As part of the monitoring of doctoral students enrolled in the ED IP Paris, we request that a **presentation** be organized within the host team in the presence of both members of the individual monitoring committee before each re-registration during the duration of the thesis. We thank you for accepting this role.

The individual monitoring committee of the doctoral student ensures the smooth running of the program by relying on the doctoral charter and the training agreement. During the meetings with the PhD students, it assesses the conditions of their training and the progress of their research. It formulates recommendations and transmits the reports to the doctoral school director, research field supervisors, the student, and the thesis director. It ensures, in particular, the prevention of any form of conflict, discrimination, or harassment.

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

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

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

The presentations are organized under the responsibility and initiative of the thesis director. The modalities are as follows:

* The doctoral student must provide a manuscript (maximum 10 pages excluding bibliography) introducing the topic, the work done, the results obtained, as well as the prospects for progress until the defense, and a list of all possible communications and publications, along with a CV, two weeks before the presentation;
* The doctoral student must provide their professional project and completed or planned training courses, two weeks before the presentation;
* The presentation (20-25 minutes followed by a Q&A session) will be made in front of the two members of the monitoring committee, one of whom is designated as the chair, followed separately by a meeting with the thesis director alone and a meeting with the doctoral student alone;
* A consensus report from the monitoring committee, signed by the chair, must be provided. This report will be communicated to the doctoral student and the thesis director, who may provide their comments, if any. It is then handed over to the domain supervisor.

We ask that you attend the doctoral student's presentation and have a one-on-one discussion with him/her, followed by a discussion with his/her thesis director to evaluate whether the thesis is progressing satisfactorily. After this presentation, we kindly ask that you fill out the attached form. The report should briefly answer the following questions:

* Relevance of the work done
* Evaluation of what still needs to be done
* Opinion on the proposed timetable till the defense
* Survey on the doctoral student's future after their thesis
* Scientific output (publications, software, reports, etc.)
* Evaluation and reporting of a situation of conflict, harassment, discrimination, sexist or sexual violence (HDVSS)

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

*Prof. Adriana Tapus*

|  |  |
| --- | --- |
| **First and Last Name of the PhD Student** |  |
| **Title of the Thesis** |  |
| **Thesis Director** |  |
| **Laboratory** |  |
| **School of IP Paris** |  |

|  |  |
| --- | --- |
| **First and Last Name of Expert 1**  |  |
| **First and Last Name of Expert 2** |  |
| **Laboratory and Institute of Expert 1** |  |
| **Laboratory and Institute of Expert 2** |  |
| **Date of the presentation** |  |
|  |  |

|  |  |
| --- | --- |
| **Progress status** |  Satisfactory An adjustment of the project seems necessary (progress, positioning of the subject, planning, etc.) Consultation with the ED (Doctoral School) seems necessary. |
| **Defense** |  The thesis should be defended within 3 years An extension of a few months will probably be necessary |
| **Situation of conflict and/or HDVSS (harassment, discrimination, sexist or sexual violence)** |  Yes NoIf yes, please develop : |

 **Report :** *(relevance of the work done, evaluation of what remains to be done, opinion on the proposed schedule for the defense, survey on the future of the PhD candidate after the thesis, scientific output)*

 **Signatures :**

*First and Last Name of the Expert 1:*

*Signature Expert 1:*

*Date:*

*First and Last Name of the Expert 2:*

*Signature Expert 2:*

*Date:*

**Comments and signature of the thesis supervisor**