

## INDIVIDUAL THESIS COMMITTEE 2025

The PhD student's individual thesis committee provides them with support throughout their PhD.

Re-enrolment is **dependent on the opinion of the individual thesis committee**. Article 11 of the Ministerial Order of 25 May 2016, as amended by the [Order of 26 August 2022](#), states that "Enrolment is renewed at the start of each academic year by the head of the institution, on the recommendation of the doctoral school director, based on the opinion of the thesis supervisor **and the PhD student's individual thesis committee**."

Article 14 also states that: "Annual extensions may be granted on an exceptional basis by the head of the institution, on the recommendation of the thesis supervisor and **based on the opinion of the thesis committee** and the doctoral school director, on reasoned request by the PhD student."

### The individual thesis committee's missions

In conducting interviews with PhD students, the ITC's three missions are to:

- ▶ have an in-depth scientific discussion about the thesis project (potential directions and obstacles, progress) based on which the committee can issue recommendations and opinions in an advisory capacity,
- ▶ develop and evaluate the PhD student's training plan in relation to their post-doctoral career plan,
- ▶ ensure that the PhD student is properly integrated into their professional environment. The committee must be particularly vigilant in identifying any form of conflict, discrimination, psychological or sexual harassment, or sexist behaviour.

## Appointment and composition of the ITC

Except in special cases, each PhD student's individual thesis committee is set up **when the student first enrolls in a PhD programme** and no later than one month before the committee's first meeting.

The individual thesis committee is made up of a minimum of two members (and a maximum of five) who are not involved in supervising the PhD student's work.

The ITC is made up of:

- ▶ a **member who is a specialist in the discipline** or involved in the field of the thesis, **external to the university**, and who, if possible, has experience in supervising theses
- ▶ a **referent**, external to the PhD student's research unit and field of research
- ▶ anyone who can make a positive contribution to discussions on how the thesis is progressing, the PhD student's training, or their quality of life and working conditions.

### *Choosing the referent*

After having enrolled for the first time, the PhD student chooses their referent from a list of selected individuals from outside their research unit and thesis speciality, on the advice of the doctoral school management.

The referent undertakes to declare any links of interest with the PhD student's thesis supervisor or research unit.

### *Choosing the other members of the ITC*

No later than one month before the committee's first meeting, the thesis supervisor appoints the member(s) of the ITC, with the exception of the referent; the PhD student must be consulted on this composition.



The composition of the thesis committee must be recorded on ADUM by the PhD student no later than one month before the thesis committee's first meeting; it is then approved by the doctoral school.

The composition of the PhD student's individual thesis committee should remain constant throughout their PhD, insofar as this is possible.



*The **members of the ITC** may sit on the jury during the defence (examiners) but **may not serve as thesis rapporteurs**.*

### Organisation of the ITC

The thesis committee is required to meet before the PhD student enrolls for their second year and then **before enrolment for each new academic year** until the PhD has been completed.

The PhD student and their thesis supervisor are responsible for organising the ITC and the logistics involved in this, and must ensure that the ITC meets in time for the PhD student to enrol for the next academic year, i.e. between April and the end of June.

Prior to this, the **referent** is responsible for organising a **one-on-one interview with the PhD student** on a separate basis and following a separate schedule from the ITC meetings. This interview must take place in April of each year at the latest. If necessary, the number and frequency of these interviews may be adapted.

In order to maintain confidentiality in their discussions with the PhD student, the referent is not required to produce a formal report following the one-on-one interviews. However, they may use all usual means to communicate with the doctoral school if necessary.

Following each meeting, the ITC draws up a report giving a reasoned opinion on the PhD student's re-enrolment. This document **must be submitted before 27 June 2025** on ADUM (in PDF format) so that the PhD student can apply to re-enrol for the next academic year based on the opinion of their thesis supervisor.

## Format of annual reports

The reports for the annual meetings with the thesis committee are stored electronically via the PhD programme website; the space is fully secure. The same format is used by all 8 doctoral schools.

Each PhD student must visit

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

and **replace MONINE in the above address with their own INE number**. The INE can be found in the top left-hand corner of each PhD student's ADUM account.

A new window will open asking for a password to be entered: this can be found below the INE number (Pass CSI Bordeaux).

