

Individual Monitoring Committee (IMC)

How can I edit / modify the composition of my ISC?

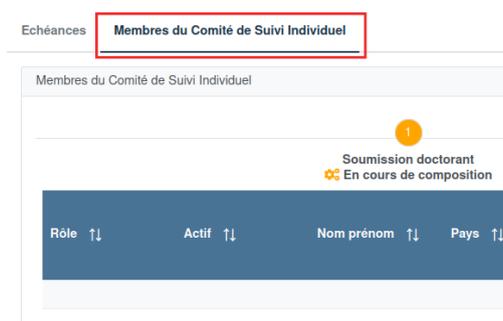
Log in to your Amethis space with your **student login**.

Click on **Consult my CSI** :

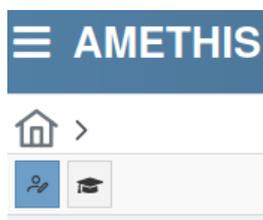


Your **doctoral student file** will then open directly on the **CSI** tab.

Make sure that the tab **Members of the Individual Monitoring Committee** is selected:



Click on the  icon in the top left-hand corner:



An add icon  then appears.

Click on this icon to add a member to your ISC; the following window appears:



Select an ISC member role:

- The ISC **correspondent** will be responsible for entering the minutes and opinions of ISC meetings into Amethis. Only one correspondent is needed.
- The ISC **member** is the "normal" role; he or she is part of your ISC, but will not be involved in Amethis.

If in doubt about which roles to choose, please contact your Doctoral School.

Then search for members to add:

IF you find the person you're looking for this way

THEN click on **Save**

A new line is then added:

Membre du Comité de Suivi Individuel									
Rôle	Actif	Nom prénom	Pays	Etablissement employeur	Unité de recherche	Corps/Grade	Titulaire de l'Habilitation à Diriger des Recherches (HDR)	Courriel	Téléphone
Correspondant du comité de suivi	✓	DURAND ALINE		Le Mans Université	CENTRE DE RECHERCHE EN ARCHEOLOGIE, ARCHEOSCIENCES, HISTOIRE, CENTRE DE RECHERCHE EN ARCHEOLOGIE, ARCHEOSCIENCES, HISTOIRE	Professeur des universités	Titulaire du diplôme d'HDR	Aline.Durand@univ-llemans.fr	

Simply repeat this operation for the other members of your ISC.

IF you don't find the person you're looking for in this way

THEN you must add it manually by clicking on



Fill in the form and click on **Save**.

Important: be sure to enter the institutional email address of your monitoring committee members, i.e. the one whose @ part is in the name of their employer (University X, School Y, Organization Z). **Do not use personal or research laboratory e-mail addresses.**

Membre du Comité de Suivi Individuel

Rôle *

Encadrants * 

Civilité *

Nom *

Prénom *

Pays *

Etablissement employeur *

Etablissement déclarant *

École Doctorale

Unité de recherche

Once the minimum number of members (defined by your ED) has been reached, a **Validate my ISC composition** button appears.

Echéances **Membres du Comité de Suivi Individuel**

Membres du Comité de Suivi Individuel

1
Validation doctorant
En cours de composition

Once you have completed your entry, click on **Validate the composition of my ISC** so that your doctoral school can validate it.

PLEASE NOTE: once the composition of your ISC has been validated, **you can no longer modify it**. You will need to **contact your doctoral school directly** to make and validate the change.

How do I set a definitive date for my ISC meeting and upload my progress report?

Log in to your Amethis space with your student login.

