

**Monitoring Committee Booklet**

**Identification of the doctoral student :**

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| **LAST and first names:** |   |
| **Thesis title:** |  |
| **Date of 1st PhD registration:** |  |
| **Nature of funding:** |  |
| **Duration (in months) of funding:** |  |
| **Thesis prepared on a part-time basis? (% of time devoted to the thesis):** |  |
| **Host research unit:** |  |
| **LAST and first names-mail of thesis supervisor:** |  |
| **LAST and first names - mail of the co-director of thesis and co-supervisor:** |  |
| **Specific details (FTLV, handicap situation, high level athlete, ...) :** |  |

**Composition of the monitoring committee:**

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| --- | --- | --- | --- |
|  | **First name, Last name, Title** | **Email address** | **Research unit, affiliation [[1]](#footnote-1)** |
| **Member specialist in the field of the thesis** |  |  |  |
| **Member specialist in the field of the thesis** |  |  |  |
| **Referent for the doctoral school** |  |  |  |

**How to use this booklet ?**

This booklet allows the members of the doctoral students' individual monitoring committees to follow, from one year to the next, the progress of their work and achievements and to find, during a meeting, the conclusions and recommendations of the previous meeting.

It is also a tool that allows doctoral students to take stock, not only of their work, but also of their skills and the conditions of their doctoral training before the meetings of their monitoring committees.

Doctoral students are invited **to complete the booklet, and in particular the portfolio**, over time, as soon as they have a notable action or accomplishment to include in it or as soon as they have completed a training course.

Prior to a meeting of the monitoring committee, they also write a summary of their work and send the updated booklet to the members of the individual monitoring committee, in .docx format, **at the latest 48 hours before the date of the committee.**

They can then add their conclusions, opinions and recommendations to the document in .docx format, then :

* send it in PDF format, dated and signed to the doctoral school,
* send it in .docx format to the doctoral student (unsigned), so that he or she can continue to complete it for the next meeting,
* note that the booklet may be requested just before the defense in order to review the portfolio and verify that the criteria for the defense have been met.

**The portfolio**

As a reminder, the repository of competencies expected of doctoral degree holders is defined by the decree of February 22, 2019. It is composed of **6 blocks of skills.** Doctoral students are invited to note, throughout the year (with an indication of the date), the training courses they have attended, their achievements, their publications and communications, the actions they have undertaken, the techniques they have learned and, more generally, anything that attests to or is related to the competencies listed below or prepares them for a future activity.

### A complete and balanced doctoral training should list activities, trainings or achievements in each of the 6 blocks (but not necessarily in each line of a block).

### Block 1 Design and elaboration of a research and development, study and prospective process

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| *have both general and specific scientific expertise in a given field of research and work;* | *For example: June 2022, realization of such and such experiment, requiring the mastery of such and such concept, technique.* |
| *to take stock of the state and limits of knowledge within a given sector of activity, at the local, national and international levels;* | *For example: May 2022, writing the bibliography review chapter on this topic* |
| *identify and solve complex and new problems involving a plurality of fields, by mobilizing the most advanced knowledge and know-how;* |  |
| *identify the possibilities of conceptual breakthroughs and design innovation axes for a professional sector;* |  |
| *make innovative contributions in high-level exchanges, and in international contexts;* | *For example: on such and such a date, communication of the first results during an international working meeting, a symposium, a conference* |
| *constantly adapt to the needs of research and innovation within a professional sector.* | *For example: training on sustainable development issues,* |

### Block 2 Implementation of a research and development, study and prospective process

|  |  |
| --- | --- |
| *implement the methods and tools of research in relation to innovation* |  |
| *Implement the principles, tools and approaches for evaluating the costs and financing of an innovation or R&D project* |  |
| *guarantee the validity of the work as well as its ethics and confidentiality by implementing the appropriate control mechanisms*  |  |
| *manage the time constraints of research, innovation and R&D activities* |  |
| *implement the factors of commitment, risk management and autonomy necessary for the completion of an R&D, study or innovation project* |  |

### Block 3 Valorization and transfer of the results of an R&D process, studies and prospective

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| --- | --- |
| *to implement the problems of transfer for the purpose of exploitation and valorization of results or products in economic or social sectors* |  |
| *respect the rules of intellectual or industrial property related to a sector* |  |
| *respect the principles of ethics and professional conduct in relation to the integrity of the work and the potential impacts* | *For example: training in research ethics and scientific integrity* |
| *implementing all the publication mechanisms on an international scale to promote new knowledge and know-how* | *For example: reference of a publication* |
| *mobilize open data communication techniques to enhance the value of approaches and results.* | *For example: FAIR open data training* |

### Block 4 International science and technology watch

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| --- | --- |
| *to acquire, synthesize and analyze cutting-edge scientific and technological data and information on an international scale* | *For example: writing a bibliographic synthesis chapter* |
| *have an understanding, perspective and critical eye on all available state-of-the-art information* |  |
| *go beyond the boundaries of available data and knowledge by crossing with different fields of knowledge or other professional sectors* |  |
| *develop scientific and professional cooperation networks on an international scale* | *For example: cooperation with and/or mobility in a foreign laboratory* |
| *have the curiosity, adaptability and openness necessary to develop and maintain a high level of general and international culture* |  |

