

Procedure for the organization of the CSI (Comité de Suivi Individuel) Procedure for requesting re-registration in 2026/2027

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 30,2026

For PhD students registered after March 1st, 2026, 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 committee is determined within the first four months following enrollment by the doctoral school's management, based on a proposal from the doctoral supervision team in consultation with the doctoral candidate.

Doctoral candidates are supported by an individual monitoring committee, composed of two members holding a doctoral degree who are not involved in the research project, including:

- one specialist in the discipline or in a field related to the doctoral project;
- one non-specialist from outside the research field of the doctoral project.

At least one of the members must be external to both the candidate's research unit and their host institution. Failing that, the member may belong to the same institution but must be external to the doctoral school.

A third member, also holding a doctoral degree, may be added upon proposal of the doctoral candidate, if possible before the first individual monitoring committee meeting (CSI). This third member may belong to the same research unit as the doctoral candidate.

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, 2026**, the CSI member acting as the CSI correspondent in Amethis is responsible for:

- Logging into Amethis using their email address: <https://amethis.doctorat-bretagneloire.fr/amethis-client>
 - Uploading the CSI report in PDF format to Amethis (see the login tutorial here: [<https://amethis.doctorat.org/amethis-client/faq/21>])(<https://amethis.doctorat.org/amethis-client/faq/21>)
 - Issuing the CSI opinion, which is a prerequisite for the possible re-enrollment of the doctoral candidate
- PhD students in third year or more who plan to defend before December 31, 2026

No later than **June 19, 2026**, 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, 2026**, 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, 2027.

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)	Christophe BELLONCLE	Christophe.belloncle@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, AME	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, 2027](#)

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, 2027](#)

The re-registration is mandatory and subject to the approval by ED SIS Council to be held **of November 19, 2026**.

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;
- complete and return the interview form.

5th step: Request for re-registration for the 2026/2027 academic year (September 1, 2026 to August 31, 2027)

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 31,2026

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