 

**Doctoral School of Health and Life Science**

**ED 414**



**Doctoral follow-up booklet**

**Last name :**

**First Name :**

**Individual thesis follow-up committee (CSI)**

The decree of August 26, 2022 amending the decree of May 25, 2016 setting the national framework for training and the procedures leading to the award of the French doctoral diploma, and more specifically its article 13, defines the legal framework for the individual thesis follow-up monitoring committee (CSI). **According to these legal provisions, the Collège doctoral - University of Strasbourg has adopted the rules below, which apply to the composition and conduct of all CSI. These common rules are supplemented by specific rules for the Life and Health Sciences doctoral school.**

**CSI composition:**

- The doctoral student and his or her supervisor agree on the composition of the committee at the start of the thesis. The doctoral student must explicitly agree to the composition. The composition of the committee is validated by the Doctoral School and included in the individual training agreement.

- As far as possible, the composition will be the same for the entire duration of the PhD. Any change in membership must be justified to the Doctoral School board.

- Committee members may not be involved in the thesis project and may not be reviewer for the thesis defense.

The committee is composed of:

- At least two members

- At least one member specialist in the discipline or related to the thesis field, but not from the research unit

- At least one member with HDR, or foreign equivalent (Professor or senior researcher)

- At least one non-specialist member from outside the thesis research field. By this is meant a person who is not likely to be a referee of the doctoral student's publications, nor to process his or her application to the CNU, Inserm, CNRS or similar, nor to hire him or her as a post-doctoral fellow, nor to participate in his or her thesis jury.

- As far as possible, at least one member from outside the University of Strasbourg.

**Timetable:**

CSI meetings are held annually, from March 1st to may 31th. Organizational costs are paid by the doctoral student's host research unit. The CSI meeting can be held by videoconference to facilitate its implementation.

Documents to be provided **at least 3 days before the meeting**:

- The doctoral student draws up the CSI formulary and sends it to the CSI, together with **a written summary** of all or part of his/her work and the scientific context. The format of this summary is defined below.

- The doctoral student provides the CSI and his/her thesis supervisor with **an updated skills portfolio** and **training plan**.

**CSI meetings:**

Meetings are organized **in three distinct parts**:

* Presentation of work progress and discussion. This part may be public.
* Discussion between the CSI and the doctoral student without the thesis supervisor.
* Discussion between the CSI and the thesis director without the doctoral student.

Each CSI devotes a few minutes before the start of the meeting to explaining the framework and objectives of the meeting and the points to be discussed. During the interview with the doctoral student, each committee assesses the conditions of his or her training and the progress of his or her research. **But it will also be particularly vigilant in identifying any form of conflict, discrimination, moral or sexual harassment or sexist behaviour.**

All doctoral students must have completed their meeting with the CSI before registering for the 2nd year of their studies, and every year thereafter.

**CSI report:**

The CSI formulates its recommendations based on the form below. Within 15 days, it sends a **confidential** report on the meeting to the doctoral school board, which may ask for revisions or additions if necessary. Once the report has been validated by the doctoral school, it is sent to the thesis director and the doctoral student for signature.

The CSI’s report gives an explicit opinion on the advisability of continuing or extending the duration of the thesis.

**In the event of any difficulty, the doctoral student's CSI alerts the doctoral school directly, which takes any necessary action.**

**CSI guide from RNCD** : [https://drive.google.com/file/d/1Qkg7RUmcZ\_hyYWI9ZehRIg0YI5b7WEiU/view](https://drive.google.com/file/d/1Qkg7RUmcZ_hyYWI9ZehRIg0YI5b7WEiU/view%20%20)

***PhD candidate informations***

|  |  |
| --- | --- |
| **First name and LAST NAME :** |  |
| **Date (JJ/MM/AAAA) of 1st registration in PhD:** |  |
| **Type of PhD funding :** |  |
| **Funding period (month):** |  |
| **Net income/month :** |  |
| **Part-time research practice (health professional, teacher...) Yes/No** |  |
| **Research unit/team (specify the 2nd unit/team if any)** |  |
| **University, department, teaching team :** |  |
| **First name, LAST NAME-email of the thesis director :** |  |
| **First name, LAST NAME-email of the thesis co-director :** |  |
| **First name, LAST NAME-email of the thesis co-supervisor:** |  |
| **Specific details (handicap situation, high level athletes, CIFRE, MD...)** |  |
| **Thesis title :** |  |

