

Appendix 2: Thesis Committee (Comité de Suivi Individuel)

- **Step 1:** The doctoral student writes a progress report (without correction from the thesis supervisor) covering the points set out in the attached form and sends it, along with the form, to the members of the Thesis Committee and to his/her thesis supervisor before the Thesis Committee Meeting.
- **Step 2:** The doctoral student and his/her thesis supervisor organise an in-person or remote evaluation meeting with the members of the Thesis Committee.
- **Step 3:** Evaluation Meeting Outline (Thesis Committee Meeting):
 1. The student gives a brief presentation of his/her work to the members of the Thesis Committee and his/her supervisors (10 to 15 min),
 2. A discussion follows (will all members present),
 3. The student meets alone with the members of the Thesis Committee,
 4. Members of the Thesis Committee meet alone with the supervisors.
- **Step 4:** Under the responsibility of the Thesis Committee advisor, the members complete the CSI form below, providing recommendations and a detailed opinion on re-enrolment. Once it has been signed, the form is sent to the doctoral student and to the thesis director.

Students must submit the CSI form to their ADUM account in order to re-enrol.

Appendix 3: Thesis Committee (CSI) Form

Thesis Committee (CSI) for: 2nd / 3rd / 4th enrolment (circle)
(Thesis Committee mandatory before any re-enrolment)

This sheet is designed to help you assess your own performance, your ability to improve and the quality of your working environment. The aim of this evaluation is to encourage constructive discussion. Meetings are organised in three distinct phases: (i) summary presentation of work progress and discussions, (ii) discussion with the student without the thesis director, (iii) meeting with the thesis director without the student. Once it has been completed by the members of the Committee and signed by the parties concerned, this form must be uploaded by the student to his/her ADUM account in order to re-enrol.

SURNAME, Name:

Main Research Unit:

Date of first enrolment as a PhD student:

Date of Thesis Committee Meeting:

To be completed by the student

Thesis Topic	
Type of Funding	
Progress of the thesis (% of work completed in the different parts of the thesis)	
Teaching Role	
Other roles	
Doctoral-level training approved by the Doctoral School	
A-rank publications, others...	
Professional Project (after the thesis)	

To be completed by the Thesis Committee after the meeting

Progress, stages reached, developments or changes, intermediate results	
Material resources available to the research student	
Meetings with thesis director (frequency, ease)	
Participation in scientific meetings (La Rochelle Université, external, national, international...)	
Mobility, assignments, publications and support from the research unit and/or institution	
Integration into the research unit and the Doctoral School	
Training courses attended in connection	

with the laboratory, the Doctoral School or another institution	
Problems encountered, if any	
Provisional timetable up to the thesis defence	

Committee recommendations (summary):

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Decision regarding re-enrolment: ☐ Favourable ☐ Unfavourable

Members of the Thesis Committee (minimum of 2 members, one of them holding an Authorisation to Supervise Research, one external)

First Name - SURNAME	Occupation (level) / Affiliated Institution or University	Signature

Signatures

Doctoral Student:	
Thesis Supervisor(s):	