1. Click on **Consult my CSI** :

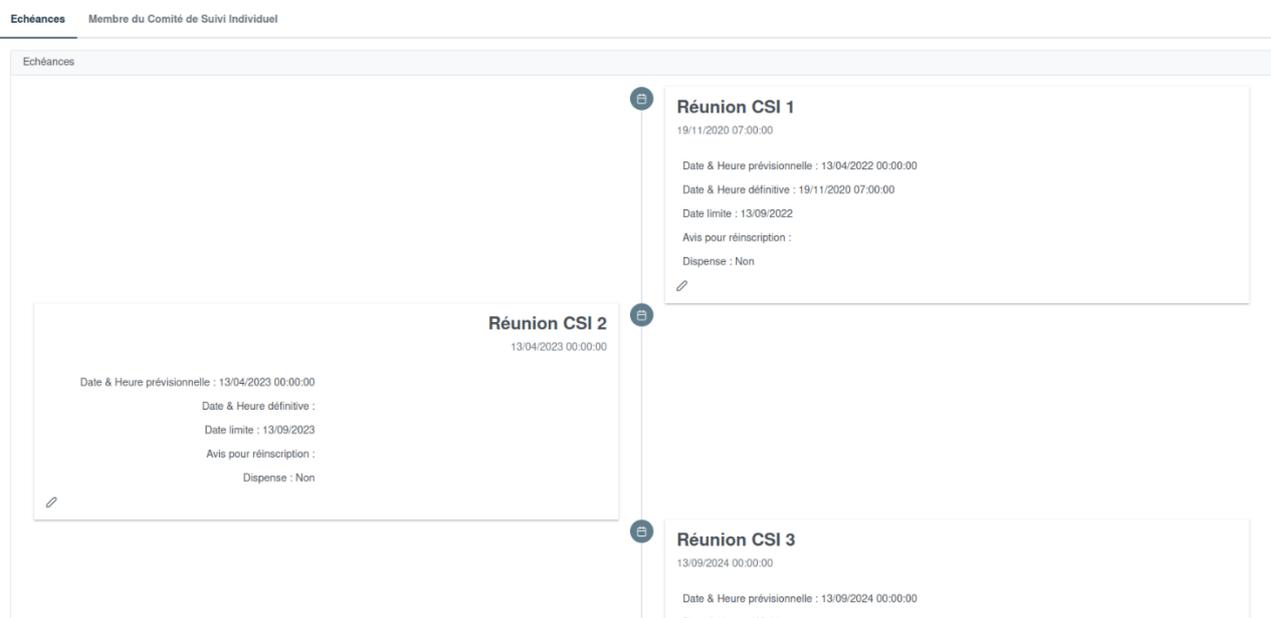


Your **doctoral student file** will then open directly on the **CSI** tab.

Click on the **Due dates** sub-tab:



This is where you'll see all the **meetings scheduled for your ISC, automatically planned** by your Doctoral School:



As the deadline for each meeting approaches, you will receive an e-mail alert, asking you to log in to Amethis to :

- **confirm the definitive date** of your next ISC meeting;
- **submit your progress report**, so that it is automatically made available to all concerned.



Click on  for the meeting you wish to prepare.

The following window appears:

Information ✕

Libellé de l'échéance

Date & Heure prévisionnelle 13/04/2022 00:00:00

Date & Heure définitive

Date limite 13/09/2022

Avis pour réinscription

Dispense Non

Rapport du doctorant

Compte-rendu du CSI

1. Use the calendar to select the **definitive date**:

Date & Heure définitive

Date limite

Avis pour réinscription

Dispense

Rapport du doctorant

Compte-rendu du CSI

< Mai 2022 >

D	L	M	M	J	V	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

07 : 00
 :

Aujourd'huiVider

2. Add your **progress report** (PDF format, **2 MB** maximum):

Rapport du doctorant

3. **Confirm** by clicking on **Save** :

Information ✕

Libellé de l'échéance

Date & Heure prévisionnelle 13/04/2022 00:00:00

Date & Heure définitive

Date limite 13/09/2022

Avis pour réinscription

Dispense Non

Rapport du doctorant

Compte-rendu du CSI

How do I add a meeting to my ISC (excluding the mandatory annual meeting)?

Log in to your Amethis space with your **student login**.

Click on **Consult my CSI** :



Your **doctoral student file** will then open directly on the **CSI** tab.

