# **Charter of the Individual Doctoral Student Monitoring Committee**

*This document sets out the principles governing the operation of the doctoral student's individual monitoring committee (Comité de suivi individuel du doctorant - CST) in accordance with the Order of 26 August 2022 amending the Order of 25 May 2016 establishing the national framework for training and the procedures leading to the award of the national doctoral diploma.*

*This charter is a supporting document for the CST assessment form.*

## 1.Objectives

The aim of the Individual Doctoral Student Monitoring Committee is to ensure that the doctoral programme runs smoothly by providing regular, personalised support for doctoral students throughout their doctoral studies. It is based on the Doctoral Charter and the Training Agreement.

## 2 Composition

The Individual Doctoral Student Monitoring Committee is made up of two to three members, including :

* At least one member specialised in the field of the thesis.
* One member from outside the institution, whenever possible.
* A non-specialist member from outside the thesis research field.

A member may have dual status: for example, be external and a specialist in the field.

Committee members do not participate in directing the doctoral student's work.

The doctoral school ensures that the composition of the doctoral student's individual monitoring committee remains constant throughout the doctorate. The doctoral student is consulted on the composition of his/her Individual Monitoring Committee before its first meeting.

## 3 Functioning

**The doctoral student's Individual Monitoring Committee must meet before enrolment in the second year** and then before each new enrolment until the end of the doctorate. The meetings are organised in three distinct stages:

* Presentation of work progress and discussions.
* Interview with the doctoral student without the thesis director.
* Interview with the thesis director without the doctoral student.

The Committee's meetings with the doctoral student without the thesis director and with the thesis director without the doctoral student are held in camera. Everyone must be able to express themselves freely during these meetings. Everyone is expected to be discreet about what has been discussed during the meeting and to show kindness.

The Monitoring Committee can be organised by videoconference. This facilitates the participation of external members and reduces travel time. However, the conditions used must not prevent people from speaking freely and the human interaction that facilitates this. For example, it is generally necessary to open the camera during private interviews. Care must be taken to ensure that interviews can take place within the planned framework (interview with the doctoral student and the committeé without the supervisors and vice versa), even by videoconference, and it may be reassuring to specify that interviews are not recorded.

## 4 Conflicts, discrimination and harassment

During the interview with the doctoral student, the Committee assesses the conditions of his/her training and the progress of his/her research. It is particularly vigilant in identifying any form of conflict, discrimination, moral or sexual harassment or sexist behaviour. It makes recommendations and sends a report on the interview to the doctoral school director, the doctoral student and the thesis director.

In the event of difficulties, the doctoral student's individual monitoring committee alerts the doctoral school, which takes any necessary measures regarding the doctoral student's situation and the progress of his/her doctorate.

As soon as the doctoral school becomes aware of acts of violence, discrimination, moral or sexual harassment or sexist behaviour, it will report them to the institution's anti-discrimination and anti-sexist violence unit.

Victim or witness of sexist or sexual violence? A monitoring unit is at your disposal:
- by telephone: 01 34 25 28 28
- by e-mail: celluledeveille@ml.u-cergy.fr
This unit can also be contacted in the event of moral harassment, discrimination or a worrying situation. The university's prevention doctor can also be contacted if necessary.

## 4 Revision

The present charter may be revised by the doctoral school council in consultation with the doctoral student's individual monitoring committee. Any modification is communicated to the members of the Committee and to the doctoral student.

**PREPARATORY SHEET FOR THE CSI MEETING**

*(****to be completed by the doctoral student*** *and sent to the committee members at least one week before the meeting)*

**Committee date:**

**Surname and first name of doctoral student:**

**E-mail :**

**Title of thesis**:

**Year of thesis**:

Research unit:
☐ BONHEURS☐ CHArt ☐ EMA☐ GRHAPES ☐ LDAR☐ PARAGRAPH ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_

**Type of funding :**

Doctoral contract [ ]  CIFRE [ ]  Work-study [ ]  Other [ ]

Salaried staff, dedicated **thesis** funding **[ ]**

 **Self-funded - salaried staff without dedicated doctoral funding** **[ ]**

**Thesis start date**:

**Planned date of defence:**

**Name of thesis supervisor(s****):**

**Mail of thesis supervisor(s):**

**COMPOSITION OF THE CSI :**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **NAME FIRST NAME** | **TITLE AND FUNCTION** | **RESEARCH UNIT****AND INSTITUTION** |
| MEMBER 1 |   |   |   |
| MEMBER 2 |   |   |   |
| MEMBER 3 (if applicable) |   |   |   |

**Self-evaluation of the progress of the thesis**: (≈ 5 lines)

**Summary of progress and, if relevant, synthesis of results:** (≈ 10 lines)

**Points still to be developed:** (≈ 10 lines)

**Contributions and needs in terms of training:** (≈ 10 lines)

**Difficulties encountered**: access to fieldwork, analysis, dissemination and promotion, discrimination or sexist or sexual violence.... (≈ 10 lines)

**Possibility of attaching the updated skills portfolio form (training, publications,
communications, conferences, techniques mastered, supervision, teaching, stays abroad, etc.).**

**This document is *available via ADUM*.**

**CSI REPORT ON THE CONDUCT OF THESIS WORK**

*(to be sent to the doctoral student, who will send it to the ED with his/her annual activity report in June, the precise date being defined each year by the ED Council)*

Surname and first name of doctoral student :

1/ Assessment of training conditions :

2/ Assessment of the degree of progress of the work carried out to date :

3/ What recommendations could you make to the doctoral student?

|  |
| --- |
| **Rapport du CSI annuel de l'ED EDC / Yearly monitoring committee report - DS EDC** |
| Firstname LASTNAME of doctoral student : | Year :  |
| **Recommended re- enrolment** | **Re-enrolment subject to conditions** | **Meeting necessary with the ED director** | **Proposed termination of thesis** |
| ☐ | ☐ | ☐ | ☐ |
| Reason in the event of an opinion subject to conditions, reserved or unfavourable :   |

***After signature by the committee members, the report must be sent to the thesis Director and to the doctoral student, signed and then sent by the doctoral student to the doctoral school.***

\* In the event of an unfavourable opinion, this report must be sent by the thesis director to the doctoral school, or by e-mail to: doctorat@cyu.fr (copy to lalia.sy@cyu.fr).

 *,*  *(Signatures of Committee members) :*

|  |  |  |
| --- | --- | --- |
| ***Signature of thesis director(s)*** | ***Signature of the doctoral student or the doctoral student*** | ***Signature of the or director******of the EDC doctoral school*** |
|  |  |  |

***Other information to be completed below***

* Have you identified any difficulties relating to conflict, discrimination or harassment in the course of your doctoral studies or fieldwork?

YES [ ]  NO [ ]

 If yes, please specify:

* Do you think it is necessary to talk to the thesis director (or the ED director?) about any difficulties you have identified?

YES [ ]  NO [ ]

Any further details:

## ADDITIONAL INFORMATION IF APPLICABLE

In the event of violence, discrimination or harassment, you can contact :
- CYU's VSS monitoring unit: 01 34 25 28 28 - celluledeveille@ml.u-cergy.fr
- the university prevention doctor: sante@cyu.fr