**Progress report**

**of Name:**

**Surname:**

**Date: Deadline:**

 **Year 1**

 **Year 2**  **Year 3**

 **Other** *(specify)*

 

## How to use this progress report

This report allows the members of the PhD students’ Individual Advisory Committees (IAC) to follow the progress of their work and achievements, from one year to the next.

It is also a tool allowing PhD students to take stock, not only of their work, but also of their skills and the conditions of their doctoral training, prior to the meetings of their Advisory Committee.

PhD students are invited to complete the report, and in particular, the self-assessment of these skills over time, as soon as they have a notable action or achievement to report or have undergone training.

Prior to Advisory Committee meeting, they also write a summary of their work and send the updated report to the members of the Individual Advisory Committee on the Amethis tool within a deadline specified by the doctoral school.

Then, they will be able to supplement their conclusions, opinions and recommendations in the IAC Model Report Document and then:

* send it in PDF format, dated and signed on the Amethis application,
  + <https://amethis.doctorat-bretagneloire.fr/amethis-client>

#### Individual Advisory Committee (extracts from the rules of procedure)

Based on the Pays-de-la-Loire doctoral charter and the training agreement, the PhD student is supported by an Individual Advisory Committee (IAC), which ensures the good progress of the programme. The IAC is made up of at least two people. The composition of the IAC is based on the following principles:

* at least two people not involved in the thesis;
* at least one expert member in the discipline or related to the field of the thesis;
* at least one non-expert member outside the field of research of the thesis. The doctoral school defines in its internal regulations the notion of research field.
* the field of the thesis is defined by the "specialty" indicated at the time of the first registration;
* at least one member from outside the doctoral school;
* at least one HDR graduate.

The composition of the IAC is determined within the first 4 months of registration by the doctoral school director (or deputy director) on the basis of a proposal from the thesis director in consultation with the PhD student.

A tutor may be appointed at the time of registration or during the thesis, at the PhD student's suggestion. The tutor's role will help and advise the PhD student outside IAC meetings. The tutor may be a member of the IAC or from outside the IAC.

The IAC will meet at least once a year with the PhD student or, for the first year, will receive an activity report from the PhD student in order to evaluate the conditions of the training and the progress of the PhD student's research. The PhD student must submit a 2 to 5 pages activity report to the members of the IAC no later than 1 week before the date of the IAC meeting. The IAC meeting (in person or by videoconference) must be held at least one month before the anniversary date of the 1st thesis registration. At the beginning of the meeting, a Chair of the IAC is appointed to chair the meeting and write the IAC report. Each meeting will include an interview with the PhD student without the supervisors, and an interview with the supervisors without the PhD student.

At the end of the IAC, the documents must be submitted on Amethis. The PhD student submits the confidential " PhD student " appendix by answering the questionnaire, while the IAC chair writes and submits the IAC report. They are then forwarded to the Thesis Advisory and Training Committee for validation of training hours and approval, and signed by the committee leader. The report includes recommendations on the continuation of the thesis, an opinion on the training followed and a detailed opinion on re-registration. The advisory committee may be convened at the request of the doctoral student or thesis (co)supervisor at any time during the thesis, in addition to the annual meeting.

Forms for conducting the IAC meeting and drafting the report and confidential appendices can be downloaded from this address: https://ed-mastic.doctorat-paysdelaloire.fr/fr/pendant.

### Synopsis

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# Data sheet

|  |  |
| --- | --- |
| **NAME and Surname:** |  |
| **Subject of the thesis:** |  |
| **Date of 1st PhD registration:** |  |
| **Financial support:** |  |
| **Duration (in months) of financing:** |  |
| **Part-time prepared thesis? (% of time devoted to the thesis):** |  |
| **Laboratory:** |  |
| **NAME-Surname of the thesis director:** |  |
| **NAME-Surname-email of the thesis co- director or, co-supervisors:** |  |
| **Specific details (Joint thesis, FTLV, handicap situation, high level sports,**  **...):** |  |

# Progress report

Briefly describe your work

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# Self-assessment of skills

As a reminder, the reference framework for the skills expected of holders of the doctoral degree is defined by [the decree of February 22, 2019.](https://www.legifrance.gouv.fr/loda/id/JORFTEXT000038200990) It is composed of **6 blocks of skills**. PhD students are invited to note, throughout the year (with an indication of the date), the training courses taken, their achievements, their publications and communications, and more generally anything that attests to the skills listed below.

