

# 20 months Interview

ED PSIME "Physique, Sciences de l'Ingénieur, Matériaux, Energie"

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**Extrait de l'arrêté du 25 mai 2016 (article 11) :** "L'inscription est renouvelée au début de chaque année universitaire par le chef d'établissement, sur proposition du directeur de l'école doctorale, après avis du directeur de thèse et, à partir de la troisième inscription, du comité de suivi individuel du doctorant."

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## Glossary :

CSI : Individual Supervision Committee

ED : Doctoral School

PhD student :

Laboratory :

Date of first registration :

The procedure suggested by the ED about the CSI interviews is as follows:

- 1 - Scientific presentation (PhD supervising staff is invited to attend)
  - Oral presentation by the PhD student
  - Discussion between the CSI and the PhD student on the basis of the report and oral presentation (the supervising staff should not interfere in the discussion)
  - In a second step, overall discussion between the CSI, the PhD student and his/her supervising staff, if present.
- 2 - Interview between the PhD student and his/her CSI (without the supervising staff nor any representative of the lab.)
  - Monitoring of the working conditions
  - Training plan as regards to the professional project

**Mandatory :** this part of the interview is devoted to a head-to-head between the PhD Student and his/her CSI.

Another session involving only the CSI and the Supervising staff (i.e., without the PhD student) may also be held, on request of any party.

● *It is the responsibility of the PhD student to provide the CSI with a copy of the "Thesis Project" and of the "PhD training agreement" (documents sent along the registration process), as well as an updated version of his/her "Summary of trainings" sheet (ED website).*

● *The CSI report (based on the questionnaire given in the next pages) should be sent by email to the ED<sup>1</sup> within a week or so (with copies to the PhD student and to the Supervising staff)*

<sup>1</sup> Le Havre : [christine.lebodo@univ-lehavre.fr](mailto:christine.lebodo@univ-lehavre.fr)  
Caen : [marie.legay@unicaen.fr](mailto:marie.legay@unicaen.fr)  
Rouen : [coleen.boust@univ-rouen.fr](mailto:coleen.boust@univ-rouen.fr)



Is the situation clear about the strategy that is followed ( in the student's mind) ?

YES NO (comments if needed)

Are all the required means available to carry out the targeted doctoral work ?

If necessary ,what should be done to improve the situation

YES NO (comments if needed)

*The quality of the relationship between the PhD student and his/her Supervising staff is crucial. All risk of misunderstanding should be addressed as soon as possible.*

Any wish from the PhD student about the involment of the Supervising staff?

YES NO (comments if needed)

Any wish from the Supervising staff about the involment of the PhD student ?

YES NO (comments if needed)

Suggestions of the CSI to improve the quality of the working relationship between the student and his/her supervising staff (if necessary)

----- ABOUT THE THESIS MANUSCRIPT-----

*It is an important task of the meeting at 20 months to address the issue of the upcoming thesis manuscript*

Is there a clear vision of what will be the content of the thesis manuscript ?

Is the perimeter of this manuscript well defined ?

What are the CSI recommendations to reach a consistent document ? In particular, are there some central issues that should be finalised in priority ? Conversely, are there other studies that might be stopped ?

Free comments

----- TRAINING PLAN-----

Is the student interested in having teaching experience ?

If yes, what is planned for this purpose ?

YES NO (comments if needed)

Is the student interested in receiving specific training courses (In particular as regards to the professional project). If yes, what is planned for this purpose ?

YES NO (comments if needed)

Is the “Fiche Bilan Formation Doctorale” properly completed ?

YES NO (comments if needed)

Are the requirements of the ED to authorize the thesis defence already fulfilled ? If no, what is planned to meet these requirements as soon as possible ?

YES NO (comments if needed)

### -----REMINDEURS-----

*The Ed kindly asks the CSI to recall the following pieces of information*

- The PhD student (and his/her supervising staff) must keep in mind the requirements of the ED in terms of Training (see website : <http://ed-psime.normandie-univ.fr>). Do not wait for the last months to complete it !

Note that a registration to any training session proposed by the ED or CED must be regarded as a firm commitment. Cancellation will only be accepted in case of force majeure

- All PhD students can get financial support from the ED to attend various types of events that can be useful for their professional project (see website for details).

- Beyond the mandatory interviews at 9 and 20 months, other meetings can be organized at any time on request of the CSI, PhD student or Supervising staff. In such cases, the CSI will just have to send the ED a short message specifying the subject of the meeting and its conclusions.

- Even though the CSI is the natural referent of the PhD student in case of problems/questions, the PhD student can also contact directly the ED to make a personal appointment. This interview can be confidential if required.

### -----CONCLUSIONS-----

Does the CSI recommend the enrolment in third year ?

YES NO (comments if needed)

- **If the answer is NO**, the ED will meet all the parties to detail the reasons motivating this decision, and -possibly- the arguments that may be opposed to it. As a general rule, the ED will follow the advice of the CSI and will contact the “higher educational institution in which the doctoral student is registered” to oppose a re-enrollment in third year. In such a case, the doctoral contract stops at the end of 24 months. The doctoral charter indicates the procedure to be followed in the event of an appeal to the higher educational institution.
- **If the answer is YES**, it means that the CSI estimates that the PhD student should be able to finalize a PhD manuscript along this third year.

The CSI meeting at 20 months is the last moment to organize possible modifications within the supervising staff.

Please indicate below the constitution of the supervising staff that will follow the doctoral work till the thesis defence.

Director:

Co-Director (if any):

Co-Tutor(s) (if any):

Does the CSI plan to organize additional meetings before the start of writing thesis ?

YES NO (comments if needed)

Would it be useful to organize a meeting with the staff of the Doctoral School to address some issues ?

YES NO (comments if needed)

Date :

The CSI members:

Signature

Signature

*All ideas from the CSI, the Phd student or the Supervising staff aiming to improve the efficiency of the monitoring process are highly welcome! The ED thanks you in advance.*