

Thesis follow-up committee (CST)

Reminder of the Doctoral Scholl regulations

The thesis monitoring committee (CST) is defined by article 13 of the law of May 25, 2016 and by the PhD candidate Charter of the Universities of Strasbourg and Haute Alsace.

1. Purpose of the CST

According to article 13 of the law of May 25, 2016: « Un comité de suivi individuel du doctorant veille au bon déroulement du cursus en s'appuyant sur la charte du doctorat et la convention de formation. Il évalue, dans un entretien avec le doctorant, les conditions de sa formation et les avancées de sa recherche. Il formule des recommandations et transmet un rapport de l'entretien au directeur de l'école doctorale, au doctorant et au directeur de thèse. Il veille notamment à prévenir toute forme de conflit, de discrimination ou de harcèlement. Les modalités de composition, d'organisation et de fonctionnement de ce comité sont fixées par le conseil de l'école doctorale. Les membres de ce comité ne participent pas à la direction du travail du doctorant. ».

2. CST Composition

The composition of the CST is defined at the time of the first registration and is recorded in the individual training agreement (CIF). The CST is composed by 2 experts, one of whom comes from the PhD candidate's close environment but is not directly involved in the PhD candidate's research projects, and the other is external to the research unit or department, and belongs to the University of Strasbourg or another French or foreign university. At least one of the experts holds an HDR. The experts are chosen jointly by the DT (thesis director) and the PhD candidate. Ideally, the composition of the CST is established for the duration of the thesis, but can in some cases such as, project redirection, be modified, the modification being reported in the CIF.

3. Monitoring of the thesis

A meeting of the CST will be organized during the first and second year of enrolment between March and June. After the scientific presentation (talk and questions from the committee members), the CST assesses with the PhD candidate: his takeover of the research project, the progress of the work and the training conditions. An individual discussion of the CST takes place after the presentation, on the one hand, with the PhD candidate and on the other hand with the DT. Following the presentation & discussion and the interviews, a written report ([according to the downloadable form](#)) is drafted by the experts. It must contain the recommendations of the CST on the continuation of the thesis, and it is signed by: the CST experts, the PhD candidate, the DT/co-DT, and the DU (unit director). The PhD candidates send the signed document to the EDSVS. The EDSVS board takes note of the report and contacts the signatories of the document if necessary. This document is a condition for next year registration.

According to the law : « La préparation du doctorat, au sein de l'école doctorale, s'effectue en règle générale en trois ans en équivalent temps plein consacré à la recherche. Des prolongations annuelles peuvent être accordées à titre dérogatoire par le chef d'établissement, sur proposition du directeur de thèse et après avis du CST et du directeur d'école doctorale, sur demande motivée du doctorant ». (Article 14 de la loi de 25 mai 2016). To this end, if an enrolment for a 4th year is planned, an additional meeting of the CST will be organized between March and June during the third year, to rule (1) on the need for an additional year depending on the progress of the work and (2) on the provisional schedule for the defense.

For PhD candidates with a salaried professional activity (physicians, clinicians, teachers, psychologists, etc.), the duration of the thesis may be extended to 6 years. In this case, the CST will meet during the first year and then every two years.

Important steps concerning the thesis follow-up committees

Case N°1 : You are a full-time research PhD candidate

Thesis in 3 years

You are in the 1st year of your thesis

When establishing your Individual Training Agreement (CIF), you designate, in agreement with your thesis director (DT), the 2 expert members who will participate in your thesis follow-up committee (CST). You have to contact them to inform them and to report their names in the CIF document.

Between March and June of your first year, you are asked to organize your first meeting with your CST, in the presence of your DT/coDT. At the end of this meeting, the CST will appreciate the progress of your training and the progress of your work. It will issue an advisory opinion on the relevance of your registration in the 2nd year of your thesis. The CST report, signed by all parties will be sent as soon as possible by the PhD candidate to the secretariat of the ED : ed414@unistra.fr. The reception and the analysis of the CST report by the ED board conditions the authorization to register in the 2nd year.

You are in the 2nd year of your thesis

Between March and June of your 2nd year, you are asked to organize your second meeting with your CST, in the presence of your DT/coDT. At the end of this meeting, the CST will appreciate the completion of your training hours and the progress of your work. It will issue an advisory opinion on the relevance of your registration in the 3rd year of your thesis. The CST report, signed by all parties will be sent as soon as

possible by the PhD candidate to the secretariat of the ED : ed414@unistra.fr. The reception and the analysis of the CST report by the ED board conditions the authorization to register in the 3rd year.

You are in your third year of studies and you will defend your thesis before December 31 of the current year

No CST, but registration is mandatory and free of charge if your defense is scheduled between October 1st and December 31st of the running year.

