**INDIVIDUAL THESIS MONITORING COMMITTEE**

The individual thesis monitoring committee **must meet less than 3 months** (not including August) before any repeat enrolment and then less than 3 months (not including August) before each new enrolment until the end of the doctorate.

In accordance with the Decree of 26 August 2022 amending the Decree of 25 May 2016 setting out the national framework for training and the procedures leading to the award of the national PhD diploma[[1]](#footnote-1), the doctoral student's individual monitoring committee ensures that the programme is running smoothly, based on the doctoral charter[[2]](#footnote-2)and the training agreement.

This committee is made up of **at least two members** one of whom is a specialist in the discipline or scientific field of the thesis and **another member from outside the registering establishment** and the research team. One of the two members must be a qualified research director.

The members of this committee are not involved in supervising the PhD student's work. **They may not take part in the examination jury as rapporteurs**.

Barring exceptional circumstances, the composition of this committee remains unchanged throughout the duration of the thesis.

The PhD student **must be consulted** during the jury composition process, before its first meeting.

One of the committee members may be proposed to the thesis supervisor by the PhD student. The monitoring committee does not replace the thesis supervisor, but is complementary and provides a neutral, external viewpoint on the progress of the doctoral project, so that it can be used constructively.

Before the committee meeting, the PhD student provides the members of his/her thesis monitoring committee with a copy of the progress report, in accordance with the SIE doctoral school model[[3]](#footnote-3) which will be attached to the re-registration file.

The interviews are organised in **three separate** stages:

* presentation of progress in work and discussions (with or without the management team)
* interview between the committee members and the thesis supervisor and any co-supervisors without the PhD student,
* interview between the committee members and the PhD student and those involved in his/her supervision.

During the interview with the PhD student, the committee assesses the conditions of his/her training and the progress of his/her research.

During this interview, it is particularly important to identify any form of conflict, discrimination, moral or sexual harassment or sexist behaviour. In the event of a problem, the PhD student's individual monitoring committee will alert the doctoral school, which will take any necessary measures concerning the doctoral student's situation and the progress of the doctorate.

After the interview, the committee shall compile a report outlining the progress of the thesis, its recommendations for the doctoral project and its opinion on the PhD student's re-enrolment**. This report is then sent to the PhD student, who may add any comments and remarks before forwarding it to the doctoral school management and the thesis supervisor.**

The thesis monitoring committee may be called upon at any time at the request of the PhD student or the thesis supervisor in the event of a problem that may jeopardise the completion of the doctoral project.

**Thesis Monitoring Committee's Report**

The interviews are organised in **three separate** stages:

* presentation of work progress and discussions,
* interview with the thesis supervisor and any co-supervisors without the PhD student,
* interview between the committee members and the PhD student without the presence of those involved in their supervision.

**During the interview with the PhD student, the committee assesses the conditions of his/her training and the progress of his/her research. During this same interview, the committee takes particular care to identify any form of conflict, discrimination, moral or sexual harassment or sexist behaviour.**

**If any difficulties are identified, the members of the PhD student's individual monitoring committee must alert the doctoral school at:** **ed-sie@univ-paris-est-sup.fr**

|  |  |
| --- | --- |
| **Full name of the PhD student** |  |
| **Date of 1st thesis registration** |  |
| **Doctoral School:** **Research Unit:****Thesis supervisor:****Thesis co-supervisor:** **Other supervisors:**  | ED SIE - no. 531 |
| **Thesis subject:** |

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| --- |
| **Date of the individual monitoring committee:**  |
| **Composition of the individual monitoring committee *(minimum of 2 members):***  |
| Member no. 1 **(first name, surname, affiliation)** Member no. 2 (**first name, surname, affiliation)** Member no. 3 (**first name, surname, affiliation)**  |  |
| Conditions for organising the thesis:Funding: does the PhD student receive a grant or salary? [ ]  YES [ ]  NOWorking conditions: does the PhD student have:* an office? [ ]  YES [ ]  NO
* Internet access? [ ]  YES [ ]  NO
* a PC for work purposes? [ ]  YES [ ]  NO
* a work e-mail address? [ ]  YES [ ]  NO
* the means to conduct bibliographical research? [ ]  YES [ ]  NO
* the material means and/or IT resources to conduct research? [ ]  YES [ ]  NO

Integration into the laboratory:* any particular difficulties in his/her relations with colleagues? [ ]  YES [ ]  NO
* any particular difficulties in his/her relations with management? [ ]  YES [ ]  NO
 |
| Project progress and overall assessment (\*) |
| Recommendations for the forthcoming year (if applying for a 4th year or more please specify the schedule for completing the thesis and the associated funding) |

(\*) *The main aim is to assess the progress of the work and the conditions under which the thesis is completed, indicating any difficulties or constraints.*

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| Decision of the individual monitoring committee[ ]  UNFAVOURABLE for continuing the thesis [ ]  FAVOURABLE for continuing the thesis[ ]  FAVOURABLE for defending the thesis before |

**On... in...**

|  |  |  |
| --- | --- | --- |
| Signature of member no. 1  | Signature of member no. 2 | Signature of member no. 3 |

PhD student's comments. The SIE doctoral school management team is at your disposal if you wish. Please do not hesitate to contact the team if you have any questions.

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| PhD student's comments and remarks  |

**On... in...**

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| Signature of the PhD student |

1. https://www.legifrance.gouv.fr/loda/id/JORFTEXT000032587086 et https://www.legifrance.gouv.fr/jorf/id/JORFTEXT000046228965 [↑](#footnote-ref-1)
2. PhD Charter on the ED SIE website [↑](#footnote-ref-2)
3. [Model progress report](https://www.paris-est-sup.fr/ecoles-doctorales/ecole-doctorale-sciences-ingenierie-et-environnement-sie/l-ed-sie/documents-utiles/) [↑](#footnote-ref-3)