

Dear all,

To prepare your re-enrolment in the doctoral programme (2nd year or beyond) for the academic year 2025–2026, you must hold a meeting with your Individual Monitoring Committee (Comité de Suivi Individuel – CSI).

These procedures are governed by the French ministerial order of 25 May 2016 on doctoral studies.

🌀 Instructions – Steps to follow

Step 1 — Prepare a presentation document and a progress report

● You will give a 15-minute oral presentation introducing your PhD project, the current state of your research, and briefly outlining your activities (courses taken, additional commitments, publications, plans for the coming year). We recommend **preparing a supporting document** (e.g. slide deck/Beamer). According to “popular wisdom,” you should allow around 2 to 3 minutes per slide during an oral presentation.

● At the same time, you are required to **prepare a “progress report”**, structured as explained below. The aim is for you to reflect on your progress toward writing your thesis.

📄 If you have already started writing parts of your work (articles, communications, chapters), your presentation slides may serve as your progress report, possibly adding those elements and an introduction outlining the main objectives and structure of your thesis.

📄 If you haven’t written any parts yet, we ask that you prepare a standalone progress report (3 to 5 pages) in a standard written format. This should describe your research topic, the state of the art, your methodology if applicable, and the contributions you plan to write up.

👤 In both cases, include a brief activity report (courses, side activities, publications, responsibilities, perspective) and a realistic timeline for the coming year (mandatory if you are entering your 4th year or beyond). Feel free to mention any other relevant information concerning your PhD progress (issues, health, funding, equipment, etc.)

Please discuss all this with your thesis supervisor, who can help guide you.

Step 2 — Send the documents to your CSI committee

Send the following documents by email to the entire committee (external expert(s) + speciality referent of the Doctoral School), at least one week before the interview:

- Your progress report
- The CSI form attached to this email (complete sections 1, 2, 3, and 4), including a short explanatory letter addressed to the external expert.

🔒 Please do not send these documents to the Doctoral School email address.

Step 3 — Organise the CSI interview

Schedule an individual interview with the external expert (typically via videoconference).

⚠ The interview must include the following four phases:

1. Presentation by the doctoral candidate (approx. 15 min + questions); the supervisor may attend.
2. Private exchange between the candidate and the external expert, without the supervisor (approx. 15–20 min).

3.Private exchange between the expert and the supervisor, without the candidate (approx. 15 min).

4.Final discussion with both candidate and supervisor present.

🕒 The time indications are flexible, but it is helpful to let the committee know the planned duration of your oral presentation.

Step 4 — Finalise the CSI form

After the interview:

- The expert fills in section 5 of the form and returns it to you.
- You may add a comment if you wish (section 6).
- Then have the form signed by:
 - your thesis supervisor
 - the director of your research unit/laboratory.

Step 5 — Upload the form in ADUM

Upload the signed CSI form in your ADUM account, under the “CSI” tab. Complete the remaining tabs and confirm.

The Doctoral School will then forward your file to the speciality referent, and then to the Director of the Doctoral School.

🎯 We strongly recommend organising your CSI interview before the summer, and in any case, by **16 September**. To do so, send your documents to the committee at least one week, possibly two weeks before your planned presentation.

See the provisional calendar of the Doctoral School at the bottom of this message.

