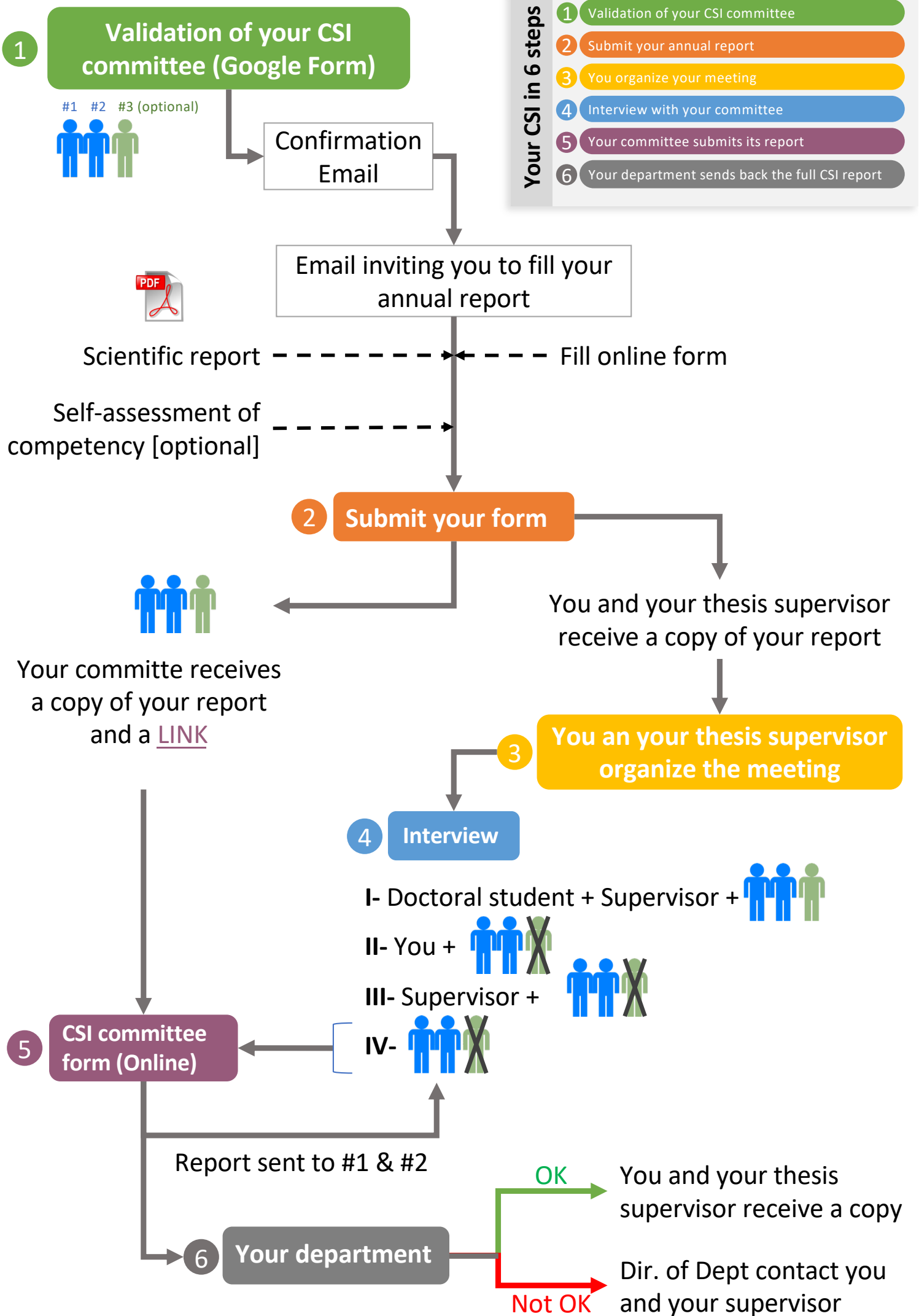


Your CSI in 6 steps

- 1 Validation of your CSI committee
- 2 Submit your annual report
- 3 You organize your meeting
- 4 Interview with your committee
- 5 Your committee submits its report
- 6 Your department sends back the full CSI report






- **All doctoral students must go through this process**, unless they are absolutely certain that they will defend their thesis before the end of the year, as it is a mandatory requirement for re-enrollment authorization.
- For those that are **certain** to defend by the end of the year, we ask them to notify us by sending an email to **simon.bernard@u-paris.fr**, so that they may be formally exempted from the digital CSI procedure and avoid receiving reminder emails.
- If you are unsure whether you will defend in time, we strongly encourage you to organize your CSI meeting now, rather than having to rush it at the end of the year.

1 STEP#1: Constitute your committee from the 1st year

Link to submit the composition of your CSI committee:
<https://docs.google.com/forms/d/e/1FAIpQLSeuwINiVrU4fOpjRGshwh7kVe356o-xKtjITv2dpFvLlHDwHQ/viewform>

- In agreement with their thesis supervisor, doctoral students submit the composition of their CSI committee to the ED (link above).
- **Please ensure that you have obtained the explicit consent of all proposed committee members prior to submitting this form.**
- Departments validate these committees. If the committee changes, D2s, D3s, etc. must submit their new committees via the same link.

