

Procedure for the organization of the CSI (Comité de Suivi Individuel) Procedure for requesting re-registration in 2025/2026

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.

The deadline for submitting the CSI report is June 30,2025

For PhD students registered after March 1st, 2025, 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 September 15, 2024. 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 Loire.fr>

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

- Progress Report
- CSI report
- Private interview with the PhD student
- Private interview with Supervisors

A CSI outside the campaign can be carried out at the request of the doctoral student or the thesis supervisor at any time during the thesis.

1st step: Enter the CSI members and designate among them a CSI correspondent if not already done (1st year)

- Connect to your AMETHIS account : : <https://amethis.doctorat-bretagne Loire.fr/amethis-client/faq> with your **student ID**.
- The CSI **correspondent** (needs to create an AMETHIS account if not done yet) will download in AMETHIS the CSI report and CSI opinion following the CSI meetings. Only one correspondent is needed.
- The CSI **member** is part of the CSI but is not involved with AMETHIS.

Rule and composition of the CSI members for ED SIS (according to Internal Rules – article 9) :

The composition of the CSI is set within the first four months following the registration by ED SIS on a proposal by the Supervisors in consultation with the PhD student :

- at least two people with a PhD who are not involved in the doctoral project,
- at least one specialist member of the internal or external discipline related to the field of the doctoral project,
- at least one non-specialist member from outside of the research field of the doctoral project,
- at least one member from outside of the PhD student laboratory and either outside of his registration institution or outside of his doctoral school

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: Organization of the three evaluation meetings in person or by videoconference :

- 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 interview form report if problems are noted and send it by e-mail to ED SIS management : ed-sis@doctorat-paysdelaloire.fr
- 3rd interview: the Supervisors speak alone with the CSI members.
The CSI members can complete a confidential interview form report if problems are noted and send it by e-mail to ED SIS management : ed-sis@doctorat-paysdelaloire.fr

4th step: The CSI members complete the report, make recommendations, write a detailed notice of re-registration and sign (original signature, scanned or electronic) that they send to the PhD student as well as to the Supervisor.

No later than **June 30, 2025**, the CSI correspondent downloads the signed report and issues an opinion on AMETHIS platform: <https://amethis.doctorat-bretagne.fr/amethis-client>.

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, 2024

No later than **June 19, 2025**, the PhD student must provide the site committee (Laboratory delegate - see table below) with:

- its detailed manuscript summary (introduction, chapter titles, detailed plan) ;
- the list of his/her scientific publications and his/her oral communications with acts at international level (on a separate paper) complying with ED SIS Internal Rules and indicating in what database the article or the conference is cited (see list on Attachment 4 of ED SIS Internal Rules) ;
- list of training attended (to be downloaded from AMETHIS personal account) ;
- a portfolio (format at your convenience) : detailed and illustrated CV with the list of your activities during your PhD training years, including teaching, dissemination of scientific culture or technology transfer, and enhancement of the skills developed during the preparation of the PhD.

If a defense is planned before December 31, 2025, without disagreement from the site committee, the PhD student must collect the defense procedure from the registration institution :

- ECN : <https://etudiant.ec-nantes.fr/version-francaise/soutenir-son-doctorat-2>
- NU : <https://www.univ-nantes.fr/recherche-et-innovation/doctorat/soutenir-son-doctorat>
- ONIRIS : service.dred-doctorat@oniris-nantes.fr
- UGE : scolarite.doctorat@univ-eiffel.fr

Otherwise, no later than **September 15, 2025**, 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, 2025.

LABORATORY delegate	First name NAME	E-mail address
AAU	Thomas LEDUC	Thomas.leduc@crenau.archi.fr
GeM	Ouali AMIRI	Ouali.amiri@univ-nantes.fr
GEPEA	Cyril TOUBLANC	Cyril.toublanc@oniris-nantes.fr
LIMBHA (LSB)	Arnaud GODEVIN	Arnaud.godevin@esb-campus.fr
LHEEA	Guillaume DUCROZET	Guillaume.ducrozet@ec-nantes.fr
LS2N	Sébastien BOURGUIGNON	Sébastien.bourguignon@ec-nantes.fr
LTEN	Élissa EL RASSY	Elissa.elrassy@univ-nantes.fr
UGE : MAST, GERS, UMRAE	Armelle CHABOT and Judicaël PICAUT	Armelle.chabot@univ-eiffel.fr Judicael.picaut@univ-eiffel.fr

- PhD students in third year who plan to defend after January 1st, 2026 :

The re-registration is mandatory and subject to derogation.

The PhD student must:

- organize a CSI as per the steps detailed above ;
- submit your re-register request according to step 5.

- PhD students in fourth year or more who plan to defend after January 1st, 2026

The re-registration is mandatory and subject to the approval by ED SIS Council to be held **of November 2025**.

The PhD student must:

- organize a CSI as per the steps detailed above ;
- pass an audition before ED SIS Council ;
- submit your re-register request according to step 5.

5th step: Request for re-registration for the 2024/2025 academic year (September 1, 2024 to August 31, 2025)

Once you have organized your thesis monitoring committee and submitted your progress report on Amethis, you must:

- Proceed with a re-registration request on Amethis : <https://amethis.doctorat.org/amethis-client/faq>
- Download your CSI report, the request for additional time and your financing proof

After submitting your re-registration request, the manager of the doctoral school at the Nantes site checks and validates the file, then the re-registration request is submitted for the opinion of the thesis director, the laboratory management and the direction of the SIS doctoral school.

If the opinion of the doctoral school is favorable, the establishment checks the file and validates the request for re-registration on Amethis

6th step: Administrative registration process : It is imperative to re-register before December 31,2025

To be made to the education service of your registration establishment : (ECN, NU, ONIRIS, UGE)

- ECN : <https://etudiant.ec-nantes.fr/version-francaise/reinscription-en-doctorat-3>
- NU : <https://www.univ-nantes.fr/recherche-et-innovation/doctorat/se-reinscrire-en-doctorat>
- ONIRIS : service.dred-doctorat@oniris-nantes.fr
- UGE : scolarite.doctorat@univ-eiffel.fr