3 separate links are provided on this new page. The password is requested again when trying to access the report that is to be completed (Pass CSI Bordeaux).

The 3 links are as follows:

- the 1<sup>st</sup> allows the PhD student to complete their annual report online. The password is requested again (Pass CSI Bordeaux);
- the 2<sup>nd</sup> must be sent by the PhD student to their thesis supervisor so that they can also complete a report before the interview. A password is required to open the link, which can be found in the PhD student's ADUM account at the top left-hand side of the screen (Pass CSI Bordeaux). Please note that this report asks for the thesis supervisor's opinion on the PhD student's skills, how their thesis is progressing and re-enrolment;
- the 3<sup>rd</sup> must be sent by the PhD student to their thesis committee referent so that they can complete the report with the other committee members following the meeting.

Video tutorials showing you how to submit reports online can be found on the PhD programme website: <https://doctorat.u-bordeaux.fr/pendant-le-doctorat/comite-de-suivi>

**One week before the interview at the latest**, the PhD student and thesis supervisor must each send their report (completed online) in PDF format only to the members of the ITC.

It is not necessary to send each report to the doctoral school, which will be able to view them directly online (access reserved for doctoral school management only).

## Procedure for annual meetings with the ITC

The interviews are organised in **three distinct stages**:

- scientific presentation **by the PhD student** (of around 15 minutes in duration) to the **thesis committee members**, outlining the objectives of the thesis and discussing how the work is progressing. This presentation is followed by a scientific discussion. The **thesis supervisor** is invited to attend this stage;
- meeting between **the PhD student** and the **thesis committee members**, without the presence of a thesis supervisor;
- meeting between the **thesis supervisor** and the **thesis committee members**, without the presence of the PhD student.

The committee's meetings with the PhD student without the presence of the thesis supervisor, and with the thesis supervisor without the presence of the PhD student, take place behind closed doors. Everyone must be able to express themselves freely during this stage. Everyone must keep what has been discussed during the meeting confidential and act in good faith.

The scientific project, the PhD student's training plan and their professional integration must be discussed at ITC meetings.

Following each annual meeting, the ITC must give its opinion on the quality of the work that has been completed and check that the amount of work accomplished will enable a high-quality thesis to be produced in the allocated time.

All ITC members are invited to amend this opinion so that it can serve as a reference document for the PhD student. This document is sent to the PhD student, who submits it on ADUM.

Once it has been submitted, an automatic message is sent to the PhD student, the thesis supervisor and the members of the individual thesis committee informing them that the ITC report can be viewed (and downloaded). The PhD student can then read the advice and opinion of their individual thesis committee.

During the annual meeting, the referent will be responsible for:

- › facilitating exchanges within the ITC,
- › moderating the two discussion sessions held successively during the ITC (i) with the PhD student without the presence of the thesis supervisor and (ii) with the thesis supervisor without the presence of the PhD student.
- › contributing to the drafting of the opinion/report with the other ITC members,

- › downloading the **final ITC report** in PDF format and sending it to the PhD student in time for them to **submit it on ADUM by 27 June 2025 at the latest**,
- › alerting the research unit management and/or that of the doctoral school to any issues that could prevent the thesis from proceeding as planned.