***Composition of the thesis monitoring committee:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **First name- last name** | **Grade** | **HDR** | **Research unit** | **e. mail** |
| **Expert 1** |  |  |  |  |  |
| **Expert 2** |  |  |  |  |  |

***Report on 1st year doctoral work:***

***(to be completed and sent to CSI members at least 3 days before the CSI meeting)***

Proposed 3-4-page outline:

I) Thesis objectives

II) Self-evaluation of the thesis progress

III) Summary of the results obtained

IV) Points still to be developed

V) Difficulties encountered

**+ Please attach your updated portfolio (training courses, publications, papers, symposia, techniques mastered, supervision, teaching, stays abroad, etc.).**

**Table of training courses attended**

**Last name, first Name of the PhD candidate:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Training description** | **Type of training** | | **Organizing agency2** | **Identification of the trainer** | **Localisation** | **Date** | **Effective time spent** | **Numb of validated hours.** |
| **Transv.** | **Disci.** |
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*1 In the case of a conference, indicate the title of the presentation (poster or oral)*

*2 For a conference, indicate the organizing company*

**Assessment table for the 1st year doctoral interview**

**Meeting date**:

1. ***Evaluation of doctoral training conditions:***

|  |  |
| --- | --- |
| Criteria | Comments |
| Quality of the oral presentation and discussion at the CSI meeting |  |
| Knowledge of the state of the art, mastery of the subject, ability to formulate hypotheses |  |
| Progress of thesis project, valorisation of results (publications, communications) |  |

1. **Assessment of the environment and training of the doctoral student**

|  |  |
| --- | --- |
| Meetings frequency between thesis director and doctoral student | □ weekly □ monthly □ quaterly |
| Integration (in the team and/or unit, doctoral school, teaching) |  |
| Summary of training courses attended (see table on page 3) |  |

1. ***Does the doctoral student face any particular difficulties (scientific, human, financial)?***

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1. **What recommendations could you make to the doctoral student?**

|  |  |
| --- | --- |
| Concerning the doctoral project |  |
| Concerning the training courses |  |
| In relation to his/her career prospects |  |

***Committee's recommendation after the 1st year doctoral interview***

🗌 Based on the interview and the information provided by the PhD candidate, the follow-up committee gives a positive recommendation on the pursuit of the PhD candidate thesis and his registration in the 2nd year

**Overall assessment of the committee**

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🗌 Based on the interview and the information provided by the PhD candidate, the follow-up committee express some concerns and therefore recommends a meeting between the ED 414 management, the Phd candidate and the thesis director

**Reasons for reservations made by the committee**

**Name and signatures of the CST experts**

|  |
| --- |
| ***Date, commentaries and signature of the doctoral school director:*** |

Seen and taken note:

|  |  |
| --- | --- |
| ***Date and signature of the PhD candidate:*** | ***Date and signature of thesis director(s):*** |
| ***Date, commentaries and signature of the unit director:*** | |

***Report on 2nd year doctoral work:***

***(to be completed and sent to CSI members at least 3 days before the CSI meeting)***

Proposed 3-4-page outline:

I) Thesis objectives

II) Self-evaluation of the thesis progress

III) Summary of the results obtained

IV) Points still to be developed

V) Difficulties encountered

**+ Please attach your updated portfolio (training courses, publications, papers, symposia, techniques mastered, supervision, teaching, stays abroad, etc.).**

**Table of training courses attended**

**Last name, first Name of the PhD candidate:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Training description** | **Type of training** | | **Organizing agency2** | **Identification of the trainer** | **Localisation** | **Date** | **Effective time spent** | **Numb of validated hours.** |
| **Transv.** | **Disci.** |
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*1 In the case of a conference, indicate the title of the presentation (poster or oral)*

*2 For a conference, indicate the organizing company*

**Assessment table for the 2nd year doctoral interview**

**Meeting date**:

1. ***Evaluation of doctoral training conditions:***

|  |  |
| --- | --- |
| Criteria | Comments |
| Quality of the oral presentation and discussion at the CSI meeting |  |
| Knowledge of the state of the art, mastery of the subject, ability to formulate hypotheses |  |
| Progress of thesis project, valorisation of results (publications, communications) |  |

