**PhD Committee (CSI)**

*The goal of the PhD committee is to allow doctoral students to interact with another external professors on their research work.*

 *The PhD committee provides doctoral students:
- A better follow-up and smooth progress of the thesis work*

*- A better monitoring of the thesis work in line with the objectives set at the beginning of the thesis*

*- A respect of the commitments of supervisor / doctoral student*

 *In case of scientific or relational difficulties, the PhD committee may play a role of mediation or alert.*

**1.  PhD Students concerned:**All PhD students at each annual re-enrolment (2nd year, 3rd year, 4th year, 5th year...).

During the first year of the thesis, the PhD student with his supervisor choose an external expert. The name of this expert should be updated in ADUM.

 **2.  Composition of the *PhD committee***: 2 members

- An expert in the field, external to the work, not related with the PhD project and external of the Grenoble research community (HDR or not), chosen with the PhD advisor.

- The scientific contact at doctoral school (so called “responsable de spécialité”).

**3.  Format :**

 The *PhD committee* is divided into three phases:

 3.1. **Writting your annual follow-up report *(french or english version)*:**

 This follow-up report can take two different forms (at your choice):

**- (1)** If the doctoral student has already written publications (articles, communication in proceedings, book chapter), the report can include these elements, accompanied by a general presentation of the objectives and content of the thesis.

**- (2)** If the doctoral student has no written material yet, this report is an opportunity for him/her to start writing part of his/her theoretical introduction, or review of the state of the art, or of his/her methodology, or of a result chapter, or other.  In order to facilitate the reading of the document, it will be necessary to specify how this piece of text will be inserted in the final thesis document.

 **The report should also include:**
- a CV
- the responsibilities taken (if any)
- the teaching activities done (if any)
- the training courses followed
- the references of any publications, a precise and realistic provisional calendar for the coming year. It is essential that this calendar be detailed up to the defence of the thesis, starting with the application for registration in the 3td year.
- any information deemed useful on the progress of the thesis project (problem, difficulty, illness, financing, equipment, etc.).
- The portfolio

3.2. **Interview with** the external expert and CSI form filling:

The follow-up annual report validated by the thesis supervisor will be sent to the external expert and the doctoral school contact ('responsable de spécialité'). This report and the interview with the expert *(*i*ndividual appointment mandatory - video-conference possible)* will be used as a basis for the expert to write an opinion  his report on the CSI form. (Art. 11 order of 25th May 2016).
[The CSI form](https://edmstii.univ-grenoble-alpes.fr/MSTII-formulaires/Fiche_CSI_2022_23..doc) in which the PhD student filed all the elements to his knowledge will be sent to the external expert with the follow-up annual report.

**FOCUS**: From this year 2023, according to the decree of August 26, 2022 of Doctoral Training, the interviews must be organised in the in three separate steps:

                       - presentation of the follow-up report and discussions

                      - interview with the PhD student without the supervisor

                      - interview with the supervisor without the PhD student

3.3. **Upload of the CSI file on ADUM:**

The CSI form sent by the expert to the PhD student should be uploaded on ADUM  (ADUM >> PROFIL >> (Individual Follow-up Committee tab) with the student, advisor and lab director signatures.

The scientific contact at Doctoral School will fill and sign the CSI form when all the information has been completed on ADUM (please respect the deadlines).
   - 2A >> deadline **September 15th,**
   - 3A and more >> dealine **October 17th**

**4. In case you you plan to defend before 31 December, y >> click on "I will defend my thesis soon"**

 **5. Remind steps every year :**

|  |  |  |
| --- | --- | --- |
| **Re-enrolment in:**  | **What to do** | **DEADLINE**  |
| **Second year** | **1- Choose an external expert and update on ADUM (Individual Follow-up Committee tab)****2- Write & send your report (enclosed the CSI form)****3- Organize a meeting with the external expet (face to face or by videoconference)** **4- Interview with the supervisor without the Phd student****5- Deposit the signed CSI form on your ADUM account (Individual Follow-up Committee tab)** | **Before September 15th**  |
| **3th, 4th year and more**  | **1- Write & send your report (enclosed the CSI form)****2- Organize a meeting with the external expet (face to face or by videoconference)****3- Interview with the supervisor without the Phd student****4- Deposit the signed CSI form on your ADUM account (Individual Follow-up Committee tab)** | **Before October 17th** |