

## The thesis follow-up committee.

This concerns PhD students registering for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year for the 2022-2023 academic year

During the thesis, the good progress and the scientific advances are followed by a thesis committee.

At the very beginning of the thesis, an individual follow-up committee must be set up by the thesis director. The follow-up committee is composed of at least two researchers, one of whom is qualified to supervise research (HDR), outside the doctoral supervision and research team and not involved in the doctoral project. The follow-up committee must include researchers who are sufficiently distant from the doctoral supervision team to guarantee impartiality and autonomy in the analysis of the progress of the thesis and in the writing of the committee's report.

The doctoral student meets with the monitoring committee at least once in the 1<sup>st</sup> year and once in the 2<sup>nd</sup> year of the thesis. The report of the monitoring committee is necessary for the re-enrolment in the 2<sup>nd</sup> and 3<sup>rd</sup> year and must be sent by the PhD student to the doctoral school at the latest 1 week before the re-enrolment meeting. It is recommended to have the meeting with the monitoring committee about halfway through the year concerned.

During the 3<sup>rd</sup> year, 2 cases are to be considered according to the duration of the thesis

1. For a thesis that does not exceed 39 months in duration, and therefore does not require a registration in the 4<sup>th</sup> year, the meeting with the follow-up committee is not mandatory during the 3<sup>rd</sup> year of the thesis. However, it may take place if necessary.
2. For a thesis exceeding 39 months in duration (defense after December 31), thus requiring registration in the 4<sup>th</sup> year, a meeting with the monitoring committee must take place during the 3<sup>rd</sup> year of the thesis, before registration in the 4<sup>th</sup> year.

The meetings of the follow-up committee will take place according to the following modalities:

- Prior to the meeting with the follow-up committee, the PhD student sends a progress report (about 5 pages) to the follow-up committee
- The meetings of the individual follow-up committees are not public. An individual follow-up committee meeting includes three main phases:
  - A presentation (15 to 30 minutes) to the follow-up committee by the PhD student of the scientific work carried out, followed by a scientific discussion and exchanges with the committee on the progress of the research work.
  - A meeting of the follow-up committee with the PhD student, in the absence of any member of the supervision team, on the conditions and progress of the doctoral project.
  - A meeting of the follow-up committee with the thesis supervisor or, with the supervisory team, in the absence of the PhD student, on the conditions and progress of the doctoral training.
- At the end of the meeting:
  - The follow-up committee makes a report in the presence of the PhD student and the thesis management/supervision team.
  - The follow-up committee writes a report that is sent to the PhD student and the thesis supervisor.
  - The PhD student submits the report of the follow-up committee in the pdf document requested at the time of registration.

Detailed information can be found in [guide of the follow-up committee of university Paris Saclay](#)