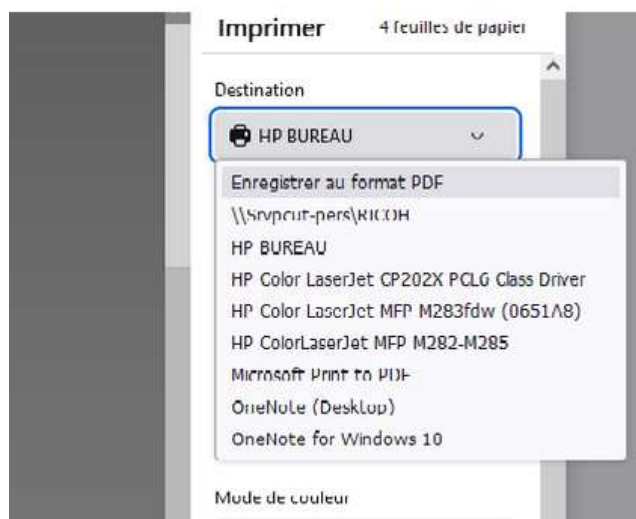
LA DOCTORANTE OU LE DOCTORANT

Nom



The report must be sent to the CSI by e-mail. To send the report to the CSI, you need to save the page in PDF format. To do this, go to the browser menu :

- Print
- Save in PDF format



You can download the file in PDF format, save it on your computer and send it to the members of the monitoring committee.

- If re-registration is by way of derogation, additional information to be sent to the CSI and EDSP2

As a general rule, the doctorate is prepared within the doctoral school over a period of three years of full-time equivalent research time (beyond the derogatory re-registration period). In other cases (non-dedicated funding of the thesis), the doctorate may be prepared over a maximum of six years (beyond the derogatory re-registration period).

**In the event of exceptional re-enrolment, a supplement, in addition to the doctoral student report via URL link, is requested. The doctoral student must send this supplement to his/her CSI at the same time as his/her report and must also send a copy to the EDSP2 ([edsp2@u-bordeaux.fr](mailto:edsp2@u-bordeaux.fr)).**

**→ Doctoral students funded for their thesis**

4<sup>th</sup> year: Exceptional re-registration in Adum (no top-up required).

5<sup>th</sup> year: Chapters written, timetable for presentation.

6<sup>th</sup> year: Chapters completed, timetable for oral defence.

No re-registration in year 7. With the exception of the Covid cohort: doctoral students who have validated a registration or re-registration in 2020-2021 and on presentation of a justification of the impact of Covid on the progress of the thesis. Completed chapters and the timetable for the defence will be attached.

**→ Doctoral students not funded for their thesis**

7<sup>th</sup> year: Exemption for re-registration in Adum; Chapters written, timetable for oral defence.

8<sup>th</sup> year: Chapters completed, timetable for oral defence.

No re-enrolment in year 9. With the exception of the Covid cohort: doctoral students who have validated their registration or re-registration in 2020-2021 and on presentation of a Covid impact argument. Completed chapters and the timetable for the defence will be attached.