

You are in your 3rd year (your first registration is before 01/01/2023) or above

Under the terms of the [August 2022 decree](#), the Comité de Suivi Individuel (CSI) must meet prior to any re-registration. Its role is to assess the progress of scientific work and working conditions. It is up to you and your thesis supervisor to decide whether or not to organize a CSI, depending on your expected thesis defense date. To avoid having to convene an emergency CSI in the last few months of the year, you are recommended to anticipate a possible registration (if you consider it likely) and organize a CSI as early as possible, **in September** for instance and **not later than October 15th**. Videoconferences will be possible for external members and doctoral students working outside the Poitiers site.

What to do if a 4th year (and after) is requested:

- (a) prepare a 15-minute presentation on the progress of your work. This presentation outlines your subject and its context, the way in which you are dealing with it, the results you have obtained and in particular, **the timetable leading up to your defense and its expected date**. You do not have to write a specific report, but you must send the members of the CSI your manuscript in its current state by e-mail so that they can assess the progress of your writing.
- (b) 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 (if the external member participates in the CSI by videoconference, please send him/her a connection link).

The committee meeting is divided into three phases:

- a presentation of your work based on the slides (maximum 15 minutes)
- a discussion between you and the CSI members, 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.

Beyond its formal aspect, the CSI remains a tool intended to provide support for your thesis. Its mission is to provide constructive advice and to ensure that your program runs smoothly. 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