1. **Assessment of the environment and training of the doctoral student**

|  |  |
| --- | --- |
| Meetings frequency between thesis director and doctoral student | □ weekly □ monthly □ quaterly |
| Integration (in the team and/or unit, doctoral school, teaching) |  |
| Summary of training courses attended (see table on page 3) |  |

1. ***Does the doctoral student face any particular difficulties (scientific, human, financial)?***

|  |
| --- |
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1. **What recommendations could you make to the doctoral student?**

|  |  |
| --- | --- |
| Concerning the doctoral project |  |
| Concerning the training courses |  |
| In relation to his/her career prospects |  |

***Committee's recommendation after the 2nd year doctoral interview***

🗌 Based on the interview and the information provided by the PhD candidate, the follow-up committee gives a positive recommendation on the pursuit of the PhD candidate thesis and his registration in the 3rd year

**Overall assessment of the committee**

---------------------------------------------------------------------------------------------------------------------------

🗌 Based on the interview and the information provided by the PhD candidate, the follow-up committee express some concerns and therefore recommends a meeting between the ED 414 management, the Phd candidate and the thesis director

**Reasons for reservations made by the committee**

**Name and signatures of the CST experts**

|  |
| --- |
| ***Date, commentaries and signature of the doctoral school director:*** |

Seen and taken note:

|  |  |
| --- | --- |
| ***Date and signature of the PhD candidate:*** | ***Date and signature of thesis director(s):*** |
| ***Date, commentaries and signature of the unit director:*** | |

***Report on 3rd year doctoral work:***

**(To be completed only in the case of re-registration in 4th year and beyond (defense after December 31 of the current year) and/or request for extension).**

Proposed 3-4-page outline:

I) Thesis objectives

II) Self-evaluation of the thesis progress

III) Summary of the results obtained

IV) Points still to be developed

V) Difficulties encountered

**+ Please attach your updated portfolio (training courses, publications, papers, symposia, techniques mastered, supervision, teaching, stays abroad, etc.).**

**Table of training courses attended**

**Last name, first Name of the PhD candidate:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Training description** | **Type of training** | | **Organizing agency2** | **Identification of the trainer** | **Localisation** | **Date** | **Effective time spent** | **Numb of validated hours.** |
| **Transv.** | **Disci.** |
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*1 In the case of a conference, indicate the title of the presentation (poster or oral)*

*2 For a conference, indicate the organizing company*

**Assessment table for the 3rd year doctoral interview**

**(f the thesis is due to be defended before December 31 of the current year, the CSI meeting is not required. In all other cases, the CSI must meet before each re-registration and/or extension request.)**

**Meeting date**:

1. ***Evaluation of doctoral training conditions:***

|  |  |
| --- | --- |
| Criteria | Comments |
| Quality of the oral presentation and discussion at the CSI meeting |  |
| Knowledge of the state of the art, mastery of the subject, ability to formulate hypotheses |  |
| Progress of thesis project, valorisation of results (publications, communications) |  |

1. **Assessment of the environment and training of the doctoral student**

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| --- | --- |
| Meetings frequency between thesis director and doctoral student | □ weekly □ monthly □ quaterly |
| Integration (in the team and/or unit, doctoral school, teaching) |  |
| Summary of training courses attended (see table on page 3) |  |

1. ***Does the doctoral student face any particular difficulties (scientific, human, financial)?***

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1. **What recommendations could you make to the doctoral student?**

|  |  |
| --- | --- |
| Concerning the doctoral project |  |
| Concerning the training courses |  |
| In relation to his/her career prospects |  |

***Committee's recommendation after the 3rd year doctoral interview***

🗌 Based on the interview and the information provided by the PhD candidate, the follow-up committee gives a positive recommendation on the pursuit of the PhD candidate thesis and his registration in the4th year

**Overall assessment of the committee**

---------------------------------------------------------------------------------------------------------------------------

🗌 Based on the interview and the information provided by the PhD candidate, the follow-up committee express some concerns and therefore recommends a meeting between the ED 414 management, the Phd candidate and the thesis director

**Reasons for reservations made by the committee**

**Name and signatures of the CST experts**

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| ***Date, commentaries and signature of the doctoral school director:*** |

Seen and taken note:

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| --- | --- |
| ***Date and signature of the PhD candidate:*** | ***Date and signature of thesis director(s):*** |
| ***Date, commentaries and signature of the unit director:*** | |