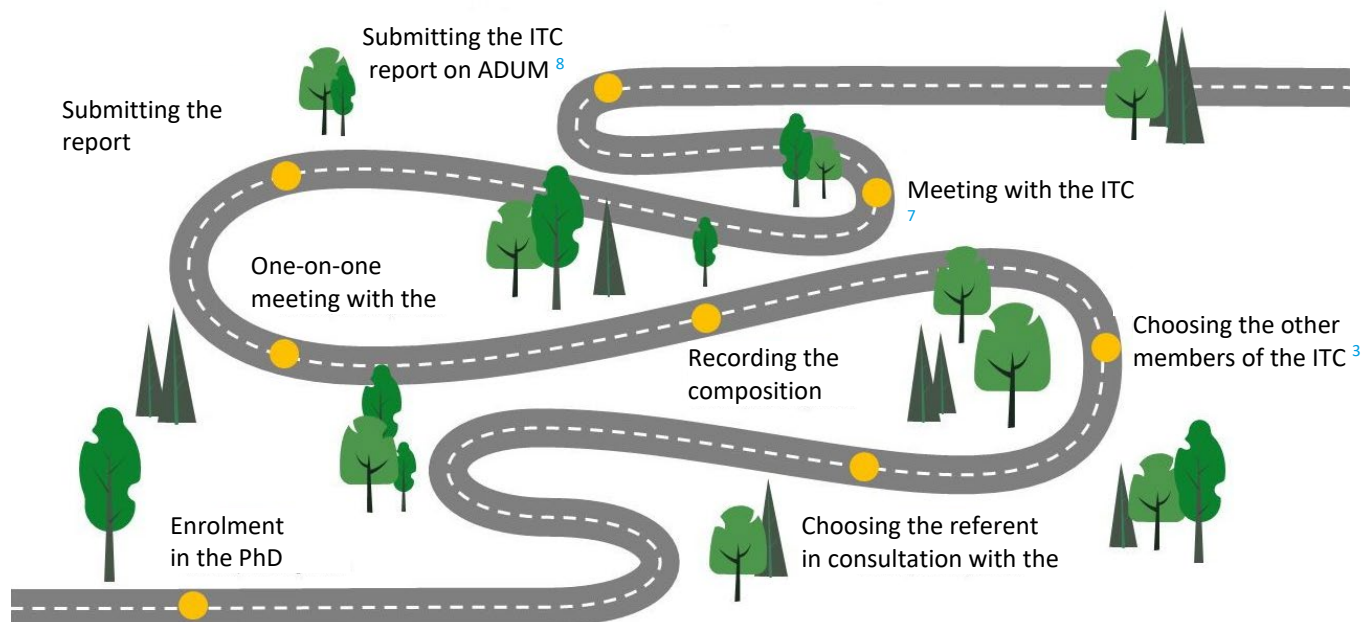
Special case of 3<sup>rd</sup>-year PhD students (*enrolled for their 1<sup>st</sup> thesis year between September and December*)

- ▶ An ITC does not need to be organised **if the PhD student certain** that they will not have to re-enrol at the start of the next academic year (all re-enrolments are linked to the ITC report on ADUM), **i.e. only** if the thesis defence is scheduled before the end of December 2025. A sworn statement must be completed.
- ▶ If there is still uncertainty regarding the timeline for and date of the defence, then an ITC meeting must be arranged for mid-June at the latest, so that the report can be submitted.
  - The thesis supervisor is responsible for setting up this ITC and arranging for it to meet in time for the PhD student to submit their report on ADUM **by 27 June 2025 at the latest**, so that they can re-enrol for the 4<sup>th</sup> year.
  - This ITC should specifically enquire about the end-of-thesis outlook.

Summary:

	Organising the ITC in 2025	Re-enrolling in a PhD programme in 2025–2026	Submission on ADUM by 27 June at the latest
Defence before the end of 2025 😊	exempt	NO	sworn statement (to be submitted on ADUM instead of the ITC)
Defence likely – but not confirmed – before the end of 2025 🤔	YES by June 2025 at the latest	YES If defence taking place	ITC's 2025 report
Defence in 2026 📅	YES by June 2025 at the latest	YES	ITC's 2025 report

1<sup>st</sup>-year PhD student



## TIMETABLE

- |   |   |                           |   |
|---|---|---------------------------|---|
| 1 | Enrolment in the PhD programme                | from September            | } 1 <sup>st</sup> -year PhD student only        |
| 2 | Choosing the referent                         | in December/January       |   |
| 3 | Choosing the other members of the ITC         | by March at the latest    |   |
| 4 | Recording the composition of the ITC on ADUM  | by March at the latest    |   |
| 5 | One-on-one meeting with the referent          | by April at the latest    |   |
| 6 | Submitting the report + sending it to the ITC |                           | no later than one week prior to the ITC meeting |
| 7 | Meeting with the ITC                          | by mid-June at the latest |   |
| 8 | Submitting the ITC report on ADUM             | no later than June 27     |   |

## Key dates in 2025

Deadline for submitting the ITC's report on ADUM	June 27, 2025
Deadline for submitting the thesis supervisor's opinion on ADUM	August 24, 2025
Re-enrolment period for PhD students	August 25 to October 10, 2025