



Ile-de-France Environmental
Sciences Graduate School

Follow-up committee booklet

Details of the doctoral student :

First name and surname:	
Title of the thesis	
University	UPSaclay
Host research unit :	
Date of 1st registration for doctorate :	
Type of funding	
Duration (in months) of funding	
Thesis prepared part-time (% of time devoted to thesis) :	
NAME-First name-mail of thesis supervisor :	
NAME-First name-mail of thesis co-supervisors :	
Specific details (FTLV, disability, elite athlete, etc.) :	

Composition of the Monitoring Committee :

	Prénom, Nom, Titre	Adresse mail	Unité de recherche, affiliation¹	HDR O/N
Member specialised in the field of the thesis*.				
Non-specialist member from outside the thesis field				
Doctoral school referent**				
Other members - specify internal/external, specialist/non- specialist				

* external to the research unit, institution and ED if possible; ** for LSCE students: godmother or godfather, who does not take part in the report writing and does not sign it

¹ University or higher education establishment where the doctoral students supervised or co-supervised by the member of the monitoring committee are usually registered. NA if not applicable

How to use this booklet

This booklet enables the members of the doctoral students' individual monitoring committees (CSI) to follow the progress of their work and achievements from one year to the next, and to review the conclusions and recommendations of the previous meeting.

It is also a tool that enables doctoral students to take stock, not only of their work, but also of their skills and the conditions of their doctoral training, ahead of 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 achievement to include in it, or when they have undergone training.

Prior to a Monitoring Committee meeting, they will also write a summary of their work and send the updated portfolio to the members of the individual Monitoring Committee, in .docx format, 8 days before the Committee meeting.

The members of the CSI can then add their conclusions, opinions and recommendations to the document in .docx format, and 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 complete it for the next meeting,
- It should be noted that the booklet may be requested just before the defence in order to review the portfolio and check that the criteria for the defence have been met.

The portfolio

The set of skills expected of doctoral degree holders is defined by [l'arrêté du 22 février 2019](#). It is made up of **6 skill blocks**. Doctoral students are invited to note down, over the course of the year (with an indication of the date), the training courses they have attended, their achievements, publications and communications, the actions they have undertaken, the techniques they have learned and, more generally, anything that attests to or is linked to the skills listed below or prepares them for a future activity.

A complete and balanced doctoral training programme should make it possible to list activities, training or achievements in each of the 6 blocks (but not necessarily in each line of a block).

Block 1 Designing and developing research and development, studies and forecasts

<i>have both general and specific scientific expertise in a given field of research and work</i>
<i>take stock of the state and limits of knowledge within a given sector of activity, at local, national and international levels</i>
<i>identify and solve complex and new problems involving a wide range of fields, using the most advanced knowledge and skills</i>
<i>Identify the potential for conceptual breakthroughs and design innovative approaches for a professional sector</i>
<i>make innovative contributions as part of high-level exchanges and in international contexts</i>
<i>constantly adapt to the needs of research and innovation within a professional sector.</i>

Bloc 2 Mise en œuvre d'une démarche de recherche et développement, d'études et prospective

<i>apply research methods and tools in relation to innovation</i>
<i>implement the principles, tools and procedures for evaluating the costs and financing of an innovation or R&D process</i>
<i>guarantee the validity of work, as well as its ethics and confidentiality, by implementing appropriate control systems</i>
<i>manage the time constraints of research, innovation or R&D activities</i>
<i>implement the factors of commitment, risk management and autonomy needed to finalise an R&D, research or innovation project</i>

Block 3 Developing and transferring the results of R&D, studies and forecasts

<i>implement transfer issues for the purposes of exploiting and promoting results or products in economic or social sectors</i>
<i>respect the rules of intellectual or industrial property related to a sector</i>
<i>Respect the principles of professional conduct and ethics in relation to the integrity of the work and its potential impact</i>
<i>Implement all international publication mechanisms to promote new knowledge and know-how</i>

<i>use open data communication techniques to promote research and results.</i>
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Block 4 International science and technology watch

<i>acquire, synthesise and analyse cutting-edge scientific and technological data and information on an international scale</i>

<i>understand, step back and take a critical look at all the cutting-edge information available</i>

<i>transcend the boundaries of available data and knowledge by cross-fertilising with different fields of knowledge or other professional sectors</i>

<i>develop international scientific and professional cooperation networks</i>

<i>have the curiosity, adaptability and openness needed to develop and maintain a high level of general and international culture</i>

Block 5 Training and dissemination of scientific and technical culture

<i>report and communicate in several languages on scientific and technological work aimed at different audiences or publications, both orally and in writing</i>
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<i>teach and train diverse audiences in advanced concepts, tools and methods</i>
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<i>adapt to a diverse audience to communicate and promote cutting-edge concepts and approaches</i>
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Block 6 Management of teams dedicated to research and development, studies and forecasting activities

