

Doctoral School of Institut Polytechnique de Paris – ED 626

Individual monitoring committee – x year

As part of the individual monitoring of doctoral students enrolled at the Doctoral School of IP Paris, we request that a presentation be organized within the host research team in the presence of the two members of the individual monitoring committee before each re-enrollment during the course of the doctoral program. We thank you for agreeing to take on this role.

The doctoral student's individual monitoring committee ensures the proper progress of the program, relying on the Doctoral Charter and the individual training agreement. During the meeting with the doctoral student, it assesses the conditions of their training and the progress of their research. It provides recommendations and submits the reports of these meetings to the director of the doctoral school, the field coordinators, the doctoral student, and the thesis supervisor. It also ensures that any form of conflict, discrimination, or harassment is prevented.

To support the members of the monitoring committees in their mission, the national network of doctoral colleges has published a guide for the doctoral students' individual monitoring committee (CSI), which can be consulted at the following link:

https://drive.google.com/file/d/1Qkg7RUmcZ_hyYWI9ZehRIg0YI5b7WEiU .

The submission of the individual monitoring committee report is a prerequisite for registration for the following year.

Presentations are organized under the responsibility and at the initiative of the thesis supervisor. The procedures are as follows:

- The doctoral student sends, two weeks before the presentation, a manuscript (maximum 10 pages, excluding bibliography) introducing the topic, the work completed, the results obtained, as well as the projected progress up to the defense, along with a list of any communications and publications, and a CV;
- Two weeks before the presentation, the doctoral student also provides their professional project and the list of completed and planned training courses, as well as the pre-filled individual monitoring committee report form;
- The doctoral student gives their presentation (20–25 minutes, followed by a Q&A session) to the two members of the monitoring committee, one of whom is designated as chair, followed by a meeting of the committee members with the thesis supervisor alone, and a meeting of the committee members with the doctoral student alone;
- The two external members of the monitoring committee draft a consensus report, signed by the chair. This report is communicated to the doctoral student and the thesis supervisor, who may provide comments. It is then submitted to the field coordinator.

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Report of the individual monitoring committee

We ask you to attend the doctoral student's presentation and to meet with them one-on-one, followed by a meeting with their thesis supervisor, in order to assess whether the doctoral work is progressing satisfactorily. At the end of this presentation, we thank you for completing the attached form and sending it to both the doctoral student and the thesis supervisor. The report should briefly address the following questions:

- Relevance of the work carried out
- Assessment of what remains to be done
- Opinion on the proposed projected defense timeline
- Survey regarding the doctoral student's future career after the thesis
- Scientific output (publications, software, reports, etc.)
- Evaluation and reporting of any situation involving conflict, harassment, discrimination, or sexist/sexual violence (HDVSS)

Director of the Doctoral School of the Institut Polytechnique de Paris (ED IP Paris)

Prof. Adriana Tapus

Doctoral School of Institut Polytechnique de Paris – ED 626

Report of the individual monitoring committee

Last and First Name of the PhD student	
Title of the Thesis	
Thesis Director, co-Director	
Research Laboratory	
School Member of IP Paris	

Name of the first member of the monitoring committee President yes/no*	
Name of the second member of the monitoring committee President yes/no*	
Research Laboratory and Institute/University of the first member of the monitoring committee	
Research Laboratory and Institute/University of the second member of the monitoring committee	
Date of the presentation	
*Name the president of the individual monitoring committee	

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Report of the individual monitoring committee

Progress Status	☐ satisfactory ☐ an adjustment of the project seems necessary (progress, positioning of the topic, schedule, etc.) ☐ consultation with the Doctoral School seems necessary
Defence	☐ The thesis should be defended within 3 years ☐ An extension of a few months will likely be necessary
Conflict and/or sexist/sexual violence situation	☐ Yes ☐ No If yes, please specify :

Report : *Relevance of the work carried out, assessment of what remains to be done, opinion on the proposed projected defense timeline, survey regarding the doctoral student's future after the thesis, scientific output)*

Signatures :

First and Last Name of the of the first member of the monitoring committee:

Signature of the of the first member of the monitoring committee:

Date :

First and Last Name of the of the second member of the monitoring committee:

Signature of the second member of the monitoring committee:

Date :

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Report of the individual monitoring committee

Comments and approval of the thesis supervisor

*** This report, after being sent to the field coordinator, must be uploaded by the PhD student to their personal ADUM account during administrative re-registration.**