A complete and balanced doctoral training should list activities, training or achievements in each of the 6 blocks (but not necessarily in each line of a block).

##### Block 1: Design and production of a research and development, studies and prospective approach

|  |  |
| --- | --- |
| have both general and specific scientific  expertise in a specific field of research and work; | *For example: June 2022, conducting this or that experiment, requiring the mastery of this or that concept, technique.* |
| take stock of the state and limits of knowledge  within a given sector of activity, at local, national and international levels; | *For example: May 2022, writing the bibliography review chapter on a particular topic* |
| identify and solve complex and new problems involving a plurality of fields, using the most  advanced knowledge and know-how; |  |
| identify opportunities for conceptual  breakthroughs and design innovation strategies for a professional sector; |  |
| provide innovative contributions in high-level exchanges and in international contexts; | *For example: on such a date, the communication of the first results at an international working meeting,*  *a symposium, a conference* |
| constantly adapt to the needs of research and innovation within a professional sector. | *For example: training in sustainable development issues* |

##### Block 2 : Implementation of a research and development, studies and prospective approach

|  |  |
| --- | --- |
| implement research methods and tools in  relation to innovation |  |
| implement the principles, tools and procedures for assessing costs and financing an innovation  or R&D approach |  |
| ensure the validity of the work and its ethics and confidentiality by implementing the  appropriate control mechanisms |  |
| manage the time constraints of research,  innovation or R&D activities |  |
| implement the factors of commitment, risk  management and autonomy necessary for the |  |

|  |  |
| --- | --- |
| finalisation of an R&D project, studies or  innovation |  |

##### Block 3 Valorisation and transfer of the results of an R&D, studies and prospective approach

|  |  |
| --- | --- |
| implement transfer issues for the purpose of  exploitation and valorisation of results or products in economic or social sectors |  |
| respect intellectual or industrial property rules  related to a sector |  |
| respect the principles of ethics in relation to the integrity of the work and the potential  impacts | *For example: training in research ethics and*  *scientific integrity* |
| implement all international publishing  mechanisms to promote new knowledge | *For example: publication reference* |
| using open data communication techniques to  promote initiatives and results. | *For example: FAIR Open Data Training* |

##### Block 4: International science and technology watch

|  |  |
| --- | --- |
| acquire, summarise and analyse cutting-edge scientific and technological data and  information on an international scale | *For example: writing a bibliographic summary*  *chapter* |
| have an understanding, perspective and critical  view of all leading-edge information available |  |
| across the borders of available data and knowledge by crossing with different fields of  knowledge or other professional sectors |  |
| develop international scientific and  professional cooperation networks | *For example: cooperation with and/or mobility in a*  *foreign laboratory* |
| have the curiosity, adaptability and openness necessary to train and maintain a high level  general and international culture |  |

##### Block 5: Training and dissemination of scientific and technical culture

|  |  |
| --- | --- |
| report and communicate in several languages scientific and technological work to different audiences or publications, both written and  spoken. | *For example: reference to a previously published or*  *submitted publication or paper in English* |
| teach and train diverse audiences in advanced  concepts, tools and methods | *For example: teaching experience* |
| adapt to a diverse audience to communicate  and promote leading-edge concepts and approaches | *For example: scientific mediation action, science festival, MT180…* |

##### Block 6 Management of teams dedicated to research and development, studies and foresight activities

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| --- | --- |
| *leading and coordinating a team in complex or*  *interdisciplinary tasks* | *For example: teamwork around a complex experience* |
| *identify the missing skills within a team and participate in recruiting or soliciting service*  *providers* |  |
| *build the necessary steps to boost*  *entrepreneurship within a team* |  |
| *identify key resources for a team and prepare*  *for changes in training and personal development* | *For example: mentoring a laboratory student project, or an intern* |
| *evaluate the work of individuals and the team*  *in relation to projects and objectives* | *For example: proofreading supervised student reports* |

**List of publications and communications**

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