

« Rapport de l'entretien du comité de suivi » :

	YES	NO
Complete registration/re-registration forms (*) ?		

(*) Checklists of the doctoral school (see the ED-EOBE website)

Composition of the committee:

		Main member:	Two other members:
BEN-ABDALLAH	Philippe		
BOUCHOULE	Sophie		
CASSAN	Éric		
DESSANTE	Philippe		
GINEFRI	Jean-Christophe		
MAZALEYRAT	Frédéric		

PhD candidate :

Family name:	
Given name:	

PhD supervisor

Family name:	
Given name:	

On in..... For the committee:

The interview with the doctoral candidate conducted by the committee, whose objectives are to ensure the best follow-up of the thesis and simultaneously to lighten the nomination procedure and the committee process, is completed upstream by the [ANONYMOUS QUESTIONNAIRES](#) transmitted by the actors of the thesis to the ED and is also based on the **presentation of 3 slides that each doctoral candidate gives annually** to his or her referent. In case of proven difficulty detected through the Questionnaires, or a motivated request from the doctoral candidate, this follow-up committee is extended to personalities from outside the thesis environment. These elements are described in detail on pages 12 and 13 of the [internal regulations of the EOBE doctoral school](#) ("Règlement intérieur").

Thesis advancement:	Possible difficulties:
Doctoral trainings:	Scientific production:
Overall comment:	Possible recommendations:

2018-2019**PREAMBLE** – For any question: Ed_eobe@universite-paris-saclay.fr and 01 69 15 78 49

PRELIMINARY INFORMATION:

Your full PhD registration is made of two successive steps: the first one corresponds to the pedagogical registration at the doctoral school.

The second one corresponds to your administrative registration and is made at your University/Engineering school. This form only deals with the first step among the two. **[PAY ATTENTION TO THE MANDATORY CVEC PROCEDURE.](#)**

According to the principles of the University Paris-Saclay, **beyond 3rd year doctoral registration is derogatory:**

Reasons entirely valid can lead to a lengthening of the PhD activity. The doctoral school then supervises the process to ensure that thesis lengthening is accompanied by appropriate scholarship and working program frames, mainly in the interest of the PhD student. The doctoral school will ensure that the defense is either imminent (eg defense in September of year N, after 37 months of activity), or that a solid support allows the work to be continued until 'the defense (work schedule, mandatory funding/scholarship).

1st CASE (see page 2) :

- Your defense takes place before the 31/12 of the year (in practice before the 20/12 of the year).
- And **the final version of your manuscript is ready October 15** (including the summary of **5 to 10 pages in French** if your manuscript is written in English, with prior message sent to the doctoral school).
- You take then a rendez-vous shortly before October 15 and you go there with: 1) Your final-version manuscript (paper or pdf version), 2) The names of the 'rapporteurs' and the composition of your full jury, with a firm defense date (decided by doodle-like survey among members of the jury), 3) The two steps of re-registration and defense are indeed then coupled).

2nd CASE (see page 4):

Your manuscript is not ready on October 15:

Your defense will then take place after January 1st of the year (N+1).


NOTE: A free tool (GNU License, Multi-OS) to merge pdf files, for example, is available [here](#).

Do not staple the pages**2017-2018 CHECKLIST of registration in « SHORT » 4th(5th) year : defense before December 31 :**

If you do not have a printed version of this document (LANDSCAPE format) on the day of your appointment at the doctoral school, completed prior to the appointment, or that the requested actions have not been completed, the ED cannot sign your documents.