### Block 5 Training and dissemination of scientific and technical culture

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| *report and communicate in several languages on scientific and technological work to different audiences or publications, both in writing and orally* | *For example: reference of a previously published or submitted publication or communication in English,* |
| *teach and train diverse audiences in advanced concepts, tools and methods* | *For example: teaching experience* |
| *adapt to a diverse audience to communicate and promote cutting-edge concepts and approaches* | *For example: scientific mediation action, science festival, MT180...* |

### Block 6 Management of teams dedicated to research and development, studies and prospective activities

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| *lead and coordinate a team in the context of complex or interdisciplinary tasks* | *For example: teamwork around a complex experiment,* |
| *identify missing skills within a team and participate in the recruitment or solicitation of service providers* |  |
| *build the necessary steps to foster the entrepreneurial spirit within a team* |  |
| *identify key resources for a team and prepare for changes in terms of training and personal development* | *For example: supervision of a student project in the laboratory, or of a trainee* |
| *evaluate the work of individuals and the team in relation to the projects and objectives* |  |

### 1st year thesis progress report

Briefly present your work

### 1st meeting of the monitoring committee

### Summary report of the exchanges to be completed by committee members

|  |
| --- |
| ***Progress of the research work*** *(appropriation of the subject, main results, respect of the provisional calendar, quality of the presentation, answer to questions) (1/2 page maximum)* |
|  |

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| --- |
| **Scientific productions, valorization, international experience ?** |
| [ ]  publications,[ ]  communication(s) during congresses, conferences, symposium(s)[ ]  patent(s), transfer[ ]  other scientific production(s) | [ ]  of which international co-publication(s)[ ]  of which international communication(s)[ ]  short international mobility (< 3 months)[ ]  long international mobility (> 3 months) |

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| --- |
| **Conditions of doctoral training,** integration into the research unit, supervision conditions, opportunity to develop one's scientific culture and international outlook, development of professional and personal skills, preparation for the professional future. |
|  |

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| --- |
| **Regulatory training.** |
| Has the doctoral student followed up?[ ]  training in **research ethics and scientific integrity?**[ ]  training in the challenges of **open science** and the **dissemination** of research in **society** to strengthen the relationship between scientists and citizens?[ ]  training in **the challenges of sustainable development?**[ ]  one or more training courses, seminar cycles, thematic schools, etc., allowing to **consolidate one's scientific culture?**[ ]  one or more training courses, workshops, meetings to **prepare for a career in the public or private sector?**[ ]  one or more training courses, cycles of seminars, thematic schools allowing to favour its **international opening** including the knowledge of the international framework of the research? |

### Individual monitoring committee evaluations and recommendations

|  |  |
| --- | --- |
| **Brief notice of research progress:** | *Notice to be given* |
| **Brief opinion on the conditions of its formation:** | *Notice to be given* |
| **Highlights:***You can use the portfolio to identify skills acquired and methods, concepts etc. mastered* | -…………-…………-………… |
| **Points for Improvement:***You can use the portfolio to identify areas where skills need to be developed or where deficiencies are noted.* | -…………-…………-………… |
| **Recommendations:**The committee members make the following recommendations for the continuation of the PhD. | -…………-…………-………… |
| **The monitoring committee points out** particular **points of vigilance** | [ ]  yes: *préciser*…………………………..[ ]  no |
| **The monitoring committee alerts the doctoral school and/or makes a report** | [ ]  oui [ ]  non |

### Opinion of the individual monitoring committee for re-registration

|  |  |
| --- | --- |
| **Monitoring Committee Opinion on Doctoral Re-enrollment:** | *Favourable, reserved or unfavourable opinion* |
| If relevant: opinion of the monitoring committee on a **request to extend the duration** of the thesis: |  |
| If relevant: opinion of the monitoring committee on **the adaptation of doctoral training courses to lifelong learning.** |  |

**Date, Names, First Names, and Signatures of Monitoring Committee Members**

### Progress report of the 2nd year of the thesis

Briefly present your work

**2nd meeting of the Monitoring Committee**

### Summary report of the exchanges to be completed by committee members

|  |
| --- |
| ***Progress of the research work*** *(appropriation of the subject, main results, respect of the provisional calendar, quality of the presentation, answer to questions) (1/2 page maximum)* |
|  |

|  |
| --- |
| **Scientific productions, valorization, international experience ?** |
| [ ]  publications,[ ]  communication(s) during congresses, conferences, symposium(s)[ ]  patent(s), transfer[ ]  other scientific production(s) | [ ]  of which international co-publication(s)[ ]  of which international communication(s)[ ]  short international mobility (< 3 months)[ ]  long international mobility (> 3 months) |

|  |
| --- |
| **Conditions of doctoral training,** integration into the research unit, supervision conditions, opportunity to develop one's scientific culture and international outlook, development of professional and personal skills, preparation for the professional future. |
|  |

