**Vade-mecum Individual follow-up committee (CSI)**

Doctoral school: Earth sciences and environment (ED 413)

**The Individual Follow-up Committee (CSI) is defined by article 13 of the law of 25 May 2016, amended by article 11 of the decree of 26 August 2022 and by the Doctoral Charter of the Universities of Strasbourg.**

*To avoid making the text more complex, we have followed the rule of using the masculine gender with the value of the neuter. In this document, the terms used to designate people are therefore taken in the generic sense; they have both feminine and masculine value.*

You have agreed to take part in an individual thesis monitoring committee (CSI) at Unistra. The entire community of doctoral students and supervisors, as well as the academic authorities, would like to thank you for accepting this essential role in the smooth running of theses. The aim of this vade-mecum is to briefly outline your mission and the organization of the CSI, in accordance with national rules and the complementary rules adopted by Unistra's Doctoral College.

As the CSI must make an objective assessment of the progress of the thesis, we draw your attention to the need to be collectively vigilant for situations of conflict of interest. If you feel you have any links with the thesis director or doctoral student that could compromise the objectivity of the CSI's assessment, we strongly recommend that you decline to participate or resign. You may not be appointed reviewer for the thesis defense, but you may be an examiner or guest member of the jury.

**1. Before the CSI meeting**

Before each annual meeting of the CSI, and in time for you to take note of them, the doctoral student will send you the following documents:

* A summary of the state of the work progress, including the following elements, in any format, this list being neither exhaustive nor imperative:

- presentation of the thesis problem

- work completed

- work still to be done

- provisional schedule

- difficulties or problems, if any

- list of publications and communications (accepted, submitted, in preparation)

- list of training courses attended and planned

* A skills portfolio document and an up-to-date list of doctoral training courses attended. An example of a portfolio document is given in Appendix 2.

You may also ask to be sent reports and recommendations from previous years' CSIs, if you think this would be useful.

**2. Meeting procedure**

As the CSI meeting is intended to enable substantial exchanges, no time limit is imposed. For the same reason, it is preferable for the meeting to take place “in person”. However, videoconferencing is possible.

The CSI meeting takes place in three stages:

1) During the first part of the meeting, which may be open to the public, the doctoral student presents his or her work and informs the committee of any information on the progress of his or her research that he or she wishes to bring to its attention, or of any questions he or she wishes to ask. The discussion is therefore of a scientific nature, enabling you to assess the progress of the work and to guide or advise the doctoral student as you see fit. It is strongly recommended that you also discuss the projected timetable and assess its feasibility, advising the doctoral student as necessary.

2) In the second stage, the CSI meets alone with the doctoral student, in the absence of the thesis director if the latter has attended the public part of the meeting. The purpose of this meeting is to discuss the material conditions under which the thesis is being carried out, the supervisory and/or relational conditions, the doctoral student's organization of his or her thesis work while simultaneously holding another job, and any difficulties that you may foresee or that the doctoral student may request.

We would ask you to be particularly attentive to any relational situation within the university that you consider worrying (conflicts, harassment, discrimination, etc.), as well as to any material or financial situation that you consider fragile and likely to hinder the doctoral student's progress. These situations must be reported in the CSI report to the doctoral school. Under no circumstances, however, are CSI members expected to intervene in any such difficulties: the doctoral school and the university will take over and decide on the appropriate steps to be taken.

The CSI is also encouraged to remind the doctoral student of the possibility of requesting a year's sabbatical, if he or she deems it appropriate and if the conditions seem right. Doctoral students are often unfamiliar with this option, even though it can alleviate some of the difficulties involved in advancing their thesis, particularly when several projects are being carried out simultaneously.

3) In the third stage, the CSI meets alone with the thesis director, in the doctoral student's absence, and discusses the progress of the thesis and supervision.

**3. CSI report**

At the end of the meeting, the CSI writes its report. We would like to emphasize the importance of this report, both in terms of providing useful support for the doctoral student throughout his or her career, and in terms of the advice required for an application to re-enter the doctoral program. A well-founded report from the CSI is therefore essential for an informed assessment of the progress of the thesis.

The report must also clearly express the CSI's opinion (favorable, reserved or unfavorable) on the advisability of continuing the thesis. This opinion has no decision-making value, but it is essential that it be formulated unequivocally, so that the various players involved in supporting the doctoral student (thesis director, research unit, doctoral school, doctoral college) can intervene as effectively as possible and guide the doctoral student through the process. In the event of proven difficulties in the progress of the thesis which, in the opinion of the CSI, make its completion unlikely within a reasonable timeframe, such an unfavorable (or reserved) opinion on the advisability of continuing the thesis will in any case be followed by discussions within the doctoral school and the doctoral college.

Please upload your report to the Amethis website (https://amethis3.unistra.fr). The doctoral school's management will read it, come back to you if necessary (particularly if certain parts seem to require confidentiality), and then make the final report available to the doctoral student and thesis director.