

Individual follow-up committee (comité de suivi individuel) – ED Galilée

(November 4th, 2016)

The context:

The new decree of 25 May 2016 sets out the national framework for training and the procedures leading to the award of the national doctoral degree.

Its article 11 stipulates:

"Registration is renewed at the beginning of each academic year by the head of the school, on the proposal of the director of the doctoral school, after consulting the thesis director and, from the third registration, the doctoral student's individual follow-up committee (comité de suivi)".

Concerning the doctoral student's follow-up committee, Article 13 states:

"An individual doctoral student follow-up committee ensures the running of the programme based on the doctoral charter and the training agreement. In an interview with the PhD student, he evaluates the conditions of his training and the progress of his research. It makes recommendations and transmits a report of the interview to the director of the doctoral school, the PhD student and the thesis supervisor. In particular, it shall ensure that all forms of conflict, discrimination or harassment are prevented. The composition, organization and functioning of this committee are determined by the Doctoral School Board. The members of this committee do not take part in the direction of the doctoral student work."

The process:

The doctoral school council sets up this system from 2017 according to the following procedures.

1) Personalized tutoring.

In each laboratory, the director proposes a **tutor** to the PhD student at the time of installation. This tutor, who may be the same for several PhD students, is a permanent staff member of the University Sorbonne Paris Nord and should not intervene on the scientific aspects of the PhD. **The appointment of the tutor must be made at the time of registration**, in agreement with the PhD student and his thesis supervisor and his name mentioned in the registration file. The choice is made among the permanent members of the laboratory or the "UFR/composante" to which it is attached.

The role of the tutor is to be a privileged interlocutor of the PhD student both on questions related to scientific life (relations with permanent members of the team, with other doctoral students, with his thesis director,...) and on the choices of his future orientations (post-doc, ATER,...). In particular, it is responsible for informing the Director of the Doctoral School of any form of conflict, discrimination or harassment. Upon appointment, he/she contacts the PhD student for a brief discussion on the doctoral student's "rights and duties" and on the general progress of a thesis. **A 30-minute interview** between the tutor and the PhD student in the absence of the thesis director and the unit director **should take place at the end of the 1st year**. The meeting's main goal is to help the PhD candidate regarding his/her conduct and how to maintain good relationships in the laboratory **and on aspects other than scientific**. A one-page report will be required in the second year re-enrolment application.

The Doctoral School gives laboratory directors the choice between:

- Make a personal proposal from the tutor to the PhD student in the laboratory. The choice will be made among the permanent members of the laboratory or its "UFR/composante".
- Set up a pool of tutors, permanent staff of the University Sorbonne Paris Nord, from which he will be chosen.

2) The Individual follow-up committee.

An individual follow-up committee is set up for **all doctoral students**. This committee is by no means a pre-defence jury and its members should regard it as a setting to listen and accompany the PhD candidate. It should be constructive and helpful to the candidate

This committee which does not take part in the supervising of the PhD candidate (please refer to article 13 of the May 25th decree) consists of **the tutor**, at least **one external member** of University Sorbonne Paris Nord who has the scientific competences to evaluate the advancement of the work as well as a **representative of the doctoral school**. Based on the needs, and among the permanent members of the laboratory or the "UFR/composante", the unit director names one or two representatives of the Doctoral School in charge of the organisation of the follow-up committees.

The full composition of the follow-up committee (designation of the representative of the doctoral school and of the external expert) is indicated in the doctoral candidate's file at the time of her/his re-enrolment in the 2nd year and validated by all the signatory members.

This committee will gather at least once at **the end of the second year** of the PhD (between May and October) for a meeting with the candidate when she/he requests to re-enrol in the third year. This committee will meet again for each new re-enrolment request after the third year. The meeting consists of two aspects: a scientific aspect and a relational aspect. The scientific aspect will be a **maximum 20 min oral** presentation by the doctoral candidate followed by a discussion with the members of the committee. The relationship aspects is a general discussion with the PhD candidate in the absence of his supervisor. If necessary or if the supervisors so wish, an interview with the supervisors without the PhD student can complete the system. The follow-up committee ends with an oral feedback from the representative of the doctoral school to the PhD student on the entire interview with the committee.

If the PhD student is abroad (co-supervision) during the end of the second year, the follow-up committee can be organised by videoconference. Non-presence in the laboratory does not constitute an exemption to this maintenance.

A form is provided by the Doctoral School to the committee. After the meeting, the form is completed by the members of the follow-up committee and then sent to the secretary (ecole-doctorale.galilee@univ-paris13.fr) by **the representative of the doctoral school**. This form, including recommendations or a synthetic report in case issues are identified, is then examined/validated by the doctoral school direction and sent back to the representative who will forward it to the PhD candidate, to the supervisor and to the director of the laboratory. In the event of **an extra re-enrolment** being needed, that's to say after the 3rd year, a specific form for the extra years is given. For the part-time PhD candidates who have the possibility to do their PhD in 6 years (2016 decree), the form of the follow-up committee given at the end of the second year should be used at each re-enrolment.

If one of the parties is not satisfied with the report by the committee via the form, it can contact the directing staff of the doctoral school within 15 days upon receiving it (directeur-ecoledoc-galilee@univ-paris13.fr).

In accordance with the May 25th decree, the examination of the re-enrolment request in the 3rd year depends on the follow-up meeting and on the reception of the form.

To summarise :

Division of tasks :

- *The director of the laboratory* : for each PhD candidate, he/she organises/validates the follow-up committee.
- *The tutor* : follows the integration of the doctoral candidate and makes sure the thesis is well conducted. She/he contacts the PhD candidate upon arrival for a first meeting. She/he meets the candidate at the end of the 1st year and writes a short report (one page maximum) which is submitted in the re-enrolment file for the second year.
- *The representative of the Doctoral School for the follow-up* : organises the committee (calls the members), sends the form to the doctoral school and after it has been validated by the doctoral school, forwards it to the doctoral candidate, to the PhD supervisor and to the director of the laboratory.
- *The follow-up committee* : conducts the meeting, fills in the form and summarises it to the PhD candidate.
- *The Doctoral School* : validates it and reports to the representative of the.

Timeline :

- Appointment of the tutor : upon 1st year enrolment
- Meeting with the tutor : first meeting with the PhD candidate upon arrival and second meeting at the end of year 1.
- Full organisation of the follow-up committee (designation of the doctoral school representative and of the external expert) : at the time of the second year re-enrolment.
- The meeting with the committee : during the months of May and October, during the second year of the PhD. Must be done every time a re-enrolment is requested after year 3.