

More details about the CSI

Follow-up committee (comité de suivi individuel or CSI)

The Individual thesis follow-up committee (CSI) provides support to the PhD candidate throughout the duration of the PhD preparation.

The individual thesis follow-up committee (CSI) is defined by “ *Article 13 de la loi de 25 mai 2016, modifié par l’article 11 de l’arrêté du 26 Août 2022 and by the Doctorate Charter of the Universities of Strasbourg and Haute Alsace*”.

The composition of the CSI is defined (see implementation rules below) in the first year of the PhD by the PhD student, together with his/her supervisor, and is recorded in the individual training agreement (CIF- Convention Individuelle de Formation)

This CSI must meet every year before each re-registration (July-September), and must thus be held between March and June in order to be validated by the doctoral school and to allow re-registration.

The members of the CSI write a report (see report form below), which is sent first to the doctoral school director for validation.

The CSI is an opportunity to review the progress of the work, any difficulties encountered and any changes to the initial subject or work plan.

Registrations in the 4th year and beyond must be validated by the CSI and the doctoral school meets the doctoral students in person.

It is reminded that doctoral students may, if they wish, meet one or more members of the ED office at any time during the thesis to discuss difficulties related to the progress of the thesis.

Concerning the composition of the CSI (in addition to the CSI implementation rules below) and the composition of the PhD committee (jury):

Members of the CSI cannot be « rapporteur » in a thesis jury. They may, however, be « examinateurs » (possible) or « invited » (preferable).

Reminder: the supervisor and any member of the jury who has taken part in the PhD student's work do not take part in the jury decision (Arrêté du 26 août 2022 modifiant l’arrêté du 25 mai 2016).

Concerning the documents to provide for the CSI meeting :

The PhD student prepares a **report** of all or part of his/her work and scientific context and send it to the CSI members before each meeting. The content of this report is defined by the doctoral school (1).

The PhD Student provides the committee members, his/her supervisor(s), at least 3 days before the meeting, his/her **skills portfolio** (2) and updated **training plan** (3).

(1) The written summary of all or part of the PhD student's work and the scientific context generally includes :

- presentation of the problematic of the thesis
- work done
- 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

The format is free and the list is neither exhaustive nor imperative.

(2) Skills portfolio

Assembling the portfolio is the PhD students duty, it is evolving, she/he may present it during the CSI meeting.

What is a portfolio and how to prepare it:

- <https://www.mydocpro.org/fr>
- présentation docpro
- fiche doctorat

(3) training plan

The list of training can be downloaded from AMETHIS and joined to the report.