

## **Individual Monitoring Committee (CSI)**

### **Doctoral School BioSPC**



### **Individual follow-up committee**

### **Comité de suivi individuel (CSI)**

Article 13 of the Decree of 25 May 2016 laying down the national training framework and the procedures leading to the issuance of the national doctoral diploma mentions that:

“An individual monitoring committee of the doctoral student ensures the smooth running of the curriculum based on the doctoral charter and the training agreement. He evaluates, in an interview with the doctoral student, the conditions of his training and the progress of his research. It formulates recommendations and sends a report of the interview to the director of the doctoral school, the doctoral student and the thesis director.

In particular, it seeks to prevent any form of conflict, discrimination or harassment. The composition, organization and functioning of this committee are determined by the council of the doctoral school. The members of this committee do not participate in the direction of the doctoral student's work”

### **The individual follow-up committee, for whom?**

In any case, the Individual Monitoring Committee must meet at the latest in the second year, since its opinion is mandatory for re-registration in the third year (Article 11 of the Decree of 25 May 2016). No re-enrollment in the third year and beyond will be possible in the absence of the written report of this committee. This implies that the committee should meet at least once a year from the second year and beyond. A priori, the same composition of the monitoring committee must be kept for the duration of registration.

Clearly, for BioSPC, the individual monitoring committee is mandatory for doctoral students in 2nd year wishing to enroll in 3rd year and for doctoral students in 3rd year wishing to apply for a waiver for an extension of the PhD duration extension.

### **The individual follow-up committee, how?**

In accordance with the texts, the rule is that each doctoral student must have a follow-up committee which is personal and which is composed of at least two people (tutors). The thesis director is not part of it and the persons must be without any link of interest either with the thesis director or with the doctoral student.

**For the composition of the individual follow-up committee (CSI) of the Institut Pasteur, please go to the webcampus (intranet) page:**

**[https://webcampus.pasteur.fr/jcms/c\\_736774/fr/csi-tutorat-biospc](https://webcampus.pasteur.fr/jcms/c_736774/fr/csi-tutorat-biospc)**

**The individual monitoring committee, who to contact?**

For BioSPC, the management (and not the decision-making power) is delegated to the sites and research institutes where the PhD students are doing their thesis. One or more referents are named for each site. The composition of the committees must be validated by the management of the doctoral school. PhD students are then invited to contact the referents of their site in order to know their own tutors and be able to contact them to set the appointment for the first individual monitoring committee.

The site manager (s) is responsible for ensuring that the monitoring committee plays its role well and that there is at least CSI in the second and third year of the thesis. One form must be completed at each of these CSIs. This form is then returned to the managers of the doctoral school no later than June 15 ([biospc@parisdescartes.fr](mailto:biospc@parisdescartes.fr) for the University Paris Descartes and [biospc@univ-paris-diderot.fr](mailto:biospc@univ-paris-diderot.fr) for the University Paris Diderot). If problems are reported or if the opinion of the committee for the re-enrollment is unfavorable then it is the directors of the departments of the school who investigate the case and it is the two directors of the doctoral school BioSPC who make the final decision after board discussion of directors.

For the composition of the CSI, the summary of the procedure to follow for BIOSPC PhD students and the form to fill out please go to the page:

[https://webcampus.pasteur.fr/jcms/c\\_736774/fr/csi-tutorat](https://webcampus.pasteur.fr/jcms/c_736774/fr/csi-tutorat)