	Member #1 	Member #2 	Additional expert [optional] 
Hold an HDR	Yes	Yes	Yes or No
Is a member of the Doctoral Student Institute/Campus	No	No	Yes or No
Affiliation	Is a BioSPC member	Is outside of UP Cité & Pasteur Inst.	No restriction
Report writing	Yes	Yes	No
Individual interview with the Doctoral student and supervisor	Yes	Yes	No

- The CSI comprises a minimum of two members, who must be from outside the doctoral student's institute/campus and hold an HDR. They must not have signed any articles with the doctoral student's host team in the previous 5 years.
- One member must be a BioSPC HDR (HDR listing : <https://edbiospc.fr/>)
- One member is from outside UPC and Pasteur Institute.
- An additional – OPTIONAL – 'expert' member may be invited but does not need to hold an HDR. He/she may change during the course of the thesis. He/she may be a member of the institute but will not sign the CSI minutes or take part in the individual interviews of the meeting.
- Emeritus professors and researchers can be members.
- Members of the individual monitoring committee cannot be "rapporteurs", but they can be examiners or chairmen (except for emeritus members) during the defense.

Doctoral Students that wish to keep their last year CSI committee can do so even if their composition is not compliant with the above rules. They nevertheless must i/ submit the composition of their committee through the same link above, ii/ will have to obtain **the explicit consent of the members**, and iii/ contact them to organize their interview



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STEP#2: Before your interview

You receive an email inviting you to fill your annual report

If not, drop a mail to simon.bernard@u-paris.fr and provide an alternative email to receive a new email

This email is very important — **do not share it | keep it safe** — as it contains a link that is specific to you which directs you to a pre-filled form with the information we have at the Doctoral School. **Before processing this form**, the composition of your committee must have been validated by the Doctoral School (STEP#1).

You will need to complete this form by providing details on the training courses you have attended and the progress of your thesis work. You also have the opportunity to make corrections to the pre-filled information, which will be updated in our database at the end of this year's CSI campaign.



Do not reuse last year's CSI form (PDF or Word). All required information must now be entered directly into the online form. **Upload only your current scientific report as a separate PDF (free format)**. Your report should include: background, hypotheses/objectives, results, and perspectives/conclusion.

Please, pay a special attention in filling the correct email addresses of your CSI committee members and thesis supervisors since they will be used in the following steps



If you wish, you can participate in an experiment we are launching this year, which involves attaching to your scientific report a self-assessment of the skills you believe you have acquired so far. This self-assessment is done via this Google Form:

<https://forms.gle/71h1Npft6QuCYby39>. Once you have completed the form, you will receive a PDF by email that you can add to your CSI report.

Note: The unique identification number is internal to our database and cannot be modified. This is the number required in the self-assessment form for acquired skills.

- **Your annual report must be validated by your thesis supervisor!**
- As soon as you validate your report **at least 48h before your interview**, both you and your thesis supervisor will receive a copy of your report by email.
- At the same time, this report is sent to all members of your committee.

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STEP#3: You plan your interview with your committee

You and your PhD supervisor are responsible for organizing the meeting with your committee

- You must find a suitable date that works for your committee members and thesis supervisor, and inform all CSI participants of the date and location.
- When scheduling your meeting, keep in mind the deadlines by which your committee must submit its report to the Doctoral School:
 - D1 and D2: **October 15**
 - D3 requesting a 4th year with a new type of funding: **End of July**
 - D1, D2, and D3 requiring a VISA renewal: **End of July**
- You must book a room for the meeting and/or provide a videoconference link if any of your committee members will be attending remotely.
- The duration of the meeting is at your discretion, but we recommend sessions of **at least 45 minutes**. Additionally, please allow an extra 15 minutes in your schedule to give your committee sufficient time to write its report.
- Doctoral students are encouraged to use the **PowerPoint template** provided by the Doctoral School (https://edbiospc.fr/Extra/CSI_Template.pptx).

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STEP#4 : The interview

Your CSI committee members receive your report and a link to fill their report online (plan a slot in the planning so your committee fill it right after your meeting)

The email sent to your committee includes reminders about main BioSPC's CSI rules concerning :

- The constitution of the CSI Committee
- The steps of the annual Meetings
- The Committee Report and the explanation to submit it.

The meetings

We encourage in-person meetings whenever possible. Committee members may be contacted if needed outside the annual CSI meeting.

They are held once a year in four distinct stages:

- **I** - Presentation of research progress and discussion.
- **II** - Interview with the doctoral student without the thesis supervisor.
- **III** - Interview with the thesis supervisor without the doctoral student.
- **IV** - Report writing by the committee.

Only **members 1 and 2** participate in **phases II, III, and IV**. The optional additional expert does not take part in these stages.

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STEP#5: Your committee submits its report

As soon as members #1 and #2 have validated the report, they will both receive a copy.

At the same time, the report is sent to the Doctoral School.

At this stage, neither you, nor your thesis supervisor, nor the additional expert member receive this report.



Please note that **only one report** will be accepted per doctoral student, so both members must agree on who will submit it.

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STEP#6: Review of CSI Reports by Department Directors

Once your committee has submitted its report, it is received by the Doctoral School

If no issues are reported, the final CSI reports are sent by the Doctoral School to the doctoral students and their thesis supervisors.

If a problem is identified, the Doctoral School will take any necessary measures concerning the doctoral student's situation and the progress of their PhD.

If your committee recommends re-enrollment despite the reported issues, the report sent to doctoral students and their thesis supervisors will be amended to keep confidential the details regarding the identified problems.