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| --- |
| **Regulatory training.** |
| Has the doctoral student followed up?[ ]  training in **research ethics and scientific integrity?**[ ]  training in the challenges of **open science** and the **dissemination** of research in **society** to strengthen the relationship between scientists and citizens?[ ]  training in **the challenges of sustainable development?**[ ]  one or more training courses, seminar cycles, thematic schools, etc., allowing to **consolidate one's scientific culture?**[ ]  one or more training courses, workshops, meetings to **prepare for a career in the public or private sector?**[ ]  one or more training courses, cycles of seminars, thematic schools allowing to favour its **international opening** including the knowledge of the international framework of the research? |

### Individual monitoring committee evaluations and recommendations

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| --- | --- |
| **Brief notice of research progress:** | *Notice to be given* |
| **Brief opinion on the conditions of its formation:** | *Notice to be given* |
| **Highlights:***You can use the portfolio to identify skills acquired and methods, concepts etc. mastered* | -…………-…………-………… |
| **Points for Improvement:***You can use the portfolio to identify areas where skills need to be developed or where deficiencies are noted.* | -…………-…………-………… |
| **Recommendations:**The committee members make the following recommendations for the continuation of the PhD. | -…………-…………-………… |
| **The monitoring committee points out** particular **points of vigilance** | [ ]  yes: *préciser*…………………………..[ ]  no |
| **The monitoring committee alerts the doctoral school and/or makes a report** | [ ]  oui [ ]  non |

### Opinion of the individual monitoring committee for re-registration

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| --- | --- |
| **Monitoring Committee Opinion on Doctoral Re-enrollment:** | *Favourable, reserved or unfavourable opinion* |
| If relevant: opinion of the monitoring committee on a **request to extend the duration** of the thesis: |  |
| If relevant: opinion of the monitoring committee on **the adaptation of doctoral training courses to lifelong learning.** |  |

**Date, Names, First Names, and Signatures of Monitoring Committee Members**

**Progress report from 3rd year of thesis and beyond**

To be completed only in the case of re-registration in the 4th year and beyond (defence after 31th December of the current year) and/or request for extension.

Briefly presentation of the work :

**3rd meeting of the Monitoring Committee**

If the defence of the thesis is planned before 31th December of the current year, the meeting of the Monitoring Committee is not necessary. **In all other cases, the Monitoring Committee must meet before each re-registration and/or extension request.**

### Summary report of the exchanges to be completed by committee members

|  |
| --- |
| ***Progress of the research work*** *(appropriation of the subject, main results, respect of the provisional calendar, quality of the presentation, answer to questions) (1/2 page maximum)* |
|  |

|  |
| --- |
| **Scientific productions, valorization, international experience ?** |
| [ ]  publications,[ ]  communication(s) during congresses, conferences, symposium(s)[ ]  patent(s), transfer[ ]  other scientific production(s) | [ ]  of which international co-publication(s)[ ]  of which international communication(s)[ ]  short international mobility (< 3 months)[ ]  long international mobility (> 3 months) |

|  |
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| **Conditions of doctoral training,** integration into the research unit, supervision conditions, opportunity to develop one's scientific culture and international outlook, development of professional and personal skills, preparation for the professional future. |
|  |

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| **Regulatory training.** |
| Has the doctoral student followed up?[ ]  training in **research ethics and scientific integrity?**[ ]  training in the challenges of **open science** and the **dissemination** of research in **society** to strengthen the relationship between scientists and citizens?[ ]  training in **the challenges of sustainable development?**[ ]  one or more training courses, seminar cycles, thematic schools, etc., allowing to **consolidate one's scientific culture?**[ ]  one or more training courses, workshops, meetings to **prepare for a career in the public or private sector?**[ ]  one or more training courses, cycles of seminars, thematic schools allowing to favour its **international opening** including the knowledge of the international framework of the research? |

### Individual monitoring committee evaluations and recommendations

|  |  |
| --- | --- |
| **Brief notice of research progress:** | *Notice to be given* |
| **Brief opinion on the conditions of its formation:** | *Notice to be given* |
| **Highlights:***You can use the portfolio to identify skills acquired and methods, concepts etc. mastered* | -…………-…………-………… |
| **Points for Improvement:***You can use the portfolio to identify areas where skills need to be developed or where deficiencies are noted.* | -…………-…………-………… |
| **Recommendations:**The committee members make the following recommendations for the continuation of the PhD. | -…………-…………-………… |
| **The monitoring committee points out** particular **points of vigilance** | [ ]  yes: *préciser*…………………………..[ ]  no |
| **The monitoring committee alerts the doctoral school and/or makes a report** | [ ]  oui [ ]  non |

### Opinion of the individual monitoring committee for re-registration

|  |  |
| --- | --- |
| **Monitoring Committee Opinion on Doctoral Re-enrollment:** | *Favourable, reserved or unfavourable opinion* |
| If relevant: opinion of the monitoring committee on a **request to extend the duration** of the thesis: |  |
| If relevant: opinion of the monitoring committee on **the adaptation of doctoral training courses to lifelong learning.** |  |

**Date, Names, First Names, and Signatures of Monitoring Committee Members**

1. [↑](#footnote-ref-1)