

9 months Interview

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

Extrait de l'arrêté du 25 mai 2016 fixant le cadre national de la formation et les modalités conduisant à la délivrance du diplôme national de doctorat: "Un comité de suivi individuel du doctorant veille au bon déroulement du cursus en s'appuyant sur la charte du doctorat et la convention de formation. Il évalue, dans un entretien avec le doctorant, les conditions de sa formation et les avancées de sa recherche. Il formule des recommandations et transmet un rapport de l'entretien au directeur de l'école doctorale, au doctorant et au directeur de thèse. Il veille notamment à prévenir toute forme de conflit, de discrimination ou de harcèlement. Les modalités de composition, d'organisation et de fonctionnement de ce comité sont fixées par le conseil de l'école doctorale. Les membres de ce comité ne participent pas à la direction du travail du doctorant."

Glossary :

CSI : Individual Supervision Committee

ED : Doctoral School

PhD Student :

Laboratory :

Date of 1st 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 email to the ED¹ within a week or so (with copy to the PhD student and to the Supervising staff)

----- CONDUCT OF THE INTERVIEW -----

Date & Place :

PhD student (First Name, Name)

Supervising staff (Names, labs)

CSI members : (Names)

----- REPORT & ORAL PRESENTATION -----

It is reminded that the primary role of the CSI is not to evaluate the scientific level of the PhD student. The main goal of both the report and oral presentation is to provide the CSI with an overview of the thesis project. However, the report and the talk are also expected to reflect the level of involvement of the PhD student (which is an element of importance for the CSI) and they constitute an opportunity for the PhD student to show his/her skills in terms of scientific communication.

Quality of the Report	Poor	Average	Good	Very good
Quality of the Presentation	Poor	Average	Good	Very good
Clarity of the Replies to the CSI	Poor	Average	Good	Very good

General comments about the report/talk/replies

-----MONITORING OF THE WORKING CONDITIONS-----

The following questions aim at making sure that all the conditions are met to ensure a good start of the doctoral work

¹ Le Havre : christine.lebodo@univ-lehavre.fr
Caen : marie.legay@unicaen.fr
Rouen : coleen.boust@univ-rouen.fr

Is the situation clear about the aims the doctoral work (in the student's mind)

YES NO (comments if needed)

Is the situation clear about the strategy that will be 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)

Is the scientific background of the student well suited to carry out the 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.

Are the modalities of the interaction between student and staff clearly defined ?

YES NO (comments if needed)

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

YES NO (comments if needed)

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

YES NO (comments if needed)

Is there any change planned within the supervising staff (in terms of co-supervisor and/or co-tutor) ?

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)

----- 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 ?

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)

-----REMINDERS-----

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 third year 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 consider that the Doctoral work has started on the right track?

YES NO (comments if needed)

Does the CSI plan to organize additional meetings (before the next mandatory interview at 20 months)

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.