

## Guide to Monitoring Committees (CSI)

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### 1. General information

- The calendar for the annual monitoring of doctoral students and the three doctoral student/dissertation director/individual monitoring committee (CSI) reports are common to all eight doctoral schools at the University of Bordeaux.
- Doctoral student/tutor interview no later than 31 July.
- Interview with the CSI (without the tutor) no later than 30 June (including submission of the report).
  - Three separate reports to be completed respectively by the doctoral student, the thesis supervisor and the ISC.
  - Dematerialisation of the monitoring procedure:
    - Annual report from the CSI (entered during or after the interview, by 30 June at the latest)
    - Annual report from the doctoral student (entered before the interview and to be sent to the CSI)
    - Annual report from the thesis director (entered before the interview and to be sent to the CSI)

Documents relating to annual monitoring are available on the doctoral website (<https://doctorat.u-bordeaux.fr/pendant-le-doctorat/comite-de-suivi>):

- Fiche de suivi Tuteur ;
- Guide to monitoring committees ;
- The timetable for the defence;
- The tutorial 'Aide à la saisie-rapports' (doctoral students, thesis directors, CSI).

## 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 du 26 août 2022

Article 11 extract: Registration is renewed at the beginning of each academic year by the head of the establishment, on the proposal of the director of the doctoral school, after receiving the opinion of the thesis director and the doctoral student's individual monitoring committee. In the event of non-renewal, after receiving the opinion of the thesis director, the doctoral student is notified of the reasoned opinion by the director of the doctoral school. A second opinion (doctoral school clarification: for non-derogatory re-registrations) may be requested by the doctoral student from the research commission of the academic council or the equivalent body in the institution concerned. The decision not to renew is taken by the head of the institution, who notifies the doctoral student.

Article 13 extract: The doctoral student's individual monitoring committee provides support for the doctoral student throughout the duration of 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.

Article 14 excerpt: Annual extensions may be granted on an exceptional basis by the head of the institution, on a proposal from the thesis director and after receiving the opinion of the monitoring committee and the doctoral school director, at the reasoned request of the doctoral student.

The decree specifies that the committee is made up of at least three people who are present at the annual interview with the doctoral student and the thesis director. Within the ED, the committee is 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.

## 3. Composition

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

- A member of the doctoral student's discipline (who may be a member of the laboratory) ;
- One statutory member, as far as possible, from outside the institution, or from a Université de Bordeaux laboratory other than that of the doctoral student;

Of the two above-mentioned personalities:

At least one member must hold an HDR; one member (preferably attached to the Université de Bordeaux) must be declared as a referent in Adum by the doctoral student. This referee will enter the CSI report into the dedicated application.

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

## 4. Constitution

The members are appointed by the thesis director, in consultation with the doctoral candidate.

As soon as the doctoral student applies for admission to the 1st year of the thesis, the committee is set up and declared in Adum. The doctoral school appoints the tutor by email (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 promote the neutrality of the CSI, 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 the first year of the thesis, any modification of the committee must be justified to the doctoral school.

## 5. Organisation

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

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

Interviews are organised annually with the Committee.

Outside the doctoral student monitoring campaign set by the doctoral school:

The tutor may be contacted by the doctoral student as and when required. Depending on his/her assessment and the doctoral student's consent, the tutor sends a follow-up form to the doctoral school.

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

### 5.1 Role of the Committee without the tutor

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

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

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

### 5.2. Role of the tutor

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

The tutor does not take part in the other committee members' meetings with the doctoral student and the thesis director. They meet the doctoral student alone.

The tutor's role is to ensure that the doctoral student and the doctoral supervisor have a relationship of trust, that they meet regularly, that the doctoral student benefits serenely from his or her supervisor and 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 makes it possible to avoid 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 their supervisor.

## 6. Operation

### 6.1 Interview with the tutor

The doctoral student contacts the tutor to agree on the date and arrangements for the interview (face-to-face, video, etc.) and sends him/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 31 July at the latest.

## 6.2 Preparing for the interview with the Committee without the tutor

The doctoral student, in agreement with his/her thesis supervisor, contacts the members of the Monitoring Committee (except the tutor) to agree a date no later than 30 June 2025 (videoconferencing is permitted). The CSI report must be finalised by this date.

### The doctoral student

The doctoral student connects to the URL link below by 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 for each party to fill in their report online: their own and those of the CSI and the thesis director. The doctoral student sends their respective URL links to the CSI and the thesis director.

The doctoral student must send his or her report to the Monitoring Committee prior to the interview (to be downloaded in PDF format after saving the final version and sent by email to the CSI).

To fill in the report on the URL link, the doctoral student must use the Pass CSI Bordeaux mentioned in the Adum space under the INE number at the top left of the Adum screen.

**Please note that if the doctoral student applies for a derogatory re-registration for 2025/2026, a supplement will be required.**

### If derogatory re-registration in 2025/2026

As a general rule, the doctorate is prepared within the doctoral school in three years of full-time equivalent research time (beyond derogatory re-registration). 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).

**A supplement to the doctoral student report is required. The doctoral student sends this supplement to his/her CSI at the same time as his/her report and must send a copy to the doctoral school ([edsp2@u-bordeaux.fr](mailto:edsp2@u-bordeaux.fr)).**

As a general rule, doctoral studies are carried out within the doctoral school over a three-year period on a full-time equivalent basis devoted to research (excluding exceptional re-registration). 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).

A supplement to the doctoral student report is required. The doctoral student must send this supplement to his/her CSI at the same time as his/her report and must send a copy to the doctoral school ([edsp2@u-bordeaux.fr](mailto:edsp2@u-bordeaux.fr)).

