**SKILLS PORTFOLIO**

Rules

**Article 15 of the decree « 25 mai 2016 »**

[….] A portfolio is created, including a list of all the doctoral student's activities during his/her training, including teaching, dissemination of scientific culture or technology transfer, and highlighting the skills he/she developed during the preparation of the doctorate. It is updated regularly by the doctoral student.

**Article 6.6 of the Internal Regulations PSIME**

The doctoral student keeps an up-to-date portfolio in which she/he records all the actions carried out in terms of training (followed or given), productions (scientific, dissemination, mediation, etc.), as well as all types of responsibilities taken in the context of his work (organization of events, elective functions, etc.). The impact in terms of "Professional Skills" acquired must be highlighted. This portfolio is sent to the members of the CSI during each interview.

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This portfolio should not be regarded only as a kind of “extended” CV. Of course, it is intended to gather all elements of your academic and professional experiences, but it should also include more general know-how elements, particularly in terms of human relationships. In addition, this portfolio must be built as a collection of skills, able to make sense for any type of recruiter.

The skills supposed to be acquired (at least partially) during a doctorate were identified and entered in the RNCP (National Directory of Professional Certifications) in 2019.

Thus, your experiences will have to be associated to the "skills" detailed in the RNCP. Adopting the method suggested by the National Network of Doctoral Colleges, we propose a portfolio in the form of double-column tables, with in face of each skill, a field allowing to enter the related actions (date and summary in 1 or 2 sentences). These skills are gathered within the six blocks of the RNCP (leading thus to six tables).

This portfolio is something in constant evolution; it must be filled in gradually throughout the doctoral course, and must be presented at each mandatory meeting of the CSI; its final version must be attached to the pre-defense report.

Examples of items that can be recorded in this portfolio are given in the GuidePorfolio of the University of Grenoble Alpes, which made a tremendous work on the subject: doctorat.univ-grenoble-alpes.fr/thesis/phd-career/focus-on-the-professional-skills-of-phd-graduates-894256.kjsp?RH=1611138253046

You can also use the information and tools available on the DOCPRO platform which was created to meet the same objectives as the Portfolio: mydocpro.org/en/about-docpro

**SKILLS PORTFOLIO (1/6)**

Family Name / First name :

Thesis title :

Date of first registration :

Date of portfolio update:

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| **SET 1**  **DESIGN AND DEVELOPMENT OF AN**  **R&D FORESIGHT AND ROAD-MAPPING STRATEGY** | |
| *Acquire a general and specific scientific expertise in a given field of research* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Review the state of knowledge and its limitations in a given sector of activity, at the local,*  *national and international levels* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Identify and solve new, complex problems involving several fields, drawing on highly advanced knowledge and expertise* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Identify opportunities for conceptual breakthroughs and develop strategies for innovation in a professional sector* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Make innovative contributions in high-level discussions and in international contexts* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Constantly adapt to research and innovation needs of a professional sector* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |

**SKILLS PORTFOLIO (2/6)**

Family Name / First name :

Thesis title :

Date of first registration :

Date of portfolio update:

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| **SET 2**  **IMPLEMENTATION OF AN**  **R&D FORESIGHT AND ROAD-MAPPING STRATEGY** | |
| *Implement research methods and tools related to innovation* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Implement the principles, tools and procedures for assessing costs and financing an innovation or R&D project* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Ensure the validity, ethics and confidentiality of research, implementing the appropriate control procedures* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Manage the time constraints of study, innovation or R&D activities* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Implement factors for engagement, risk management and autonomy needed to finalise an R&D, study or innovation project* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |

**SKILLS PORTFOLIO (3/6)**

Family Name / First name :

Thesis title :

Date of first registration :

Date of portfolio update:

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| **SET 3**  **COMMERCIALISATION AND TRANSFER OF THE RESULTS OF**  **AN R&D FORESIGHT AND ROADMAPPING STRATEGY** | |
| *Navigate transfer issues in order to use and commercialise results or products in economic or social sectors* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Comply with intellectual and industrial property rules within a given sector* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Respect professional conduct and ethical principles relating to integrity of research and its potential impacts* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Implement all international publishing processes to promote new knowledge and know-how* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Use open data communication techniques to promote methods and results* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |

**SKILLS PORTFOLIO (4/6)**

Family Name / First name :

Thesis title :

Date of first registration :

Date of portfolio update:

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| **SET 4**  **MONITORING INTERNATIONAL**  **SCIENTIFIC AND TECHNOLOGICAL DEVELOPMENTS** | |
| *Acquire, synthesise and analyse groundbreaking scientific and technological data and information on an international level* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Develop the ability to understand, take a step back from and critically consider all of the cutting-edge information available* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Go beyond the boundaries of available data and knowledge by considering various fields of knowledge or other professional sectors* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Develop global networks for scientific and professional cooperation* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Demonstrate the curiosity, adaptability and openness needed to learn and cultivate a high level of international and general knowledge* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |

**SKILLS PORTFOLIO (5/6)**

Family Name / First name :

Thesis title :

Date of first registration :

Date of portfolio update:

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| **SET 5**  **TEACHING AND DISSEMINATION OF**  **SCIENTIFIC AND TECHNICAL CULTURE** | |
| *Summarise and discuss scientific and technological research in several languages for various audiences or publications, through both written and oral communication* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Teach and train diverse audiences about advanced concepts, tools and methods* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Adapt to a varied audience to communicate and promote cutting-edge concepts and approaches* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |

**SKILLS PORTFOLIO (6/6)**

Family Name / First name :

Thesis title :

Date of first registration :

Date of portfolio update:

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| **SET 6**  **MANAGEMENT OF TEAMS DEDICATED TO**  **R&D FORESIGHT AND ROAD-MAPPING ACTIVITIES** | |
| *Lead and coordinate a team to carry out complex or interdisciplinary tasks* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Identify skills gaps within a team and help recruit or seek service providers* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Take steps to foster a entrepreneurial mindset in a team* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *Identify key resources for a team and support growth through training and personal development* | ……………………………………………………..  ……………………………………………………..  ……………………………………………………..  ……………………………….................................. |
| *(Assess individual and team work on projects and goals)* |  |