	PDF FORMAT REQUIRED (the final document will have to be uploaded in your ADUM account before the appointment at the doctoral school):	PAPER FORMAT REQUIRED (the signed forms have to be brought to your appointment at the doctoral school)	Information requested by the doctoral school (in each case check YES or NO by a cross in the appropriate box)	YES	NO
1)	« AUTORISATION d'INSCRIPTION en DOCTORAT dérogatoire au-delà de la 3 ^e ANNEE » (ie, the beyond 3 rd year registration form; from ADUM personal account)	To bring	I have discussed with my PhD supervisors upstream to correct with them:	<input type="checkbox"/>	<input type="checkbox"/>
			I have printed the document from my ADUM personal space, and then collected before the appointment to the doctoral school signatures from my PhD supervisor and my lab director:	<input type="checkbox"/>	<input type="checkbox"/>
2)	ACTIVITY REPORT ('Compte-rendu d'activité')	Upload a pdf file containing your name and your PhD title			
3)	« FORMULAIRE DE DEROGATION PORTANT SUR LA " DE LA THESE » (EXEMPTION FORM CONCERNING THE DURATION OF THE PhD THESIS) (REF 0627 : AVANT le 31 décembre)	To bring	I have filled this document with the help of my PhD supervisor and I bring a version signed by him/her the day of my appointment to the doctoral school:	<input type="checkbox"/>	<input type="checkbox"/>
4)	Individual training convention related to the doctoral charter ("CONVENTION INDIVIDUELLE DE FORMATION" : from ADUM)	To bring	I bring a modified version compared to last year?:	<input type="checkbox"/>	<input type="checkbox"/>
5)	Information / confidentiality of my manuscript and thesis		I have read the two points Q2 and Q12 on the FAQs / Defense page of the ED website :	<input type="checkbox"/>	<input type="checkbox"/>
6)	Copy of my VISA/titre de séjour	Upload the information in the global pdf file	To bring	Date de fin de validité du VISA/titre de séjour (cadre réservé à l'ED).	
7)	PhD MANUSCRIPT (FINAL VERSION)	Bring a paper version of the manuscript or bring it on a USB stick	I bring to the doctoral school the final version of the manuscript, fully proofread by my PhD supervisor:	<input type="checkbox"/>	<input type="checkbox"/>
			If I have written my manuscript in English after having informed the doctoral school very early (before the start of writing), I bring to the doctoral school the French summary of 5 -10 pages corrected and validated by my thesis advisor (and I understand that if do not do so, the ED will not sign my forms):	<input type="checkbox"/>	<input type="checkbox"/>

YES NO


8)		To bring	I bring to the doctoral school the “Rapporteurs” nomination form signed by my PhD supervisor: I have well noted that it would be difficult to change the defense date indicated on the ‘rapporteurs’ form, so I have indicate a date that has been chosen by my PhD supervisor after a Doodle-like survey conducted among dates members of my jury:	<input type="checkbox"/>	<input type="checkbox"/>
9)	« FORMULAIRE DE DESIGNATION DU JURY » (form of full jury members)	To bring if possible	I have noted that the appointment of my full jury would have to be done quickly and I have in mind to discuss this point ASAP with my PhD supervisor:	<input type="checkbox"/>	<input type="checkbox"/>
10)	PUBLICATIONS	To bring	I have filled in my ADUM personal account the detailed information related to each of my publications. This allowed me to print from ADUM the full list of my publications that I bring on paper the day of appointment to the doctoral school:	<input type="checkbox"/>	<input type="checkbox"/>
11)	MY DOCTORAL COURSES Indicate in your ADUM personal account each of your doctoral trainings (trainings at both Paris-Saclay catalog and non-catalog trainings)	Bring a paper version of your training statement of accounts. You will distinguishing those followed and those requested. The list must be complete, indicating exhaustively the places, dates, times volumes, and so on.	I have already uploaded the information related to each of my trainings in my ADUM personal account (and I have uploaded all related attestations in pdf format):	<input type="checkbox"/>	<input type="checkbox"/>
			I have prepared a paper version of the global overview my doctoral trainings that I bring the day of my appointment to the doctoral school (2 forms are needed from ADUM : ‘Statement of the undergone training modules’ and ‘Training module’: even if they are empty) :	<input type="checkbox"/>	<input type="checkbox"/>
12)	My doctorate is done part tie?	YES (circle ifso)	My individual agreement of part-time PhD has already been established and given to the doctoral school	<input type="checkbox"/>	<input type="checkbox"/>
		A change has occurred and I bring to the doctoral school a revised version of this convention.	<input type="checkbox"/>	<input type="checkbox"/>	
		NO			
13)	MY ADUM SPACE	I have already indicated two email addresses. The first one matches my <u>personal</u> address that I will keep for a long time and the second corresponds to a corporate address (laboratory, university, business):	<input type="checkbox"/>	<input type="checkbox"/>	
		I have respected the order of entry between the two email addresses mentioned above:	<input type="checkbox"/>	<input type="checkbox"/>	
 A SINGLE PDF FILE TO BE UPLOADED IN YOUR ADUM PERSONAL ACCOUNT. (here is a possible tool)					

Do not staple the pages

2017-2018 CHECKLIST of registration in « LONG » 4th(5th) year :defense after December 31:

If you do not have a printed version of this document (landscape shape) on the day of your appointment at the doctoral school, completed prior to the appointment, or that the requested actions have not been completed (indicated by 'YES' in response to questions), the ED cannot sign any document.

