

You are in your 1st year (registered before 31/12/2024)

Under the terms of the August 2022 decree (Arrêté août 2022), an Individual Follow-up Committee (Comité de Suivi Individuel - CSI) is assigned to you for the duration of your thesis. It must meet prior to any re-registration. Its role is to assess the progress of scientific work and working conditions. Beyond its formal aspect, the CSI is a tool designed to support your thesis. Its role is to provide constructive advice and to ensure that your thesis progresses smoothly. The CSI is made up of two members: an expert in your field of research, external to the Doctoral School (ED), and a non-expert, internal to the ED. The external member is proposed by your thesis director, and the external member is appointed by the Doctoral School.

The CSI will meet in June 2025. Videoconferences will be possible for external members and doctoral students working outside the Poitiers site.

What to do :

- (a) write a progress report on your work. This summary may, for example, present your subject, its context, its originality, a brief state of the art, how you plan to deal with it, initial results (if any) and prospects for the coming years (indicative volume: around 10-15 pages, depending on the specifics of your discipline). This report must be submitted via the dedicated form on the website before **May 16, 2025** ([Formulaire Dépôt Rapport CSI](#)). Please note that thesis supervisors must not be involved in the drafting or proofreading of this manuscript. It will be sent directly to them when you submit it on the ED website.
- (b) prepare a single slide to present your topic on the day of your CSI meeting,
- (c) organize the interview: contact, **at least two months before**, the two members of your CSI and your supervisors (as defined on your registration form) to set a date and place for the meeting in **June 2025**. If the external member participates in the CSI by videoconference, please send him/her a connection link.

CSI procedure in 3 steps:

- a short (5 minutes) presentation of your work based on the single slide,
- a discussion between you and the CSI members based on the report, without your supervisors,
- a discussion between the CSI members and your supervisors, in your absence.

After the interview, the CSI members will have to fill in a form based on the discussion (for your information: CSI assessment grid attached). You will also be invited to communicate to the committee your remarks of any kind. Once the committee has also heard your supervisors, it will formulate recommendations that will be communicated to you.

The ED directors and secretariat remain at your disposal to provide you with the necessary details and assistance.

Best regards,

The Head of the ED MIMME

Christophe COUPEAU and Damien HALM