

Preparation of a CSI interview

In its article 13, the decree of May 25, 2016 (amended August 26, 2022) decided the setup of an Individual Monitoring Committee (in french, “Comité de Suivi Individuel”, abbreviated as CSI).

An individual follow-up committee is set up for the doctoral student, consisting of members who do not participate in the supervision of the research. This CSI ensures the smooth running of the course, on the basis of the Doctoral Charter and the PhD Training Agreement. Through periodic interviews with the doctoral student, it evaluates whether the appropriate conditions for training and for the research to progress are met, formulate any recommendations for improvement, and submit a report of the interview to the director of the doctoral school, to the doctoral student and to the thesis supervisor. The CSI shall also address any type of potential conflict, discrimination or harassment, and assess each year the reregistration of the PhD student.

- The main role of the CSI is to participate in the smooth running of the thesis throughout the 3 years; it focuses essentially on the working conditions of the doctoral student, by addressing both the relational and material aspects.
- Another function of the CSI is to give its opinion on the relevance of annual re-registrations. In case of doubt on the level of commitment or competence of the doctoral student, the CSI may request the establishment of a trial period held before the deadline for re-registrations. This period, which typically lasts 2 months, consists in producing and presenting the results of a list of tasks drawn up jointly by the thesis director, the CSI and the Doctoral School. The output of this trial period will be used to make a final decision about the agreement for reregistration.
- The CSI also has the mission of enlightening the doctoral student with regard to certain questions and of serving as a mediator in the event of difficulty with the thesis supervision.

There are 3 mandatory interviews, held at 6 months, 18 months and 30 months after the start of the thesis. However, it is possible to contact the CSI at any other time. Similarly, the doctoral student can also appeal to the Doctoral School.

The course of a CSI interview takes place in at least three stages:

- 1 - Scientific presentation by the PhD student (the supervising staff is invited to attend but it should not interfere in the discussion at this stage)
 - Oral presentation by the PhD student
 - Discussion between the CSI and the PhD student
- 2 - Interview between the PhD student and the CSI (without the supervising staff nor any representative of the lab.)
 - Monitoring of the working conditions
 - Training plan as regards to the professional project
- 3 - Interview between the supervising staff and the CSI (without the PhD student)
 - Monitoring of the working conditions

A final session involving all the attendants (PhD student, Supervising staff, CSI) may also be held. This is left to the discretion of the CSI.



To be prepared:

- scientific report (maximum 3 pages, in french or in english)
- oral presentation (for about 15 min at 6M, till about 30 min at 30M)
- update of the form gathering the trainings and productions (excel sheet available on the website)
- last but not least, all the questions you would like to ask or problems to be raised. Examples: how to have a teaching experience or attend a conference? You should also think about your professional future after the thesis. To have a broader vision on all the topics covered, you can take a look at the different sections of the Meeting Report template available on the website.

To be sent to the CSI at least one week before the meeting:

- “Thesis Projet” and “PhD Training Agreement”, i.e. the documents provided to the Doctoral School along the registration process
- The scientific report
- The summary of trainings and productions

To be done after the meeting:

Once the CSI gave you their Meeting Report, you have to deposit it in the SYGAL system