



Composition of the Individual Monitoring Committee (CSI)

The composition of the CSI is proposed by the thesis supervisor with the agreement of the team/research unit director and **in accordance with rules set by the Doctoral School.**

The CSI is usually constituted for the duration of the doctoral studies, but its composition may be modified if necessary, following advice from the Doctoral School.

The CSI must consist of 2 scientists who are qualified to direct research (*HDR*). They must not be part of the research unit or team (in case of a pluridisciplinary multi-teams research center). At least one member must be from outside the region. If there is a problem related to the speciality or any other reason, an exception may be granted by the Doctoral School. One of the external members shall chair the CSI.

Frequency of CSI meetings

- The CSI usually meets at the end of each academic year.
- Minutes of each of meetings shall be sent to the EDBSL for the doctoral student's re-registration and must reach the Doctoral School **before mid-October at the latest** of the year in question.
- An additional CSI meeting outside these periods may be considered at the request of the doctoral student and/or the thesis supervisor or the director of the Doctoral School.
- The CSI's reasoned opinion will also be required for **any request for an extension of more than 3 months** for a full-time thesis. These extensions must be granted on an exceptional basis, except in cases explicitly mentioned in the Doctoral Charter or doctoral contract, and are not automatically granted for 12 months.
- If a request for an extension of more than 3 months beyond the reference period of three years for a full-time thesis is made, an additional CSI meeting must take place **before october**. The Doctoral School shall be given notice of the meeting at least 15 days in advance and may appoint a scientist to join the CSI. **The minutes of the meeting MUST be attached to the extension request.**



How the CSI functions

Meetings are organised by the doctoral student and their thesis supervisor. CSI meeting costs are borne by the research unit. The EDBSL is informed of the CSI meeting and may nominate a scientist in case of difficulties relating to progress of the thesis programme.

At least 15 days before the meeting, the doctoral student shall send CSI members, under cover of their thesis supervisor, **a short report** stating the results obtained and any problems encountered as well as a list of training courses attended and scientific presentations or publications resulting from their work. **This report should also be submitted on the ADUM gateway.**

A typical meeting includes:

- **a presentation by the doctoral student** about the progress of their work, followed by a scientific discussion possibly identifying new directions or redefining, if necessary, the scientific objectives and the timetable; during the 2nd CSI meeting prospects for publication(s) or patent registration and the timetable for submitting and defending the thesis may also be discussed.
- **a discussion of the doctoral student's career plan and further training** to be considered. The thesis supervisor may participate in this presentation and the discussion about the career plan.
- **separate interviews** between CSI members and, on the one hand, the **doctoral student** and, on the other hand, the **thesis supervisor** and possibly co-supervisor

This meeting can be held in the extended framework of a team, unit or research centre seminar provided that the aims and competencies of the CSI members are respected.

At the end of this meeting a short collective report (2 to 3 pages) shall be drafted under the authority of the chair of the CSI indicating the CSI's opinion about the progress of the doctoral studies, any problems encountered, and its recommendations for project continuation. During the 2nd CSI meeting, the deadline for the defence of the thesis in accordance with the regulations of the Doctoral School must be mentioned, i.e. at least one original article signed as lead author (or lead co-author) published in an international peer review journal or a patent. If an extension beyond the 3rd year of full-time study (6th year in case of concurrent professional activity), its justification, duration, scientific objectives, publication policy and (in the absence of salaried activity) the funding envisaged must be specified. This report must allow the doctoral student's individual training contract to be amended each year as necessary.

The report is given to all CSI members and signed by them, then sent by the doctoral student to the Doctoral School with his private comment. The CSI chair as well as the supervisors may add a confidential comment for the Doctoral School to the collective report by email.