<i>lead and coordinate a team in complex or interdisciplinary tasks</i>

<i>identify skills that are lacking within a team and participate in recruiting or calling on service providers</i>

<i>take the necessary steps to foster an entrepreneurial spirit within a team</i>

<i>identify the key resources for a team and prepare for changes in terms of training and personal development</i>
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<i>evaluate the work of individuals and the team in relation to projects and objectives</i>

Progress report on 1st year of thesis

Give a brief outline of your work

1st Monitoring Committee meeting

Summary report of discussions

Status of research work (*appropriation of the subject, main results, compliance with the provisional timetable, quality of the presentation, response to questions*)

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Scientific output, valuation, international experience?

- | | |
|--|--|
| <input type="checkbox"/> paper(s)
<input type="checkbox"/> communication(s) at congresses, conferences, symposium(s)
<input type="checkbox"/> patent(s), transfer
<input type="checkbox"/> other scientific production(s) | <input type="checkbox"/> of which international co-publication(s)
<input type="checkbox"/> of which international communication(s)
<input type="checkbox"/> Short international mobility (<3 months)
<input type="checkbox"/> Long international mobility (>3 months) |
|--|--|

Conditions for doctoral training, *Integration into the research unit, supervisory conditions, opportunities to develop your scientific culture and international outlook, skills development, preparation for your future career.*

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Statutory training
<p>Has the doctoral student followed the course?</p> <p><input type="checkbox"/> training in research ethics and scientific integrity?</p> <p><input type="checkbox"/> training in the challenges of open science and the dissemination of research work in society to strengthen relations between scientists and citizens?</p> <p><input type="checkbox"/> training in the challenges of sustainable development?</p> <p><input type="checkbox"/> one or more training courses, seminar cycles, themed schools, etc. to enhance its scientific culture?</p> <p><input type="checkbox"/> one or more training courses, workshops or meetings to prepare for a career in the public or private sector?</p> <p><input type="checkbox"/> one or more training courses, seminar cycles, themed schools, etc. to encourage international openness, including knowledge of the international research framework?</p>

Assessments and recommendations from the individual monitoring committee

Brief update on research progress:	<i>Opinion to be specified</i>
Brief opinion on the conditions of the formation	<i>Opinion to be specified</i>
<p>Key points :</p> <p>You can use the portfolio to identify the skills you have acquired and the methods, concepts, etc. you have mastered.</p>	<p>-.....</p> <p>-.....</p> <p>-.....</p>
<p>Areas for improvement :</p> <p>You can use the portfolio to identify areas in which skills need to be developed or shortcomings identified.</p>	<p>-.....</p> <p>-.....</p> <p>-.....</p>
<p>Recommendations :</p> <p>The committee members make the following recommendations for the continuation of the PhD.</p>	<p>-.....</p> <p>-.....</p> <p>-.....</p>
The Monitoring Committee has identified a number of areas for particular attention	<p><input type="checkbox"/> Yes : Specify.....</p> <p><input type="checkbox"/> No</p>

The Monitoring Committee alerts the doctoral school and/or makes a report	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Avis du comité de suivi individuel en vue de la réinscription

Opinion of the individual monitoring committee with a view to re-registration	<i>Favourable, reserved or unfavourable opinion</i>
If relevant: opinion of the monitoring committee on a request to extend the duration of the thesis	
If relevant: advice from the monitoring committee on the adaptation of doctoral training courses to lifelong learning.	

Date, surnames, first names and signatures of members of the monitoring committee

2nd monitoring Committee meeting

Give a brief outline of your work

2nd monitoring committee meeting

Summary report of discussions

Status of research work (*appropriation of the subject, main results, compliance with the provisional timetable, quality of the presentation, response to questions*)

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Scientific output, valuation, international experience?

- | | |
|--|--|
| <input type="checkbox"/> paper(s)
<input type="checkbox"/> communication(s) at congresses, conferences, symposium(s)
<input type="checkbox"/> patent(s), transfer
<input type="checkbox"/> other scientific production(s) | <input type="checkbox"/> of which international co-publication(s)
<input type="checkbox"/> of which international communication(s)
<input type="checkbox"/> Short international mobility (<3 months)
<input type="checkbox"/> Long international mobility (>3 months) |
|--|--|

Conditions for doctoral training, *Integration into the research unit, supervisory conditions, opportunities to develop your scientific culture and international outlook, skills development, preparation for your future career.*

