

DOCTORAL COLLEGE - UNIVERSITE DE STRASBOURG

Implementation of the individual monitoring committee as of 01/01/2023

(Validated by the Council of the Doctoral College - University of Strasbourg, meeting on October 26, 2022
The Research Commission on November 16, 2022 and the Board of Directors on December 13, 2022)

For the sake of conciseness, wherever the forms "he/him" and "his" appear, they are to be understood in the generic sense that includes "she" and its related forms. In this document, the terms to describe people are used in the generic sense, including both men and women..

The decree of August 26, 2022 modifying the decree of May 25, 2016 setting the national framework for training and the modalities leading to the award of the national doctoral diploma, and more particularly its article 13 (see below), defines the legal framework of the individual monitoring committee.

... « *An individual doctoral student monitoring committee ensures that the program runs smoothly, based on the doctoral charter and the training agreement.*

The doctoral student's individual monitoring committee provides support for the student throughout the duration of the doctorate. It meets before the student registers for the second year and then before each new registration until the end of the PhD.

The interviews are organized in three distinct stages: presentation of the work progress and discussions, interview with the doctoral student without the thesis director, interview with the thesis director without the doctoral student. During the interview with the doctoral student, the committee evaluates the conditions of his/her training and the progress of his/her research. During this same interview, the committee is particularly vigilant in identifying any form of conflict, discrimination, moral or sexual harassment or sexist behaviour. The committee makes recommendations and sends a report on the interview to the director of the doctoral school, 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 action 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.

The composition, organization and functioning of this committee are proposed by the doctoral school council. The doctoral school ensures that, insofar as possible, the composition of the doctoral student's individual monitoring committee remains constant throughout the doctorate. The doctoral student's individual monitoring committee includes at least one member who is a specialist in the discipline or related to the field of the thesis. Whenever possible, the doctoral student's individual monitoring committee includes a member from outside the institution. It also includes a non-specialist member from outside the research field of the thesis. The members of this committee do not participate in the direction of the doctoral student's work. The doctoral school ensures that the doctoral student is consulted on the composition of his/her individual monitoring committee before it meets. »...

In accordance with these legal provisions, the Doctoral College - University of Strasbourg has adopted the following rules which apply to the composition and conduct of all individual monitoring committees. These common rules are completed by specific rules of the doctoral school to which the doctoral student belongs, depending on the case. A detailed guide to the individual follow-up committee is also sent to the committee members, the doctoral student and the thesis director.

Composition of the monitoring committee

- The doctoral student and his supervisor agree at the beginning of the thesis on the composition of the committee. The doctoral student must explicitly agree to the composition. The composition is validated by the Doctoral School and is included in the individual training agreement.
- As far as possible, the composition will be the same throughout the duration of the PhD. Any change in composition must be justified to the Doctoral School management.
- The members of the committee cannot be involved in the supervision of the thesis.

The committee shall consist of:

- At least two persons
- At least one member specialized in the discipline or related to the field of the thesis
- At least one member with an HDR, or equivalent abroad (Professor or Research Director)
- At least one non-specialist member outside the research field of the thesis. By this is understood, a person who would not be likely to be a reviewer (referee) of the doctoral student's publications, nor to process his or her file at the CNU, Inserm, CNRS or similar body, nor to hire him or her as a post-doctoral fellow, nor to participate in his or her thesis jury.
- Insofar as possible, at least one member from outside the registration institution

Proceedings of the follow-up committee

Timeline :

- The meetings of the monitoring committee take place annually, in spring (calendar fixed by doctoral school)

Documents to provide:

- The doctoral student writes a written summary of all or part of his work and the scientific context before each meeting with the individual monitoring committee. The format of this summary is defined by the doctoral school.
- The doctoral student provides the committee members and his thesis director with his updated skills portfolio and training plan at least 3 days before the meeting.

Interview :

The interviews are organized in three distinct steps:

- ➔ Presentation of the progress of the work and discussions. This part can be public.
- ➔ Interview of the committee with the doctoral student without the thesis director.
- ➔ Interview of the committee with the thesis direction without the doctoral student.

Each individual monitoring committee spends a few minutes before the interview begins to explain the framework and objectives and the points that will be discussed.

During the interview with the doctoral student, each committee evaluates the conditions of his/her training and the progress of his/her research. But it will also be particularly vigilant in identifying any form of conflict, discrimination, moral or sexual harassment or sexist behaviour.

Each doctoral student must have had an interview with the monitoring committee before his/her second registration and then annually for any re-enrolment.

Report of the individual monitoring committee

The individual follow-up committee formulates its recommendations based on the form prepared by the doctoral school. It sends a confidential report of the interview to the doctoral school management within two weeks, which may, if necessary, request revisions or additions. Once the report has been validated by the doctoral school, it will be sent to the thesis director and the doctoral student for signature.

The committee's report gives an explicit opinion on the appropriateness of continuing or extending the duration of the thesis.

In case of difficulty, the doctoral student's individual monitoring committee alerts the doctoral school, which takes any necessary action regarding the situation.