

GUIDE TO THE 2024 THESIS COMMITTEES

1. General information
2. Regulatory reference
3. Composition
4. Constitution
5. Organization
 - 5.1 Role of the thesis committee without the tutor
 - 5.2. The tutor's role
6. How it works
 - 6.1 Interview with tutor
 - 6.2 Preparing for the interview with the thesis committee without the tutor
 - 6.3 Interview with the thesis committee without the tutor
7. Alerting and managing difficulties
8. Follow-up of doctoral students' re-registrations by **the doctoral school** management

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 report of the thesis committee common to all eight doctoral schools.
- Doctoral student/tutor interview no later than July 31.
- Interview with 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 thesis management report (to be entered before the interview and forwarded to the members of the thesis committee)
 - The June 24 deadline must be respected.

In addition to this Thesis Committees Guide, other monitoring documents are available on the website of the Graduate Research School (<https://doctorat.u-bordeaux.fr/en/during-phd/thesis-committee>):

- The Tutor Follow-up Sheet ;
- Video tutorials for entering the 3 reports (doctoral students, thesis directors, thesis committee) also available in Adum.

The following are concerned by the interviews with the thesis committees:

- Doctoral students renewing their registration, from the end of their 1st thesis year.
- Doctoral students who have obtained a gap year for 2024/2025.

The gap year does not count towards the duration of the thesis.

However, annual re-registration remains compulsory, with reduced registration fees and payment of the CVEC (no prorata applied for a one-semester gap). Doctoral students are exempt from individual follow-up at the end of their gap year (re-registration 2025/2026).

- Doctoral students who plan to defend their thesis at the end of the year. They must absolutely keep to their commitment. In the event of postponement to 2025 for exceptional reasons, re-registration will not be possible without a follow-up committee meeting (before the end of September).
- Thesis directors, co-directors, co-supervisors, Cifre thesis company referents.

2. Regulatory reference

[Arrêté du 25 mai 2016](#) fixant le cadre national de la formation et les modalités conduisant à la délivrance du diplôme national de doctorat - [Modified by Arrêté of August 26, 2022](#)

The decree specifies that the committee is made up of at least three personalities present at the annual interview with the doctoral student and the thesis supervisor. Within the doctoral school, the committee is indeed made up of at least three people, two of whom are present at the interview and the third, the tutor, who interacts alone with the doctoral student to enable him/her to express him/herself as freely as possible.

3. Composition

The committee is made up of at least three scientific personalities (researchers or teacher-researchers) who are not involved in directing the doctoral student's work:

- A member of the doctoral student's discipline (may be a member of the laboratory);
- As far as possible, a statutory member from outside the institution, or from a University of Bordeaux research unit other than that of the doctoral student; These two personalities include :

At least one member must hold an HDR; one member (preferably from the University of Bordeaux) must be declared in Adum by the doctoral student. This referent will enter the report of the thesis committee into the dedicated application.

- A non-specialist member from outside the thesis research field. Called a tutor, he or she is appointed by the doctoral school from among researchers or teacher-researchers from laboratories attached to the doctoral school who have given their agreement. As a reminder, this system has been rolled out to all new students from the start of the 2021-2022 academic year.

4. Constitution

Members are appointed by the thesis supervisor, in consultation with the candidate.

As soon as the doctoral student applies for admission to the 1st thesis year, the committee is set up and declared in Adum. The doctoral school appoints the tutor by e-mail (with a copy to the doctoral student), and adds him/her to the doctoral student's Adum space by the end of April at the latest.

To ensure the thesis committee's neutrality, its composition may be reviewed during the 1st year of the thesis, at the doctoral student's request. After the 1st year of the thesis, any change to the committee must be justified to the doctoral school.

5. Organization

The committee must meet prior to registration in the second year, and then before each new application for registration until the end of the doctorate, according to the deadlines set by the doctoral school.

Consequently, doctoral students who schedule their thesis defense from September to December do not have to re-register, nor do they have to convene their monitoring committee. However, if the thesis cannot be defended during this period, the annual follow-up procedure applies. The interview with the thesis committee must take place in September.

Interviews are organized annually with the Committee.

Apart from the doctoral student monitoring campaign set by the doctoral school :

The tutor may be called upon by the doctoral student as and when required. Depending on the tutor's assessment and the doctoral student's consent, a follow-up sheet is sent to the doctoral school.

The monitoring committee without the tutor may also be convened at the request of the doctoral student or thesis director, for any reason justifying its holding, with the agreement of the doctoral school director. The doctoral school director receives the committee's report.

5.1 Role of the committee without the tutor

The doctoral student's individual monitoring committee ensures that the program runs smoothly, based on the doctoral charter (attached) and the training agreement.

The doctoral student's individual monitoring committee provides support throughout the doctorate. It must meet before the student enrolls in the second year, and then before each new enrolment until the end of the doctorate.

During the interview with the doctoral student, the committee assesses the conditions of his/her training and the progress of his/her research. During the interview, the committee is particularly vigilant in identifying any form of conflict, discrimination, moral or sexual harassment or sexist behaviour. It makes recommendations and sends a report on the interview to the doctoral school director, the doctoral student and the thesis supervisor.