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Statutory training
<p>Has the doctoral student followed the course?</p> <p><input type="checkbox"/> training in research ethics and scientific integrity?</p> <p><input type="checkbox"/> training in the challenges of open science and the dissemination of research work in society to strengthen relations between scientists and citizens?</p> <p><input type="checkbox"/> training in the challenges of sustainable development?</p> <p><input type="checkbox"/> one or more training courses, seminar cycles, themed schools, etc. to enhance its scientific culture?</p> <p><input type="checkbox"/> one or more training courses, workshops or meetings to prepare for a career in the public or private sector?</p> <p><input type="checkbox"/> one or more training courses, seminar cycles, themed schools, etc. to encourage international openness, including knowledge of the international research framework?</p>

Assessments and recommendations from the individual monitoring committee

Brief update on research progress:	<i>Opinion to be specified</i>
Brief opinion on the conditions of the formation	<i>Opinion to be specified</i>
Key points : You can use the portfolio to identify the skills you have acquired and the methods, concepts, etc. you have mastered.	-..... -..... -.....
Areas for improvement : You can use the portfolio to identify areas in which skills need to be developed or shortcomings identified.	-..... -..... -.....
Recommendations : The committee members make the following recommendations for the continuation of the PhD.	-..... -..... -.....
The Monitoring Committee has identified a number of areas for particular attention	<input type="checkbox"/> Yes : Specify.....

	<input type="checkbox"/> No
The Monitoring Committee alerts the doctoral school and/or makes a report	<input type="checkbox"/> Yes <input type="checkbox"/> No

Avis du comité de suivi individuel en vue de la réinscription

Opinion of the individual monitoring committee with a view to re-registration	<i>Favourable, reserved or unfavourable opinion</i>
If relevant: opinion of the monitoring committee on a request to extend the duration of the thesis	
If relevant: advice from the monitoring committee on the adaptation of doctoral training courses to lifelong learning.	

Date, surnames, first names and signatures of members of the monitoring committee

Progress report for 3rd year of thesis and beyond

To be completed only in the case of re-registration in 4th year and beyond (defence after 31/12 of the current year) and/or a request for extension.

Briefly describe your work

Monitoring committee meeting after the 2nd year

If the thesis is due to be defended before 31/12 of the current year, the Monitoring Committee does not need to meet. In all other cases, the Monitoring Committee must meet before each re-registration and/or extension request.

Summary report of discussions

Status of research work (*appropriation of the subject, main results, compliance with the provisional timetable, quality of the presentation, response to questions*)

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Scientific output, valuation, international experience?

- | | |
|--|--|
| <input type="checkbox"/> paper(s)
<input type="checkbox"/> communication(s) at congresses, conferences, symposium(s)
<input type="checkbox"/> patent(s), transfer
<input type="checkbox"/> other scientific production(s) | <input type="checkbox"/> of which international co-publication(s)
<input type="checkbox"/> of which international communication(s)
<input type="checkbox"/> Short international mobility (<3 months)
<input type="checkbox"/> Long international mobility (>3 months) |
|--|--|

Conditions for doctoral training, *Integration into the research unit, supervisory conditions, opportunities to develop your scientific culture and international outlook, skills development, preparation for your future career.*

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Statutory training

Has the doctoral student followed the course?

- training in **research ethics and scientific integrity**?
- training in the challenges of **open science** and the dissemination of research work in society to strengthen relations between scientists and citizens?
- training in the challenges of **sustainable development**?
- one or more training courses, seminar cycles, themed schools, etc. to enhance its **scientific culture**?
- one or more training courses, workshops or meetings to prepare for a career in the **public or private sector**?
- one or more training courses, seminar cycles, themed schools, etc. to encourage **international openness**, including knowledge of the international research framework?

Assessments and recommendations from the individual monitoring committee

Brief update on research progress:	<i>Opinion to be specified</i>
Brief opinion on the conditions of the formation	<i>Opinion to be specified</i>
Key points : You can use the portfolio to identify the skills you have acquired and the methods, concepts, etc. you have mastered.	-..... -..... -.....
Areas for improvement : You can use the portfolio to identify areas in which skills need to be developed or shortcomings identified.	-..... -..... -.....
Recommendations : The committee members make the following recommendations for the continuation of the PhD.	-..... -..... -.....

The Monitoring Committee has identified a number of areas for particular attention	<input type="checkbox"/> Yes : Specify..... <input type="checkbox"/> No
The Monitoring Committee alerts the doctoral school and/or makes a report	<input type="checkbox"/> Yes <input type="checkbox"/> No

Avis du comité de suivi individuel en vue de la réinscription

Opinion of the individual monitoring committee with a view to re-registration	<i>Favourable, reserved or unfavourable opinion</i>
If relevant: opinion of the monitoring committee on a request to extend the duration of the thesis	
If relevant: advice from the monitoring committee on the adaptation of doctoral training courses to lifelong learning.	

Date, surnames, first names and signatures of members of the monitoring committee