

PROCEDURE FOR ANNUAL MONITORING OF DOCTORAL STUDENTS 2025

1. General information
2. Re-enrolment in 2nd, 3rd and higher year in 2025/2026
3. Derogatory re-enrolment in 2025/2026
4. Gap year in 2025/2026 (and returning from a gap year in 2024-2025)
5. Thesis defence planned between September and December 2025

1. General information

- The annual doctoral student monitoring schedule and the three doctoral student/dissertation director/individual monitoring committee (CSI) reports are common to all eight doctoral schools at the Université de Bordeaux.
- Doctoral student/tutor interview no later than July 31.
- Interview with CSI (without tutor) no later than June 30 (including submission of report).
 - Three separate reports to be completed respectively by the doctoral student, the thesis supervisor and the CSI.
 - Dematerialization of the follow-up procedure:
 - CSI annual report (entered during or after the interview, by June 30 at the latest)
 - Doctoral student's annual report (entered before the interview and to be forwarded to the CSI)
 - Thesis management's annual report (entered before the interview and to be forwarded to the CSI)

Follow-up documents are available on the doctoral website (<https://doctorat.u-bordeaux.fr/en/during-phd/thesis-committee>). Select “. Doctoral School Society, Politics, Public Health” for quick access to the doctoral school box:

- La Fiche de suivi Tuteur ;
- Guide des comités de suivi ;
- Calendar for the defense
- Tutorial: Help with entering reports - URL links (doctoral students - thesis management - CSI)

It is important to refer to the Guide to Monitoring Committees for detailed procedure

Annual follow-up period set by the doctoral school:

- Until June 30, 2025: meetings with the CSI (without the tutor);
- Until July 31, 2024: meeting with the tutor;
- Doctoral candidates will only be able to submit their re-registration request in Adum starting from August 25. The Graduate School management will begin reviewing the reports from that date and no later than October 9.

If difficulties are identified by the CSI, interviews may be proposed to the doctoral candidates and/or

thesis supervisors by the Graduate School management. If necessary, the Graduate School may interact with the CSI.

For doctoral students: Pedagogical re-registration in Adum, from August 25 to October 7, 2025. In the event of necessary re-registration in July (visa renewal, etc.), passes may be granted (subject to the three reports being available). Apply to edsp2@u-bordeaux.fr

For doctoral school: End of re-registration authorizations in Adum on October 10, 2025 before 12:00 noon.

Cost of CVEC, tuition fees and payment in three instalments: <https://doctorat.u-bordeaux.fr/en/during-phd/how-enroll-each-year>

2. Re-enrolment in 2nd, 3rd and + in 2025/2026

Two interviews are organized annually with the Committee

Interview with the tutor and doctoral student (until July 31);

Interview with the Committee (without the tutor), doctoral student and thesis supervisor (until June 30).

3. Derogatory re-enrolment in 2025/2026

3. Derogatory re-registration in 2025/2026

As a general rule, doctoral studies at the doctoral school take three years of full-time equivalent research time (beyond derogatory re-registration). In other cases (non-dedicated thesis funding), the maximum duration of doctoral studies is six years (beyond derogatory re-registration).

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

→ Doctorants financés pour la thèse

4th year: Mention réinscription dérogatoire dans Adum (no supplement requested).

5th year: Chapters written, schedule for defense.

6th year: Chapters completed, schedule for defense.

No re-registration in 7th 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 an argument of the impact of Covid on the progress of the thesis. Completed chapters and schedule for coming to defense will be attached.

→ Doctoral students not funded for thesis

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

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

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 schedule for defense will be attached.

4. PhD students on gap year 2025/2026

Annual monitoring is identical to point 2. Re-registration in 2nd, 3rd and + in 2025/2026 (see Monitoring Committee Guide).

The gap year is not counted as part of the duration of the thesis, but 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 exempted from individual follow-up at the end of their 2025/2026 gap year, and must re-register in 2026-2027.

Submission of applications on E.Candidat:

1st campaign: from 05/12 to 06/12/2025

2nd campaign for 2nd semester only: from 09/29 to 10/17/2025

To find out more about the Césure and the procedure :

- Request a leave of absence

<https://doctorat.u-bordeaux.fr/en/during-phd/how-enroll-each-year> (bottom of page)

<https://www.u-bordeaux.fr/en/education/enrich-and-enhance-your-experience/gap-year-or-semester>

5. Thesis defense expected between September and December 2025

Doctoral students are not required to provide an activity report, nor to meet with their individual monitoring committee. By June 30 at the latest, he or she must send the doctoral school (edsp2@u-bordeaux.fr) his or her thesis defense schedule (unless the thesis defense declaration is currently being entered with a defense date, or has been finalized in Adum).

As a reminder, the thesis defense declaration must be finalized in Adum (with validation from the thesis director) at least 8 weeks before the defense date (Adum is configured to block any declarations made after this deadline). The 4 weeks in August corresponding to the university's administrative closure should not be included in the calculation. The manuscript must be submitted at the same time as the declaration (this can be an unfinalized manuscript), followed by a second submission at least 6 weeks before the date of the defense. It is this last version that will be sent to the two pre-rapporteurs. The latter will then have at least 4 weeks in which to write their report and send it to the Collège des écoles doctorales at least 2 weeks before the defense date.

To find out more about the administrative formalities for the defense: <https://doctorat.u-bordeaux.fr/en/during-phd/defending-your-thesis>

Any defence postponed to 2026 will require a request for re-registration with an interview with the monitoring committee. If there is any uncertainty about a defence at the end of 2025, the doctoral student is asked to schedule an 'optional' interview with his or her monitoring committee in September, and if necessary, to cancel or maintain it.