

Individual Monitoring Committee of the PhD student

Doctoral School n°513 DESPEG

Principles of Operation

The decree of 22 August 2022 amending the decree of 25 May 2016 governing doctoral studies specified the operating procedures of the Individual Monitoring Committee of the PhD student (CSID). In order to comply with these new provisions, the Board of ED DESPEG of 12 April 2023 adopted the following principles:

The CSID is an advisory and support body ensuring the smooth running of the research work and helping the PhD student to solve the difficulties he may face.

The CSID is a permanent body, established if possible, for the duration of the thesis. Each PhD student has its own CSID. He is trained at the time of registration for a thesis, in a concerted manner by the PhD student and his supervisor, if necessary, in collaboration with the direction of the research unit.

CSID's Mission

The purpose of the PhD student's individual monitoring committee is to:

1. **Provide an** annualized and sustainable framework for discussions and exchanges on the duration of the doctorate between the PhD student and his research unit
2. **Validate the** proper integration of the PhD student within the unit and his team and the smooth running of his thesis supervision
3. **Advise** the PhD student in his approach if difficulties appear
4. **Identify** any form of conflict, discrimination, moral or sexual harassment or sexist behavior and **alert** the doctoral school
5. **Accompany** and advise the PhD student in his professional project

A complete guide to the CSID, published by Université Côte d'Azur for all stakeholders, is available via our website: <https://ed-despeg-unice.fr/le-comite-de-suivi-de-these/>

The composition of the CSID

The composition of the CSID is developed jointly by the PhD student and his thesis supervisor. **Laboratory directors must ensure that the PhD student has been consulted** and has given his agreement for the composition of his CSID.

Once the agreement of the committee members has been obtained, the **PhD student must inform** the composition of the committee **on his ADUM space**, and this at the latest before the first meeting of the committee.

The CSID shall consist **of at least two members**. One of these members shall be designated as the **referent of the committee**.

- **At least one of the members is a specialist in the field of research of the thesis**; he or she must in particular be able to situate his or her work in the international scientific context. This member may intervene, during the defense, as examiner or president of the jury if he has the required qualifications (HDR for member of the Jury, Professor or equivalent in practice for President of the Jury). He or she will not be able to be the rapporteur of the thesis.

- **The committee also includes a non-specialist member outside the research area of the thesis work.** This member can be a referent of the doctoral school, a representative of the PhD student's employer or any other person prepared to carry out the missions of evaluation of the conditions of the training, detection of malfunctions and alert.
- Any member of the CSID you hold a PhD Junior teacher-researchers as well as emeritus teacher-researchers are admitted to be part of the CSID. On the other hand, in accordance with the provisions of the aforementioned Article 13, the supervisor or the co-supervisor of the thesis are not part of the
- At the request of the PhD student, one of the members may be external to the laboratory in which the thesis is prepared.

The schedule and the course of the CSID:

Each year, **between mid-May and mid-July**, the committee meets **at the request of the PhD student** who jointly contacts the members of his CSID and his thesis supervisor to set the date of the interview.

Once the date of the interview has been set, the PhD student:

- **Send the** following documents to the committee and its management, at least 3 days before the committee:
 1. **A synthesis of** all or part of the scientific work (free format)
 2. The **pre-filled maintenance** report for sections 1 to 5 (see below)
 3. The **up-to-date competency portfolio** (to be downloaded from ADUM) (*optional*)
 4. **Up-to-date individual training plan** (to be downloaded from ADUM) (*optional*)

The interview takes place in 3 stages:

Step 1. Scientific presentation of the PhD student in the presence of the thesis supervisor

Step 2. Interview with the PhD student without the presence of the thesis supervisor

Step 3. Interview with the thesis supervisor without the presence of the PhD student

The indicative time of the overall maintenance is 1h-1h30. Nevertheless the 3 steps can be disconnected temporally. For example, the presentation of scientific advances by the PhD student may have taken place beforehand as part of study days, seminars or other, to which the members of the committee would have been invited. The interview with the PhD student may take place on a different day from the interview with the thesis supervisor. Finally, all or part of these 3 steps can be carried out by videoconference.

At the end of the interview, the CSID:

1. **Writes** his observations in section 5 of the form sent by the PhD student
 2. **Sends** to the PhD student and the thesis supervisor, the interview report signed by the committee's referent. ¹
- **Alerts** the doctoral school directly, in case of identification of any form of risks or conflicts ed-despeg@univ-cotedazur.fr

The PhD student uploads the interview report to ADUM.

No re-registration can be authorized in the absence of this document.

¹If no referent had been appointed at the time the committee was set up, the members of the committee's hall designate a referent from among themselves as from the current academic year.