

## Help for the CSI referent to enter the CSI report

In this document, the points to watch relate to :

- The CSI referrer's password
- Save report only" tab
- Opinions to be issued
- The "Save the final report" tab
- Download and distribute the CSI report

Don't hesitate to let us know if you have any problems, so that we can complete this tutorial.

### Adum

Everyone whose name appears in Adum has an associated account. This account was created by the administrators of the doctoral schools that use Adum, who generally use the individual's institutional email address.

If you have never logged in to your Adum account, request a new password using your institutional email address.  
Adum platform: <https://adum.fr/index.pl>

If this does not work, the administrators of EDSP2 ([edsp2@u-bordeaux.fr](mailto:edsp2@u-bordeaux.fr)) will be able to provide you with your registered email address.

### 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 the CSI coordinator with the URL link for drawing up the "annual individual monitoring committee report".

A password is required. This is the Pass CSI Bordeaux. It is displayed in the referrer's Adum account, at the top left of the screen. When copying, do not put spaces before and after the password.

### Opinions

## / Avis du comité de suivi individuel sur la réinscription

Une inscription dérogatoire en 4ème année ou plus est-elle envisagée ?  Oui  Non

Favorable  Favorable avec réserves  Défavorable

Avis circonstancié

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Is exceptional re-enrolment in the fourth year or later being considered? :  
To be completed if the CSI has this information.

Favourable – Favourable with reservations – Unfavourable :  
You must tick one of the three options to indicate your opinion on the re-enrolment request.

Detailed opinion:

The role of the supervisory committee is to ensure the smooth progress of the PhD during the mandatory annual review, which will be recorded in a report.

This report must be drawn up meticulously each year, as its content provides the PhD student and the thesis supervisor with benchmarks, particularly to ensure the thesis is completed within the allotted timeframe. In the event of any difficulties identified or anticipated:

- If the difficulty is perceived by the PhD student: we recommend that it be recorded in the report and discussed as soon as possible with the relevant parties, so that appropriate procedures to address it can be put in place without delay.

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, the committee representative is expected to send an email to the doctoral programme explaining the issue.

The doctoral student may also discuss the matter with their supervisor or refer it to the doctoral programme management.

- If the difficulty is identified by the thesis supervision team or the CSI: the ED recommends that this be explicitly noted in the detailed assessment, mentioning the appropriate recommendations to ensure a positive resolution of the situation. For example, it is possible to tick the option "Favourable with reservations", which serves as a clear signal of caution for all parties (PhD student, thesis supervision team, EDSP2). Detailed recommendations will then give the PhD student the opportunity to take the necessary steps to address the committee's or thesis supervisory team's requests.

The committee's compiled reports reflect the progress of the PhD student's situation throughout their doctoral studies (progress of the work, conditions of completion, relationship between the PhD student and the thesis supervisory team, follow-up on the committee's recommendations, etc.). Issuing a negative opinion on re-enrolment without having previously identified points for attention, raised concerns or provided clear recommendations in the previous report(s) would be inconsistent with the committee's remit to provide support, advice and guidance.

### The "Save report only" and "Save final report" tabs (at the end of the document)

Date de l'établissement du rapport

// / mm / aaaa

Enregistrer le rapport uniquement    Enregistrer le rapport définitif

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

The referee can pass on the URL link and his/her Pass CSI Bordeaux to the other members of the committee so that they can consult/complete the report before it is finally saved by the referee. Please note that clicking on "Save the final report" no longer allows the report to be modified. However, the doctoral school can give access to the form again, but you will have to enter everything again.

### Download and distribute the report

After validation of the final report by the referent :

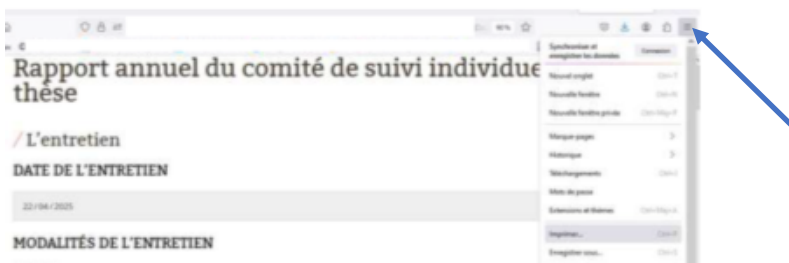
# Rapport annuel du comité de suivi individuel de thèse

Votre rapport définitif a été enregistré.  
Il est visible ici : 

Click on the



To download the report, go to the browser menu, "Print", "Download in PDF format". :



The ED will enter the report in Adum and indicate the CSI's opinion on the application for re-registration. An automatic email will notify the doctoral student and the thesis director (with a copy to the referee) that the report and the opinion can be consulted in Adum.