

**Procedure for the organization of the CSI (« Comité de Suivi Individuel ») for the PhD student in the Engineering and Systems Sciences Doctoral School (ED SIS) – Nantes site
From April 1st to July 1st, 2023**

ED SIS relies on the opinions of the CSI members, the PhD student's Supervisor and Laboratory to allow the re-registration.

CSI : the progress report form, the interviews and the CSI report are mandatory each year for re-registration as of September 1st, **to be done by July 1st, 2023 at the latest.**

For PhD students registered after March 1st, 2023, the CSI remains mandatory. However, in order to take into account the time needed for the appointment of the CSI members, the deadline for holding the CSI meeting is postponed to July 31, 2023. If you are concerned, the interview with your CSI will consist of at least the presentation of your project (page 4 of the progress report is optional).

The procedure is dematerialized on AMETHIS platform: <https://amethis.doctorat-bretagne.fr>

The documents to be completed can be downloaded from ED SIS website <https://ed-sis.doctorat-paysdelaloire.fr/pendant>

- Progress Report

- CSI report

- If applicable: Private interview with the PhD student to be sent to: ed-sis.nantes@doctorat-paysdelaloire.fr

- If applicable: Private interview with Supervisors to be sent to: ed-sis.nantes@doctorat-paysdelaloire.fr

1st step: Enter the CSI members and designate among them a CSI correspondent and send the confidentiality agreement (if applicable)

2nd step: The PhD student writes and sends a report on the progress of his/her work to the CSI members (progress report) and downloads it on AMETHIS platform at least three weeks before the date of the CSI meeting in line with the CSI members' request.

3rd step: The PhD student and his/her Supervisors organize an evaluation meeting, face to face or by videoconference, with the CSI members.

- 1st interview: the PhD student presents his/her work to his/her CSI members and his/her Supervisors and a scientific discussion is conducted.
- 2nd interview: the PhD student speaks alone with the CSI members.
The CSI members can complete a confidential report if problems are noted and send it by e-mail to ED SIS: ed-sis.nantes@doctorat-paysdelaloire.fr
- 3rd interview: the Supervisors speak alone with the CSI members.
The CSI members can complete a confidential report if problems are noted and send it by e-mail to ED SIS: ed-sis.nantes@doctorat-paysdelaloire.fr

4th step: The CSI members complete and sign the report (original signature or scanned or electronic).

No later than **July 1, 2023**, the CSI correspondent downloads the signed report and issues an opinion on AMETHIS platform: <https://amethis.doctorat-bretagne.fr/amethis-client>.

He/she also sends the signed report to the PhD student as well as to his/her Supervisors.

In case of difficulty, conflict or acts of violence, discrimination, moral or sexual harassment, or sexist acts, the CSI members alert ED SIS, which takes all necessary measures relating to the situation.

PhD students in third year or more who plan to defend before December 31, 2023:

No later than **June 15, 2023**, the PhD student must provide the site committee (Laboratory delegate) with:

- its detailed manuscript summary (introduction, chapter titles, detailed plan)
- the list of his/her publications, international journals and international conferences.
- his/her portfolio

If a defense is planned before December 31, 2023, without disagreement from the site committee, the PhD student must collect the defense procedure from the registration institution (ECN, NU and ONIRIS).

Otherwise, no later than **September 15, 2023**, on the proposal of the Laboratory delegate, a CSI may be called for a re-registration request and follow the procedure relating to PhD students who defend after January 1, 2024.

PhD students in third year who plan to defend after January 1st, 2024:

The re-registration is mandatory and subject to derogation.

The PhD student must:

- organize a CSI as per the steps detailed above.

Depending on the registration institution:

- At ECN and UGE: provide a request for additional time to be obtained from "Pôle doctoral"
- At NU: download the request for additional time on AMETHIS platform "re-registration request"
- At ONIRIS: contact "Scolarité"

PhD students in fourth year or more who plan to defend after January 1st, 2024:

The re-registration is mandatory and subject to the approval by the Doctoral School Council to be held **on September 26, 2023**.

The PhD student must:

- organize a CSI as per the steps detailed above.

Depending on the registration institution:

- At ECN and UGE: provide a request for additional time to be obtained from "Pôle doctoral"
- At NU: download the request for additional time on AMETHIS platform "re-registration request"
- At ONIRIS: contact "Scolarité"