

Important steps concerning the individual thesis follow-up committee (CSI)

Case N°1: You are a full-time research doctoral 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 individual thesis follow-up committee (CSI), contact them to inform them.

Between March and May of your first year, you are required to organize your first meeting with your meeting with your CSI, in the presence of your PhD supervisor/co-supervisor. At the end of this meeting, the CSI 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 CSI report, filled and signed by the experts will be directly sent to the ED secretariat of the Doctoral school (ED) as soon as possible: ed414@unistra.fr.

The reception and the analysis of the CSI 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 May of your second year, you are required to organize your first meeting with your meeting with your CSI, in the presence of your PhD supervisor/co-supervisor. At the end of this meeting, the CSI 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 3rd year of your thesis. The CSI report, filled and signed by the experts will be directly sent to the ED secretariat of the Doctoral school (ED) as soon as possible : ed414@unistra.fr.

The reception and the analysis of the CSI report by the ED board conditions the authorization to register in the 3rd year.

You are in your 3rd year of studies and you will defend your thesis before December 31 of the current year

No CSI meeting needed, but your registration is mandatory and free of charge if your defense is scheduled between October 1st and December 31st of the current year. The authorization to defend has to be submitted in May of the current 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 May of your 3rd year, you are required to organize your third meeting with your CSI. At the end of this meeting, the CSI 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 4th year of your thesis. The CSI report, filled and signed by the experts will be directly sent to the ED secretariat of the Doctoral school (ED) as soon as possible : ed414@unistra.fr.

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

Case N°2 : You are a PhD candidate with a salaried activity in the field of the Doctoral school and part-time PhD candidate (doctors, clinicians, teachers...)

The PhD duration can be extended to 6 years. However, a CSI meeting has to be organized every year, following the previously mentioned rules.