If the composition of your CSI has already been validated, you will be taken directly to the **Deadlines** tab.

Echéances **Membre du Comité de Suivi Individuel**

Click on the  icon in the top left-hand corner:



An add icon  then appears (at the bottom of the page).

Click on this icon to add a meeting to your ISC; the following window will appear:

Information ×

Libellé de l'échéance

Date & Heure définitive

Avis pour réinscription

Dispense Non

Enter the meeting title (consistent with any previous meeting titles) and date, and save.

The meeting is then created:

Réunion obligatoire CSI 4
09/06/2022 12:00:00

Date & Heure définitive : 09/06/2022 12:00:00
Avis pour réinscription :
Dispense : Non



Then click on  to add your progress report.

How do I fill in the confidential questionnaire after a CSI meeting

After each ISC meeting, the doctoral school may ask each doctoral student and thesis supervisor to fill in a confidential questionnaire, designed to formulate each person's personal opinion on how well the work is progressing. This questionnaire complements the report drawn up by the members of the ISC to detect possible forms of conflict, discrimination or harassment.

This questionnaire can be accessed from the **CSI tab** of the Doctorate folder, then via the **Questions sub-tab**:



The screenshot shows a navigation menu with three items: 'Echéances', 'Membres du Comité de Suivi Individuel', and 'Questions'. The 'Questions' item is highlighted with a red rectangular box. Below the menu, a sub-tab labeled 'Questions' is visible.

You can then answer the questions put to you.

Sample questions for doctoral students :

Questions

Doct1- Avez-vous le sentiment que la charge de travail qui vous est demandée est soutenable ?

Toujours

Souvent

Parfois

Jamais

Doct2- Vous sentez-vous en capacité de faire des choix, de prendre des initiatives, des proposer des pistes dans votre travail de recherche ?

Toujours

Souvent

Parfois

Jamais

Preview of questions for thesis supervisors :

Questions

DT1- Avez-vous le sentiment que le/la doctorant-e parvient à fournir la charge de travail qui vous semble nécessaire pour la réalisation du projet doctoral ?

Toujours

Souvent

Parfois

Jamais

DT2- Avez-vous le sentiment que le/la doctorant-e fait des choix, prend des initiatives, propose des pistes de travail ?

Toujours

Souvent

Parfois

Jamais

IMPORTANT: the thesis supervisor HAS NO ACCESS to the doctoral student’s answers. And conversely, the doctoral student DOES NOT have access to the thesis director’s answers. Only the doctoral school’s management team has access to all responses.

How do I validate the composition of my doctoral student’s ISC?

By logging on to Amethis with your university’s login (e.g. XXXX@unistra.fr), you will see a list of the doctoral students you are following on the home page:

Convention / CSI	These	Taux
Convention : Non renseignée CSI : En cours de composition	En cours	50%

This will take you to the doctoral student’s file.

Then click on the **CSI tab**:

Members of the ISC are detailed in the sub-tab **“Members of the individual monitoring committee”**.

You can then validate or reject the composition of the ISC.

By clicking on **“Refuse”**, you allow the doctoral student to return to the CSI composition stage.

Echéances Membre du Comité de Suivi Individuel Questions

Membres du Comité de Suivi Individuel

1 Validation doctorant Composé le 19/12/2023 11:23:11

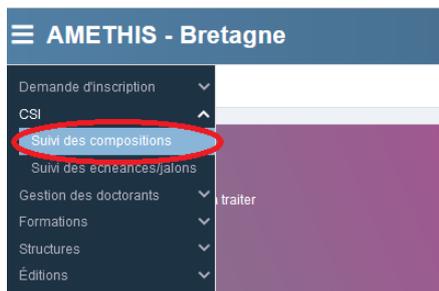
2 Directeur de thèse En cours de validation

