

Help for thesis supervisors to enter their reports for the CSI

In this document, the points to watch relate to :

- The password
- The "Save report only" tab
- The "Submit final report" tab
- The procedure for submitting your report to the CSI

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 his/her thesis supervisor with the URL link for the "annual thesis supervisor's report" A password is required. This is the Pass CSI Bordeaux. It is displayed in the thesis director's Adum account, at the top left of the screen. When copying, do not put spaces before and after the password.

Save report only" tab

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

In the case of co-supervision, the principal supervisor (1st name in Adum) may communicate his/her Pass CSI Bordeaux to the co-supervisor in order to consult/complete the report before submitting the final report

The "Submit final report" tab

When the report is complete, click on "Submit final report". Please note that it will no longer be possible to make changes. The doctoral school will be able to restore the report, but all the data will have to be re-entered.

Please note: The "Submit final report" button only saves the final report. It does not automatically submit the report to the CSI.

/ Avis sur la réinscription en thèse

Favorable Défavorable

Avis circonstancié

Date de l'établissement du rapport

jj/mm/aaaa

Enregistrer le rapport uniquement

Soumettre le rapport définitif

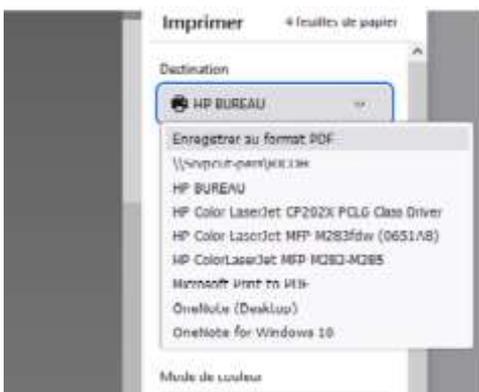
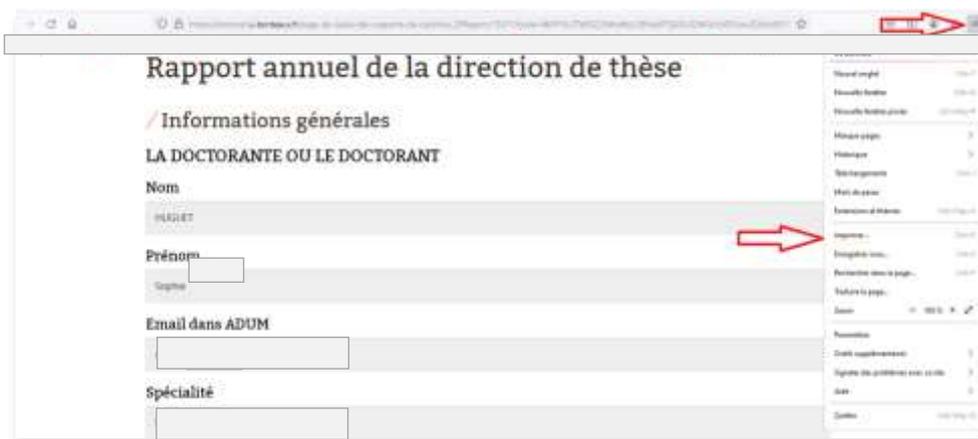


The procedure for submitting your report to the CSI

The report must be sent to the CSI by e-mail. To send the report to the CSI, you need to save the page in PDF format. To do this, go to the browser menu :

Print

Save in PDF format



You can download the file in PDF format, save it on your computer and send it to the members of the monitoring committee.