

## Vademecum on the conduct of the interview of the follow-up committee

The follow-up committee must organize an interview with the doctoral student **before the request for re-enrolment in the 3rd year**. This committee will have to meet again for each request for re-registration after the 3rd year. The examination of the application for re-enrolment from the 3rd year is subject to the return of the form.

This follow-up committee is composed of minimum 3 persons: the tutor, at least one external member of Paris 13 university who has the scientific competences to evaluate the advancement of the work and the representative of the doctoral school. Persons directly involved in the doctoral student's thesis work may not be part of the monitoring committee (in particular, **PhD supervisor(s) is not part of the follow-up committee**).

**The ED representative is in charge of organizing the follow-up committee.**

### The interview

The interview takes place in two stages, followed by deliberation and oral feedback to the doctoral student. Here are the details:

- A scientific presentation by the PhD student followed by a session of scientific questions. It is strongly recommended that the thesis director be present at this phase. **The PhD student's oral presentation should not exceed 20 minutes.**
- A discussion of the committee with the PhD student of a minimum duration of 15 minutes in the absence of PhD supervisor(s). This discussion is about the progress of the PhD, the PhD student's working conditions (integration in the laboratory, relationship with its supervisors and with other doctoral students,...), the follow-up of doctoral training, mobility and participation in national and international conferences,...
- Optional but strongly recommended by the ED, an interview with PhD supervisor(s) in the absence of the PhD student.
- A closed deliberation of the committee and the drafting of the form.
- A restitution to the PhD student in the absence of the thesis director.

### After the interview

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](mailto: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.

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](mailto:directeur-ecoledoc-galilee@univ-paris13.fr)).

In the event of proven difficulties and highlighted by the monitoring committee, a second interview will be set up with all the parties in order to define precise objectives allowing the continuation and defence of the thesis under the best conditions.