3 Ecole doctorale En attente de validation

Rôle	Spécialiste	Actif	Nom prénom	Pays	Etablissement employeur	Unité de recherche	Corps/Grade	Rang	Titulaire de Habilitation à Diriger des Recherches (HDR)	Section CNU (ou équivalent)	Courriel	Téléphone
Correspondant 1 du comité de suivi	Oui	<input checked="" type="checkbox"/>	[REDACTED]	POLOGNE	Uniwersytet Jagielloński w Krakowie [Université Jagiellonne de Cracovie]	Institut d'études romanes à l'Université Jagiellonne de Cracovie					[REDACTED]	[REDACTED]
Correspondant 1 du comité de suivi	Oui	<input checked="" type="checkbox"/>	[REDACTED]		Université Rennes 2	ÉQUIPE DE RECHERCHE INTERLANGUAGES MÉMOIRES ÉCRITES TERRITOIRE S	Maître de conférences	B	Pas d'HDR		[REDACTED]	[REDACTED]

How do you validate the composition of the ED doctoral students’ ISC?

Once you have logged into Améthis, go to the **CSI** menu → **Follow-up on compositions** : **DO NOT TAKE INTO ACCOUNT THE INTITULE - Collège doctoral de Bretagne**



The tracking table displayed allows you to see the status of the composition and validation of the ISCs of doctoral students within your perimeter. By using the filters in the various columns, you can easily restrict the display to the files that interest you.

To access the composition of a PhD student's ISC, click on the icon at the end of the line.

Année universitaire	Année de doctorat	Nombre de membres minimum atteint	Submission doctorant	Directeur de thèse	Ecole doctorale	Correspondant CSI désigné
22 / 2023	Tous	Tous	Tous	Oui	Non	Tous
2022	1	2 ✓	✓	✓	Non	Personne
2022	1	2 ✓	✓	✓	Oui	Personne
2022	2	2 ✓	✓	✓	Non	Personne
2022	1	2 ✓	✓	✓	Non	Personne

On the CSI tab of a doctoral student's file, if the status of the file requires your validation, the "Validate CSI composition" button is displayed:

Doctorant Inscription administrative Thèse de doctorat/HDR Encadrants Contrats et financements Documents Convention de formation **CSI** Plan Individuel de Formation

ED 638 - Science de la Matière, des Molécules et Matériaux : En cours ▲

Le Comité de Suivi Individuel sera composé de deux personnes non impliquées dans l'encadrement de la thèse, dont au moins un membre spécialiste de la discipline ou en lien avec le domaine de la thèse, un membre extérieur à l'école doctorale, un membre non spécialiste du domaine de recherche (cette personne ne peut être membre de l'équipe des encadrants, ni appartenir à la même la section CNU ou section CNRS des encadrants), au moins un membre Habilité à diriger des recherches (HDR).

Le choix de ces membres doit se faire par l'équipe d'encadrement, en concertation avec le ou la doctorante, et validée par la direction de l'ED.

La composition du CSI doit être soumise à l'ED (via Améthis) au plus tard 3 mois après la date de la première inscription en doctorat.

L'un des membres du CSI doit être désigné comme "Correspondant CSI" : ce membre aura pour rôle de déposer le compte-rendu des réunions du CSI.

Echéances Membres du Comité de Suivi Individuel

Membres du Comité de Suivi Individuel

✓ Valider la composition du CSI

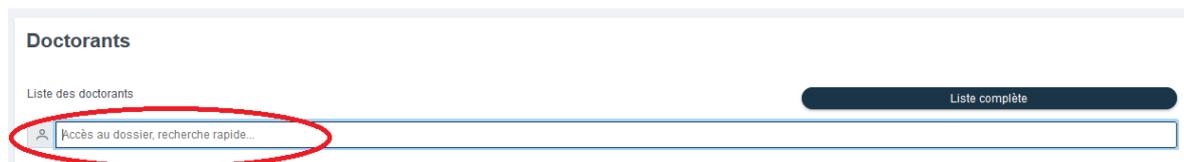
1 Soumission doctorant
Composé le 06/02/2023 17:18:00