	PDF FORMAT REQUIRED (the final document will have to be uploaded in your ADUM account before the appointment at the doctoral school):	PAPER FORMAT REQUIRED (the signed forms have to be brought to your appointment at the doctoral school)	Information requested by the doctoral school (in each case check YES or NO by a cross in the appropriate box)	YES	NO
1)		To bring	I have discussed with my PhD supervisors upstream to correct with them in my ADUM account the supervising rates related to my PhD activity (in case of any change; sum=100%):	<input type="checkbox"/>	<input type="checkbox"/>
			I have printed the document from my ADUM personal space, and then collected before the appointment to the doctoral school signatures from my PhD supervisor and my lab director:	<input type="checkbox"/>	<input type="checkbox"/>
2)		To bring	I have filled this document with the help of my PhD supervisor and I bring a version signed by all relevant people the day of my appointment to the doctoral school:	<input type="checkbox"/>	<input type="checkbox"/>
			I have well noted that funding for the continuation of my thesis was to be explicitly detailed by my PhD supervisor (with precise information: name of the contract, beginning date, amount per month, etc):	<input type="checkbox"/>	<input type="checkbox"/>
			I can transmit immediately to the doctoral school a copy of the employment contract for the period of extension of my PhD activity:	<input type="checkbox"/>	<input type="checkbox"/>
			I have well noted that the document should also detail my work schedule to the defense (schedule approved by my PhD supervisor):	<input type="checkbox"/>	<input type="checkbox"/>
3)		To bring	I bring a modified version compared to last year?:	<input type="checkbox"/>	<input type="checkbox"/>

4)	Copy of my VISA/titre de séjour	Upload the information in the global pdf file	To bring	Date de fin de validité du VISA/titre de séjour (cadre réservé à l'ED) :		
5)	<u>ACTIVITY REPORT</u> ('Compte-rendu d'activité')	Upload the pdf version of the report version NOT ALREADY SIGNED BY THE LABORATORY DIRECTOR	To bring	The content of my activity report has been validated by my supervisor, who signed the form ; my lab director has also signed it:	<input type="checkbox"/>	<input type="checkbox"/>
				I have well noted that during the appointment to the doctoral school, I will have to present my work in a presentation of exactly 3 slides:	<input type="checkbox"/>	<input type="checkbox"/>
6)	PUBLICATIONS		List of publications to bring	I have filled in my ADUM personal account the detailed information related to each of my publications. This allowed me to print from ADUM the full list of my publications that I bring on paper the day of appointment to the doctoral school:	<input type="checkbox"/>	<input type="checkbox"/>
7)	MY DOCTORAL COURSES	Indicate in your ADUM personal account each of your doctoral trainings (trainings at both Paris-Saclay catalog and non-catalog trainings)	Bring a paper version of your training statement of accounts. You will distinguishing those followed and those requested. The list will be complete.	I have already uploaded the information related to each of my trainings in my ADUM personal account (and I have uploaded all related pdf attestations) :	<input type="checkbox"/>	<input type="checkbox"/>
				I have prepared a paper version of the overview my trainings that I bring (' Statement of the undergone training modules ' and ' Training module ') :	<input type="checkbox"/>	<input type="checkbox"/>
8)	My doctorate is done part time?	YES (circle if so)	My individual agreement of part-time PhD has already been established and given to the doctoral school: A change has occurred and I bring to the doctoral school a revised version of this convention:	<input type="checkbox"/>	<input type="checkbox"/>	
		NO		<input type="checkbox"/>	<input type="checkbox"/>	
9)	MY ADUM SPACE	I have already indicated two email addresses. The first one matches my personal long-term address and the second corresponds to a (laboratory, university, business):			<input type="checkbox"/>	<input type="checkbox"/>
		I have respected the order of entry between the two email addresses mentioned above:			<input type="checkbox"/>	<input type="checkbox"/>
		 A SINGLE PDF FILE TO BE UPLOADED IN YOUR ADUM PERSONAL ACCOUNT. (here is a possible tool)				

01 69 15 78 49

Ed_eobe@universite-paris-saclay.frDoctoral school [meeting place](#)[Site web de l'école doctorale EOBE](#)