You are in the 3rd year of your thesis and you wish to apply for a derogatory registration in the 4th year.

As a reminder : " La préparation du doctorat, au sein de l'école doctorale, s'effectue en règle générale en trois ans en équivalent temps plein consacré à la recherche.... Des prolongations annuelles peuvent être accordées à titre dérogatoire par le chef d'établissement, sur proposition du directeur de thèse et après avis du comité de suivi et du directeur d'école doctorale, sur demande motivée du doctorant " (Article 14 of the law of May 25, 2016).

Between March and June of your 3rd year, you are asked to organize your third meeting with your CST. At the end of this meeting, the CST will check the completion of your training hours and give an opinion about the progress of your work. It will issue an advisory opinion on the relevance of your registration in the 4th year of your thesis. The report of the CST, signed by all parties, will be transmitted immediately after the CST meeting to the ED secretariat.

In addition to the reception and analysis by the ED board of the CST report favorable to the re-registration, a proof of financing for the 4th year and a letter from the thesis director motivating the request for a derogation will condition the authorization of registration in the 4th year.

Case N°2 : You are a part-time PhD candidate with a salaried activity, (physicians, clinicians, teachers, psychologists...)

Thesis possible in 6 years

As a reminder: « La préparation du doctorat, au sein de l'école doctorale, s'effectue en règle générale en trois ans en équivalent temps plein consacré à la recherche. Dans les autres cas, la durée de préparation du doctorat peut être au plus de six ans ». (Article 14 of the law of May 25, 2016)

You are in the 1st year of your thesis

When establishing your Individual Training Agreement (CIF), you designate, in agreement with your thesis director (DT), the 2 expert members who will participate in your thesis committee (CST). You have to contact them to inform them and to report their names in the CIF document.

Between March and June of your first year, you are required to organize your first meeting with your CST, in the presence of your DT/coDT. At the end of this meeting, the CST will give its opinion on the progress of your training and the progress of your work. It will issue an advisory opinion on the relevance of your registration in the 2nd year of your thesis. The report of the CST, signed by all parts, will be transmitted as soon as possible by the PhD candidate to the ED secretariat (ED414@unistra.fr). The reception and analysis of the CST report by the ED board conditions the authorization of registration in the 2nd year.

You are in the 2nd year of your thesis

No CST is required

You are in your 3rd year of thesis

Between March and June of your third year, you are required to organize your 2nd meeting with your CST, in the presence of your DT/coDT. At the end of this meeting, the CST will give its opinion on the progress of your training and the progress of your work. It will issue an advisory opinion on the relevance of your registration in the 4th year of your thesis. The report of the CST, signed by all parts, will be transmitted as soon as possible by the PhD candidate to the ED secretariat (ED414@unistra.fr). The reception and analysis of the CST report by the ED board conditions the authorization of registration in the 4th year.

You are in the 4th year of your thesis

No CST is required

You are in your 5th year of thesis

Between March and June of your 5th year, you are required to organize your 3rd meeting with your CST, in the presence of your DT/coDT. At the end of this meeting, the CST will give its opinion on the progress of your training and the progress of your work. It will issue an advisory opinion on the relevance of your registration in the 6th year of your thesis. The report of the CST, signed by all parts, will be transmitted as soon as possible by the PhD candidate to the ED secretariat (ED414@unistra.fr). The reception and analysis of the CST report by the ED board conditions the authorization of registration in the 6th year.

You are in your 6th year of studies, and you will defend your thesis before December 31 of the current year

No CST, but your registration is mandatory and free of charge if your defense is scheduled between October 1st and December 31st of the current year.

You are in the 6th year of your thesis and you wish to apply for a derogatory registration in the 7th year (exceptional).

As a reminder : " La préparation du doctorat, au sein de l'école doctorale, s'effectue en règle générale en trois ans en équivalent temps plein consacré à la recherche.... Des prolongations annuelles peuvent être accordées à titre dérogatoire par le chef d'établissement, sur proposition du directeur de thèse et après avis du comité de suivi et du directeur d'école doctorale, sur demande motivée du doctorant " (Article 14 of the law of May 25, 2016).

Between March and June of your 6th year, you are required to organize your 4th meeting with your CST. At the end of this meeting, the CST will check the completion of your training hours and give an opinion on the progress of your research work. It will issue an advisory opinion on the relevance of your registration in the 7th year of your thesis. The report of the CST, signed by all parts, will be transmitted immediately after the CST meeting to the ED secretariat (ED414@unistra.fr).

In addition to the reception and analysis by the ED board of the CST report favorable to the re-registration, a proof of financing for the 7th year and a letter from the thesis director motivating the request for a derogation will condition the authorization of registration in the 7th year.