

LLSH doctoral school n°50

## Organization of Individual follow-up committees (CSI)

### **Article 11 Individual follow-up committee (CSI)**

In accordance with article 13 of the decree of **May 25, 2016**, "An individual PhD student follow-up committee ensures that doctoral studies are progressing well, based on the PhD charter and the study agreement. It assesses the conditions of the PhD student's studies and the progress of his/her research in an interview. The committee makes recommendations and sends a report of the interview to the doctoral school dean, the PhD student and the thesis supervisor. The committee ensures that any form of conflict, discrimination or harassment is prevented. The composition, organization and functioning of this committee are determined by the doctoral school board. The members of this committee do not take part in supervision of the PhD student's work.

### **The LLSH doctoral school n°50 board has established the following rules:**

- It is incumbent upon the research unit directors to organize the CSI each year, for all PhD students from the second year onwards (i.e. for first year PhD students applying to re-enroll in the second year), and for all PhD students re-enrolling in the higher years. In the case of a gap year, the CSI must be held before the year in question;
- The CSI can also be consulted at any time by the PhD student;
- Composition of the CSI must be entered in ADUM, as soon as the student enrolls in the first year. Under exceptional circumstances (e.g. committee member no longer active; conflict of interest that has arisen since the beginning of the thesis), the PhD student may request a change in the composition of his/her CSI before the first committee interview is held. To do so, the PhD student must contact the director of his/her laboratory and the doctoral school management team, who will assess the situation and make any necessary decisions. The composition of the CSI can also be modified during the course of the thesis if there are compelling reasons to do so;
- Committees consist of at least two members, including one HDR member (when possible) and one from outside the lab. Committee members are chosen by the research unit director, in agreement with the doctoral school dean. Gender balance must be respected;
- The thesis supervisor is not a member of the committee and must not have any conflict of interest with its members. However, members of the CSI may be members of the thesis jury. Conflict of interest is defined as any personal or professional relationship that may affect impartiality. Professionally, members must not have co-published with the thesis supervisor, nor have supervised his/her thesis or HDR accreditation process; nor must they have a direct reporting relationship with the PhD student;
- It is possible, but not mandatory, to have specialists from outside the discipline, or even the UGA;
- The committee interview can be carried out remotely; it can include a discussion with the thesis supervisor after the interview, as long as the confidentiality of the discussions with the PhD student is respected.
- This is a one-on-one interview with the designated members and not a defense of work before a jury. PhD students are not required to provide any specific work for the CSI but may bring any document considered relevant;

- Committee members complete and sign the form that the PhD student will have downloaded and filled in beforehand and give it to him/her at the end of the interview. The PhD student must then add any comments and send the form to the laboratory director, who will then forward it to the thesis supervisor and to all supervisors, if applicable;
- The PhD student will include the CSI form in his/her re-enrollment application, including the members' opinion on thesis progress;
- In the event of an unfavorable opinion at the end of the interview, the research unit director must refer the matter to the doctoral school dean as soon as possible.

*Grenoble, April 2021*