

# Individual monitoring committee (CSI)

**report**

**of**

**Name:**

**Surname:**

**Date:**

**Deadline:**

## How to use this report

This report allows the individual monitoring committees members of PhD students to follow, from one year to the next, the conclusions and recommendations of the previous meeting.

PhD students take stock in the progress reports, not only about their work, but also about their skills and the conditions of their doctoral training before their monitoring committees meetings.

PhD students are invited to complete the reports and, in particular, the self-assessment of skills over time, as soon as they have a significant action or achievement to include in them or have completed training.

Prior to the monitoring committee meeting, they also prepare a summary of their work and send the progress report to the individual monitoring committee members on the Amethis tool, within a deadline specified by the doctoral school.

At the end of the committee meeting, the CSI members will have to formulate their conclusions, opinions and recommendations in the CSI report and appoint the CSI correspondent from among them.

- The CSI correspondent will then be in charge of filing the dated and signed report, in PDF format, on the Amethis application (an access code will be provided for this purpose):

<https://amethis.doctorat-bretagne Loire.fr/amethis-client>

- If one of the CSI members- or the PhD student - wishes to file a confidential annex for the doctoral school, the CSI correspondent will be in charge of notifying it by email to: [ed-mastic@doctorat-paysdelaloire.fr](mailto:ed-mastic@doctorat-paysdelaloire.fr)

*Independently of the CSI, after the 3rd appointment, a request for an extension must be sent to the doctoral school by e-mail:*

For the Nantes site: [ed-mastic.nantes@doctorat-paysdelaloire.fr](mailto:ed-mastic.nantes@doctorat-paysdelaloire.fr)

For the Angers site: [ed-mastic.angers@doctorat-paysdelaloire.fr](mailto:ed-mastic.angers@doctorat-paysdelaloire.fr)

For the Le Mans site: [ed-mastic.lemans@doctorat-paysdelaloire.fr](mailto:ed-mastic.lemans@doctorat-paysdelaloire.fr)

## Data sheet

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

## Progress report

*Give a brief presentation of your work (to be specified by the doctoral schools in terms of expected content)*

- ✓ **In the first year, doctoral students can present the framework of their thesis, the state of the art in the scientific field on which the thesis is based, any initial achievements and a projected timetable for their research work. The doctoral student should also describe his or her training and other activities, such as participation in training courses, mentoring and coaching doctoral students.**
- ✓ **The CSI in the second year should focus on the assessment of the contributions made by the researcher's research work and the valorization of these contributions, as well as any cooperative ventures. Training courses and related activities should also be mentioned. The doctoral student should present a timetable for the third year.**
- ✓ **If the thesis cannot be defended before December 31st, the third CSI meeting is compulsory. It should present a summary of the main contributions of the thesis and any valorizations made or to be made. Any scientific or other difficulties may be presented to the CSI members if the doctoral student deems it useful. It is strongly recommended that all training requirements are met. A defense date must be proposed to the CSI members.**

## Monitoring committee meeting

### Summary account of exchanges

**Research progress** (*ownership of the subject, main results, adherence to the provisional schedule, quality of the presentation, answers to questions*) (1/2 page maximum)

### Scientific productions, exploitation, international experience

- |   |  |
|---|--|
| <input type="checkbox"/> article(s),<br><input type="checkbox"/> conference(s)<br><input type="checkbox"/> patent(s), transfer<br><input type="checkbox"/> other scientific production(s) | <input type="checkbox"/> of which international co-publication(s)<br><input type="checkbox"/> of which international communication(s)<br><input type="checkbox"/> short international mobility (< 3 months)<br><input type="checkbox"/> long international mobility (> 3 months) |
|---|--|

**Doctoral training conditions,** *Integration in the research unit, Supervision conditions, opportunity to develop its scientific culture and international openness, skills development, preparation for the professional future.*

## Regulatory training

Did the PhD student follow?

- Research ethics and scientific integrity **training (mandatory)?**
- Training in open science **issues** and **disseminating research in society to strengthen relations between scientists and citizens (mandatory)?**
- Training in **sustainable development issues?**
- One or more training courses, seminar cycles, thematic schools etc. to **strengthen its scientific culture?**
- One or more trainings, workshops, meetings to **prepare for your career in the public or private sector?**
- One or more training courses, seminar cycles, thematic schools to promote its **international openness** and knowledge of the international research framework?

## Individual monitoring committee assessments and recommendations

**Brief opinion on the research progress:**

**Brief opinion on the training conditions:**

**Strengths:** *You can use the skills self-assessment to identify skills acquired and methods, concepts, etc. mastered.*

<p><b>Areas for improvement:</b> <i>You can use the skills self-assessment to identify areas where skills need to be developed or deficiencies are identified.</i></p>
<p><b>Recommendations</b> - Committee members made the following recommendations for the PhD continuation:</p>
<p><b>The Monitoring Committee bring the particular areas:</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No : <i>specify</i>.....</p>
<p><b>The monitoring committee alerts the doctoral school and/or reports:</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

**The Individual Monitoring Committee opinion for re-registration**

<p><b>The Monitoring Committee opinion on PhD re-registration:</b></p> <p><input type="checkbox"/> Favourable <input type="checkbox"/> Reserved <input type="checkbox"/> Unfavourable</p>
<p><b>If reserved,</b> specify the expectations before re-registration (mediation, additional work, etc.):</p>
<p><b>If unfavourable,</b> specify the reasons:</p>
<p>If relevant: Monitoring Committee opinion for an <b>extension request</b> on the thesis duration:</p>
<p>If relevant: Monitoring Committee opinion on <b>arrangements for doctoral training courses:</b></p>





### Date, Surnames, Names and signatures of the monitoring committee members

Reminder: The CSI correspondent designated by the committee is in charge of submit the dated and signed report, in PDF format, on the Amethis application (see link on page 2).

**Surname, Name** of the **member** specializing in the thesis area:

*For the 1st year CSI:*

*"I certify that I have sufficient expertise in the doctoral student's area of research."*

**Signature:**

**Surname, Name** of **non-specialist member** of the thesis area:

*For the 1st year CSI:*

*"I certify that my area of expertise is outside the thesis area".*

**Signature:**

**Surname, Name** of the 3rd potential member of the CSI:

**Signature:**

Appendix

The purpose of this appendix is to outline any difficulties encountered by the doctoral student. It may be kept confidential at the doctoral student's request or at the request of CSI members.