

## 6 Months Interview (2023-2024)

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**Extrait de l'arrêté du 25 mai 2016 (modifié 26 août 2022):** " Au cours de l'entretien avec le doctorant, le comité évalue les conditions de sa formation et les avancées de sa recherche. Lors de ce même entretien, il est particulièrement vigilant à repérer toute forme de conflit, de discrimination, de harcèlement moral ou sexuel ou d'agissement sexiste. Il formule des recommandations et transmet un rapport de l'entretien au directeur de l'école doctorale, au doctorant et au directeur de thèse"

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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 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 on the basis of the report and the oral presentation, as well as the documents used for the first enrolment (see footpage)

**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 only all the attendants (PhD student, Supervising staff,CSI) may also be held. This is left to the discretion of the CSI.**

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●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 within a week or so (with copies to the PhD student and to the Supervising staff)

●The PhD student will have to deposit this report in SYGAL

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

**Date & Place :**

**PhD student (First Name, Name) :**

**Supervising staff (Names, labs) :**

**CSI members (Names, labs) :**

## ----- 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 and 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*

**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)**

**Is there any wish from the PhD student about the involment of the Supervising staff?**

**YES – NO (comments if needed)**

Is there any wish from the Supervising staff about the involment 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)

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**Extrait de l'arrêté du 25 mai 2016 (modifié 26 août 2022):**" Le comité de suivi individuel du doctorant assure un accompagnement de ce dernier pendant toute la durée du doctorat. Il se réunit obligatoirement avant l'inscription en deuxième année et ensuite avant chaque nouvelle inscription jusqu'à la fin du doctorat."

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*The CSI must decide each year on the relevance of a new reregistration. The CSI may declare itself unfavorable to this reregistration if the progress of the work is deemed unsatisfactory, owing to a manifest "professional inadequacy" of the doctoral student. To be able to provide objective elements on this point, a probationary period should be organized before the next registration deadline. This period, which typically lasts 2 months, consists of producing and presenting the results of a list of tasks drawn up jointly by the thesis director, the committee and the doctoral school.*

*Let us emphasize that the purpose at this stage is not to give a definitive opinion on the next reregistration but rather to decide whether a probationary period prior to the rendering of this opinion must be organised. If the CSI decides to activate this procedure, please tick the corresponding box in the conclusion part of the report.*

Does the CSI ask for the organization of a probationary period to judge the relevance of a new annual registration? If yes, please shortly list the reasons which led you to make this decision

YES – NO (comments if needed)

## ----- 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 form “Summary of trainings” properly completed ? Is the PhD student well aware of the requirements in terms of Training and Production ?

YES – NO (comments if needed)

## ----- REMINDERS -----

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

- Beyond the mandatory interviews at 6, 18 and 30 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.
- 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).
- The PhD student (and his/her supervising staff) must keep in mind the requirements of the ED in terms of Training (see website). Do not wait for the third year to complete it ! Note also 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; In the event of repeated problems, the eligibility to the financial support for mobility might be cancelled

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

Does the CSI consider 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 18 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)

Does the CSI ask for the organization of a probationary period to judge the relevance of a new annual registration? Contact the secretariat for more details about this procedure.

YES – NO (comments if needed)

**The CSI members:**

**Name & Affiliation**

**Signature**

**Name & Affiliation**

**Signature**

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