2 Directeur de thèse
Validé le 06/02/2023 17:18:00

3 Ecole doctorale
En cours de validation

Rôle	Actif	Nom prénom	Pays	Etablissement employeur	Unité de recherche	Corps/Grade	Titulaire de l'habilitation à Diriger des Recherches (HDR)	Section CNU	Courriel	Téléphone
------	-------	------------	------	-------------------------	--------------------	-------------	--	-------------	----------	-----------

Alternatively, if you're looking to validate a particular doctoral student's ISC composition, you can access their file directly from the search engine on your home page:



How do I transmit the minutes of a committee meeting and submit the ISC's opinion?

Once you have logged in to Amethis ([see tutorial here](#)), check that "Correspondant CSI" appears under your name in the top right-hand corner of the screen.

On your home page, a table lists the doctoral students you follow:

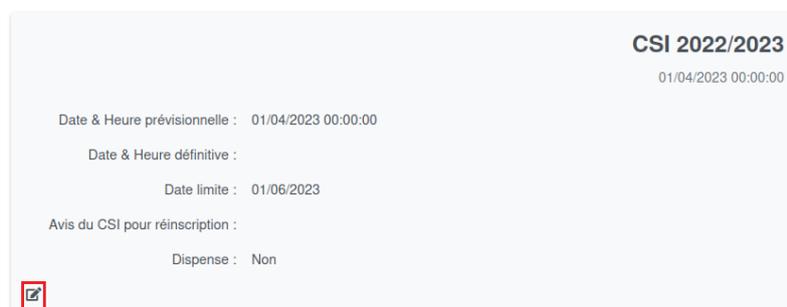
Correspondant du comité de suivi	1ère année	Convention : Complète	CSI : Composition validée	Formations : 85H34	En cours	Dossier	CSI	Agenda
----------------------------------	------------	-----------------------	---------------------------	--------------------	----------	-------------------------	---------------------	------------------------

Use the **icons on the right of this table** to access more information on each doctoral student, including his/her individual file and CSI.

Once on the CSI tab, you can download the PDF template for "CSI committee minutes" by clicking on the dedicated button :



In the **"Deadlines"** sub-tab, **you'll** find the various ISC meetings, past and future.



Next to each due date, an edit icon (shown in red above) allows you to edit information relating to the due date.

You must then :

1. **download the minutes of the ISC meeting (PDF file).**
2. **select the opinion of** ISC members from the drop-down list
3. **register**



The minutes are then available for download :

CSI 2022/2023
01/04/2023 00:00:00

Date & Heure prévisionnelle : 01/04/2023 00:00:00
Date & Heure définitive :
Date limite : 01/11/2023
Avis du CSI pour réinscription : Favorable
Dispense : Non

Rapport du doctorant

Compte-rendu du CSI



In the event of connection problems, [you will find information on this page.](#)

Who has access to the activity report (or progress report) submitted by the doctoral student?

The activity report or progress report is a document drawn up by the doctoral student prior to the annual meeting of his or her Individual Monitoring Committee.

The aim is to present the progress of your doctoral project in all its dimensions: scientific project, scientific publications, completion of your individual training plan, preparation of your professional project, etc.

This report is filed by the doctoral student on Améthis and made accessible :

- To his/her thesis supervisor
- To the members of its ISC
- To the direction and management of its ED
- Authorized persons from the administration of the school where you are enrolled

This report is not intended to contain comments on interpersonal working relationships. For this reason, a time for discussion is set aside during the ISC meeting, without the thesis supervisor being present. In addition, the ED management can be contacted at any time and, if necessary, initiate a mediation procedure (see the Doctoral Charter).

NB: if this report contains **confidential scientific information**, it is essential to mention this clearly at the beginning of the document and to have the members of the ISC sign a confidentiality agreement (contact your institution or ED for more information).

For further information, please consult the FAQ by clicking on the icon below.

