

## 30 Months Interview (20 -20 )

---

**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"

---

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.**

---

● 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.*

<b>Quality of the Report</b>	Poor	Average	Good	Very good
<b>Quality of the Presentation</b>	Poor	Average	Good	Very good
<b>Clarity of the Replies to the CSI</b>	Poor	Average	Good	Very good

**General comments about the report, talk and replies**

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

*The quality of the relationship between the PhD student and his/her Supervising staff is crucial, even more so along the last stage of the thesis project. Writing the manuscript thesis is always a very delicate exercise.*

**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)

**Are the modalities of the interaction between the two parts well defined along this last part of the project (definition of the level of detail required for the first drafts , frequency of working meetings, nature and type of corrections, ...)**

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

---

**Article 6 of the Doctoral Charter :**"The duration of a thesis is 3 years for doctoral students on a full-time thesis contract"

---

*The first requirement before starting writing the manuscript thesis is to make sure that the PhD student has acquired a large enough corpus of data and interpretations.*

**Does the CSI consider this preliminary condition is fulfilled ? If not, what can be done urgently to meet this requirement?**

*In case doubts remain about the inclusion of some parts still “under work”, it must be realized that a decision has to be made very shortly (keep in mind that the manuscript must be sent at 34M !).*

**Is the perimeter of this manuscript well defined ? What are the CSI recommendations to reach a consistent document ?**

### ----- TRAINING PLAN & PROFESSIONAL PROJECT-----

**Article 7.2 of the PSIME Internal Rules:**" Before undertaking any steps towards organizing their thesis defense, doctoral students and their supervisors should verify that the following conditions are met:(i)part of the work done for the thesis should be published in an internationally recognized review, presented in a paper at a conference whose proceedings are published, patented or submitted for publication or patenting (except for particular confidential theses); (ii) doctoral students must be able to prove that they have followed the required training courses that match their professional project"

*It should be remembered that the requirements in terms of training and production are mandatory. No defense authorization will not be granted without compliance with these rules.*

**Is the form “Summary of trainings and productions ” properly completed (one talks about the excel sheet “Fiche Bilan Formation Doctorale” available on the website)?**

**YES – NO (comments if needed)**

**Are the conditions met in terms of “Trainings” and “Productions”? If not, this must be organized as soon as possible**

**YES – NO (comments if needed)**

The CSI must question the PhD student about his/her professional project. What the PhD student plans to reach this goal ? What is the advice of the CSI ? In any cases, it is time to think about the future right after the defense. What is planned for this period?

Was the portfolio presented? Has it been completed?

YES – NO (comments if needed)

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

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

- 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 European Label is a special degree that can bring added value to the thesis, but which is quite new and still relatively unknown. See website for more information
- For the ED PSIME, the manuscript cannot be articulated around a simple collection of articles (so-called article-based or compilation thesis).

----- **CONCLUSIONS** -----

What is the CSI's advice to ensure a defense within the limit of 36 months ?

Does the CSI plan to organize additional meetings to closely follow the last stage of the thesis project ?

YES – NO (comments if needed)

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

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.*