→ Doctoral students funded for the dissertation

4th year: Mention of derogatory re-registration in Adum (no additional information required).

5th year: Chapters written, timetable for oral defence.

6th year: Chapters completed, timetable for 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 timetable for coming to defence will be attached.

→ Doctoral students not funded for the thesis

7th year: Mention of derogatory re-registration in Adum; Chapters written, timetable for coming to defence.

8th year: Chapters completed, timetable for coming to defence.

No re-registration in 9th year. 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 Covid impact argument. Completed chapters and timetable for defence will be attached.

### **The thesis supervisor**

Before the interview, the thesis supervisor must send the Monitoring Committee his or her report, which he or 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 CSI).

To open the URL link, the thesis supervisor will indicate his/her Pass CSI Bordeaux, mentioned in his/her Adum space under the first and last name of the thesis supervisor at the top left of the Adum screen.

The doctoral school recommends that the thesis director and the doctoral student complete part 2. Annual report on the progress of the thesis during a professional interview.

### **The monitoring committee**

To find out which sections need to be filled in, the monitoring committee will connect via the URL link provided by the doctoral student.

A password will be requested. This is the CSI Bordeaux Pass of the CSI referee, listed under the first name and surname of the CSI referee at the top left of his/her Adum screen. CSI referees not attached to the University of Bordeaux can obtain their Bordeaux CSI Pass from the doctoral school: edsp2@u-bordeaux.fr

## **6.3 Interview with the Committee without the tutor**

### **The interview is organised in four distinct stages:**

1. Presentation of the progress of the work and discussions by the doctoral student in the presence of the thesis director. The committee assesses the conditions of the training and the progress of the research.  
The interview begins with a 15-30 minute presentation of the doctoral student's thesis work, followed by a discussion covering the following points in particular:  
Progress of the thesis, timetable  
Training courses to be taken in connection with the professional project  
Funding linked to the thesis  
The relational context in which the thesis is being carried out
2. Interview with the doctoral student without the thesis director. The committee is particularly vigilant in identifying any form of conflict, discrimination, moral or sexual harassment or sexist behaviour. The elements of the discussion are confidential and must not be passed on to the thesis director, except in the interests of the doctoral student and with his/her strict agreement.
3. Interview with the thesis director without the doctoral student.
4. Deliberation by the committee behind closed doors and entry of the report by the referee on the dedicated URL link. Recommendations are expected in order to ensure that the defence is held within the authorised timeframe (see box on page 4).

The role of the monitoring committee is to ensure the smooth progress of the doctoral program during the mandatory annual interview, which will be recorded in a report. This report must be meticulously prepared each year, as its content provides both the doctoral candidate and the thesis supervisor with reference points, particularly to frame the thesis within the allotted time.

In the event of any difficulties identified or anticipated:

- If the difficulty is experienced by the doctoral candidate: we recommend documenting it in the report and discussing it as soon as possible with the various stakeholders, so that appropriate procedures to address it can be implemented promptly.

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, it is expected that the committee's referent communicates to the doctoral school an email explaining the alert.

The doctoral candidate may also discuss the issue with their tutor or contact the doctoral school.

- If the difficulty is perceived by the thesis supervisor or the CSI: the doctoral school recommends explicitly noting it in the detailed opinion, including appropriate recommendations to enable a favorable resolution of the situation. For example, it is possible to select a "Favorable with reservations" opinion, which serves as a clear warning signal for all parties involved (doctoral candidate, thesis supervisor, doctoral school). Detailed recommendations will then provide the doctoral candidate with the opportunity to implement measures aimed at addressing the concerns raised by the committee or the thesis supervisor.

The compiled committee reports reflect the progress of the doctoral program throughout its course (advancement of work, conditions of completion, doctoral candidate-supervisor relationship, follow-up on committee recommendations, etc.). Issuing an unfavorable opinion on re-registration without having previously formulated points of concern, alerts, and clear recommendations in the preceding report(s) would contradict the committee's missions of support, advice, and guidance.

## 6.4 Distribute the report

The doctoral school is responsible for depositing in Adum the report of the CSI so that the PhD student and the thesis management can take note of it (the PhD student, the thesis management and the CSI referent will be notified by automatic mail upon deposit in Adum).

In the event of a dispute with one of the parties (interviews, content of the report, etc.), it has 10 days (date of receipt of the email) to enter the doctoral school (edsp2@u-bordeaux.fr).

The doctoral school keeps the doctoral student and thesis director's reports, as well as any confidential supplementary report from the CSI, in the doctoral students' files.

The 3 reports doctoral student/thesis management/CSI are part of the documents necessary for the evaluation, by the doctoral school Management, of the application for re-registration of the doctoral student.

## **7. Alerting and managing difficulties**

In the event of difficulty, the individual follow-up committee of the doctoral student alerts, in its report or in a confidential document and/or in the tutor's follow-up sheet, the doctoral school, which takes all necessary measures relating to the situation of the doctoral student and the conduct of his or her doctorate.

As soon as the doctoral school becomes aware of acts of violence, discrimination, moral or sexual harassment or gender-based actions, it reports them to the institution's hearing unit against discrimination and sexual violence.

## **8. Annual follow-up and requests for re-registration of PhD students by the doctoral school management**

Doctoral students will only be able to submit their application for re-registration in Adum from 25 August. doctoral school management will begin consideration of reports from that date and no later than October 9. In case of difficulties identified by the CSI, interviews may be offered to PhD students and/or thesis directors by the doctoral school. Where appropriate, the doctoral school may interact with the CSIs.