

## Help for the CSI referent to enter the CSI report

In this document, the points to watch relate to :

- The CSI referrer's password
- Save report only" tab
- Opinions to be issued
- The "Save the final report" tab
- Download and distribute the CSI report

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

### The password

Three URL links have been created for each doctoral student. They allow all parties to write their report: doctoral student, thesis director, **CSI**, etc.

The doctoral student provides the CSI coordinator with the URL link for drawing up the "annual individual monitoring committee report".

A password is required. This is the Pass CSI Bordeaux. It is displayed in the referrer's Adum account, at the top left of the screen. When copying, do not put spaces before and after the password.

All ISC coordinators have a unique Adum account created either by EDSP2 or by another doctoral school. If you have any problems accessing your Adum account, please [edsp2@u-bordeaux.fr](mailto:edsp2@u-bordeaux.fr)

### Opinions

## / Avis du comité de suivi individuel sur la réinscription

- Une inscription dérogatoire en 4<sup>ème</sup> année ou plus est-elle envisagée ? ☐ Oui ☐ Non
- ☐ Favorable ☐ Favorable avec réserves ☐ Défavorable
- Avis circonstancié

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- To be completed if the CSI has the information.
- Must issue an opinion on the application for re-registration

EDSP2

→ The role of the monitoring committee is to ensure that the doctorate is progressing smoothly during the compulsory annual interview, which will be recorded in a report.

This report must be drawn up in minute detail every year, as its content provides the doctoral student and the thesis supervisor with a reference point, particularly for the purpose of setting the thesis within the timeframe set.

In the event of any difficulties identified or anticipated :

- If the doctoral student experiences a difficulty, we recommend that this is noted in the report and discussed as soon as possible with the various people involved, so that appropriate procedures can be put in place as quickly as possible.

A confidential procedure is also provided for in the online report:

**Le comité de suivi alerte la direction de l'école doctorale sur « toute forme de conflit, de discrimination ou de harcèlement moral ou sexuel ou d'agissement sexiste » par un rapport confidentiel**

Cette information ne sera pas présente sur le rapport définitif mais accessible par la direction de l'ED

☐ Oui ☐ Non

If YES, the committee referent is expected to send the ED an email explaining the alert.

The doctoral student may also discuss this with their tutor or contact the ED management.

- If the difficulty is felt by the thesis director or the CSI: the ED recommends that this be expressly stated in the detailed opinion, mentioning the appropriate recommendations to enable the situation to evolve favourably. For example, it is possible to tick the box "Favourable with reservations", which is a clear signal of vigilance for all parties (doctoral student-thesis director-EDSP2). Detailed recommendations will then give the doctoral student the opportunity to take steps to respond to the requests of the committee or the thesis director.

The reports compiled by the committee reflect changes in the doctoral situation throughout the course of the doctorate (progress of work, conditions of completion, relationship between doctoral student and thesis supervisor, follow-up of committee recommendations, etc.). Issuing an unfavourable opinion on re-registration, without having formulated points of vigilance, warnings and clear recommendations in the previous report(s), would be in contradiction with the committee's missions of support, advice and guidance.

The "Save report only" and "Save final report" tabs (at the end of the document)

Date de l'établissement du rapport

jj / mm / aaaa

Enregistrer le rapport uniquement Enregistrer le rapport définitif

The referrer can stop entering data at any time and come back to it later. Click on "Save report only" to save the entry.


The referee can pass on the URL link and his/her Pass CSI Bordeaux to the other members of the committee so that they can consult/complete the report before it is finally saved by the referee. Please note that clicking on "Save the final report" no longer allows the report to be modified. However, the doctoral school can give access to the form again, but you will have to enter everything again.

### Download and distribute the report

After validation of the final report by the referent :

## Rapport annuel du comité de suivi individuel de thèse

Votre rapport définitif a été enregistré.

Il est visible ici : 

Click on the



To download the report, go to the browser menu, "Print", "Download in PDF format". :



The ED will enter the report in Adum and indicate the CSI's opinion on the application for re-registration. An automatic email will notify the doctoral student and the thesis director (with a copy to the referee) that the report and the opinion can be consulted in Adum.