5.2. The tutor's role

The non-specialist committee member from outside the thesis research field is the tutor appointed by the ED. This system, which was specific to the doctoral school before the introduction of monitoring committees, has been reactivated for all new entrants from 2021/2022.

The tutor does not take part in the other thesis committee members' discussions with the doctoral student and thesis supervisor. He meets alone with the doctoral student.

Its role is to ensure that the doctoral student and the thesis supervisor have a relationship of trust, that they meet regularly, that the doctoral student benefits serenely from his or her supervision and that, more generally, the doctoral student is in a situation conducive to the completion of his or her thesis project.

This is also the role of the other members of the committee, but this procedure frees them from their possible proximity to the thesis supervisor: the interview with the tutor can make it easier for the doctoral student to talk about personal issues or difficult supervisory conditions with his or her supervisor.

6. Operation

6.1 Interview with the tutor

The doctoral student contacts the tutor to agree on a date (from May to July) and the details of the interview (face-to-face, videoconference, etc.), and sends him or her the Tutor Follow-up Sheet.

After the interview, the tutor fills in and sends the follow-up form to edsp2@u-bordeaux.fr (content previously validated by the doctoral student) by July 31 at the latest.

This form is one of the documents required by the doctoral school management to assess the doctoral student's application for re-registration.

6.2 Preparing for the interview with the thesis committee without the tutor

The doctoral student, in agreement with his/her thesis supervisor, contacts the members of the thesis committee (except the tutor) to arrange a date no later than June 21, 2024 (videoconferencing is permitted).

The doctoral student

The doctoral student connects to the URL below, replacing **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>

From this URL link, the doctoral student has three URL links to fill in the three reports making up the "Evaluation of xxxx's thesis" file: his own and those of the thesis committee and thesis director. He/she sends the latter their respective URL links.

Prior to the interview, the doctoral student must submit his or her report to the thesis committee, using the URL (to be downloaded in PDF format once the final version has been saved, and sent by e-mail to the members of the thesis committee). **Please note: The content of the URL link is in French only.**

Thesis management

The doctoral school sends the thesis directors the password to connect to their URL link by e-mail.

Prior to the interview, the thesis supervisor must send the thesis committee his or her report, which he or she will have entered on his or her URL link (to be downloaded in PDF format once the final version has been saved, and sent by email to the members of the ISC).

The doctoral school recommends that the thesis supervisor complete [part 2. Annual report on the progress of the thesis](#) during a professional interview with the doctoral student.

The Thesis Committee

To find out which sections need to be filled in, the thesis committee will log in via the URL link provided by the doctoral student, and will also use the video tutorial for entering the report.

6.3 Interview with the Committee without the tutor

The interview is organized into four distinct stages:

- 1. Presentation of work progress and discussions by the doctoral student in the presence of the thesis supervisor.** The committee assesses the student's training and research progress.
The interview begins with a 15-30 minute presentation of the doctoral student's thesis work, followed by a discussion of the following points:
The thesis process and timetable
Training related to your career plan
Thesis-related funding
The relational context of the thesis process
- 2. Interview with the doctoral student without the thesis supervisor.** The committee is particularly vigilant in identifying any form of conflict, discrimination, moral or sexual harassment or sexist behaviour. Elements of the discussion are confidential and must not be passed on to the thesis supervisor, except in the interest of the doctoral student **and with his or her strict agreement.**
- 3. Interview with the thesis supervisor without the doctoral student.**
- 4. The committee deliberates behind closed doors** and the referent enters the report in the dedicated url.
- 5. In the event of an alert concerning "any form of conflict, discrimination, moral or sexual harassment or sexual harassment" requiring confidential treatment,** the committee informs the doctoral school by e-mail (confidential report).

6.4 Follow-up of doctoral students' re-enrolments by the doctoral school management

The doctoral school submits the report of the thesis committee entered online to Adum, so that the doctoral student and thesis supervisor can read it (the doctoral student, thesis supervisor and the referent of the thesis committee will be notified by automatic e-mail of the Adum submission).

In the event of a dispute by one of the parties (interview process, report content, etc.), they have 10 days (from the date of receipt of the e-mail) to refer the matter to the doctoral school (edsp2@u-bordeaux.fr).

The doctoral school keeps the doctoral student's report, the thesis supervisor's report and any additional confidential report of the thesis committee in the doctoral student's file.

The full report is one of the documents required for the doctoral school's management to assess the doctoral student's application for re-registration.

7. Alerting and managing difficulties

In the event of difficulty, the doctoral student's individual thesis committee will alert the doctoral school, in its report or in a confidential document and/or in the tutor's follow-up sheet. The doctoral school will then take any necessary measures concerning the doctoral student's situation and the progress of his/her doctorate.

As soon as the doctoral school becomes aware of acts of violence, discrimination, moral or sexual harassment or sexist behaviour, it reports them to the institution's anti-discrimination and anti-sexist violence hotline.

9. Follow-up of doctoral students' re-registrations by doctoral school's management

Doctoral students will not be able to apply for re-registration in Adum until August 26.

The doctoral school management will begin examining the reports from this date and no later than October 11.

In the event of difficulties identified by the thesis committees, interviews may be proposed to doctoral students and/or thesis supervisors by the doctoral school's management. If necessary, the doctoral school can interact with the members of the thesis committees.