**Individual advisory committee (IAC) report**

**of**

**Name:**

**Surname:**

**Date:**

**Deadline:**

**⬜ Year 1 ⬜ Year 2 ⬜ Year 3 ⬜ Other** *(specify)*

**How to use this report**

This report allows the individual advisory committees members of PhD students to follow, from one year to the next, the conclusions and recommendations of the previous meeting.

PhD students take stock in the progress reports, not only about their work, but also about their skills and the conditions of their doctoral training before their advisory committee meetings.

PhD students are invited to complete the reports and, in particular, the self-assessment of skills over time, as soon as they have a significant action or achievement to include in them or have completed training.

Prior to the advisory committee meeting, they also prepare a summary of their work and send the progress report to the individual advisory committee members on the Amethis tool, within a deadline specified by the doctoral school.

At the end of the committee meeting, the IAC members will have to formulate their conclusions, opinions and recommendations in the IAC report and appoint the IAC correspondent from among them.

* The IAC correspondent will then be in charge of filing the dated and signed report, in PDF format, on the Amethis application (an access code will be provided for this purpose):

<https://amethis.doctorat-bretagneloire.fr/amethis-client>

* If the IAC wishes to alert the doctoral school and/or make a report, please send a message to [ed-bs@doctorat-paysdelaloire.fr](mailto:ed-bs@doctorat-paysdelaloire.fr)

**In addition, the PhD student and the supervisor must complete the confidential questionnaire in order to validate the IAC.**

**Link to the PhD student questionnaire: https://questionnaires.univ-nantes.fr/index.php/529624?lang=fr**

**Link to the supervisor questionnaire: https://questionnaires.univ-nantes.fr/index.php/665184?lang=fr**

**Individual advisory committee (extract from the internal rules)**

Based on the Pays-de-la-Loire doctoral charter and the training agreement, PhD student is supported by an individual advisory committee (IAC), which ensures the good progress of the program. The IAC is made up of at least two people. The composition of the IAC is based on the following principles:

* at least two people not involved in the thesis;
* at least one expert member in the discipline or related to the field of research of the thesis;
* at least one non-expert member from outside the thesis research field;
* the field of the thesis is defined by the "specialty" indicated at the time of first registration;
* at least one member from outside the doctoral school;
* at least one HDR holder.

The composition of the IAC is determined within the first 4 months of registration by the doctoral school director (or deputy director) on the basis of a proposal from the thesis director in consultation with the PhD student.

A tutor may be appointed at the time of registration or during the thesis, at the PhD student's suggestion. The tutor's role will help and advise the PhD student outside IAC meetings. The tutor may be a member of the IAC or from outside the IAC.

The IAC will meet at least once a year with the PhD student or, for the first year, will receive an activity report from the PhD student in order to evaluate the conditions of the training and the progress of the PhD student's research. The PhD student must submit a 2 to 5 pages activity report to the members of the IAC no later than 1 week before the date of the IAC meeting. The IAC meeting (in person or by videoconference) must be held at least one month before the anniversary date of the 1st thesis registration. At the beginning of the meeting, a Chair of the IAC is appointed to chair the meeting and write the IAC report. Each meeting will include an interview with the PhD student without the supervisors, and an interview with the supervisors without the PhD student.

At the end of the IAC, the documents must be submitted on Amethis. The PhD student submits the confidential " PhD student " appendix by answering the questionnaire, while the IAC chair writes and submits the IAC report. They are then forwarded to the Thesis advisory and Training Committee for validation of training hours and approval, and signed by the committee leader. The report includes recommendations on the continuation of the thesis, an opinion on the training followed and a detailed opinion on re-registration. The advisory committee may be convened at the request of the doctoral student or thesis (co)supervisor at any time during the thesis, in addition to the annual meeting.

Forms for conducting the IAC meeting and drafting the report and confidential appendices can be downloaded from this address: https://ed-bs.doctorat-paysdelaloire.fr/pendant.

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# **Data sheet**

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| --- | --- |
| **Name and Surname:** |  |
| **Subject of the thesis:** |  |
| **Date of 1st PhD registration:** |  |
| **Financial support:** |  |
| **Length (in months) of funding:** |  |
| **Part-time prepared thesis? (% of time devoted to the thesis):** |  |
| **Laboratory:** |  |
| **Name-Surname of the thesis director:** |  |
| **Name-Surname-email of the thesis co-director or, co-supervisors:** |  |
| **Specific details (Joint thesis, FTLV, handicap situation, high level sports, ...):** |  |

**Advisory Committee meeting**

### Summary account of exchanges

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| --- |
| ***Research progress*** *(ownership of the subject, main results, adherence to the provisional schedule, quality of the presentation, answers to questions) (1/2 page maximum)* |
|  |

|  |  |
| --- | --- |
| **Scientific productions, exploitation, international experience** | |
| article(s),  conference(s) papers, conference(s), seminar(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) |

|  |
| --- |
| **Doctoral training conditions,** *Integration in the research unit, Supervision conditions, opportunity to develop its scientific culture and international openness, skills development, preparation for the professional future.* |
|  |

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| --- |
| **Regulatory training** |
| Did the PhD student follow?  Research ethics and scientific integrity **training (mandatory)?**  Training in open science **issues** and **disseminating research in society to strengthen relations between scientists and citizens (mandatory)?**  Training in **sustainable development issues?**  One or more training courses, seminar cycles, thematic schools etc. to **strengthen its scientific culture?**  One or more trainings, workshops, meetings to **prepare for your career in the public or private sector?**  One or more training courses, seminar cycles, thematic schools to promote its **international openness** and knowledge of the international research framework? |

### Individual Advisory Committee assessments and recommendations

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| --- |
| **Brief opinion on the research progress:** |
| **Brief opinion on the training conditions:** |
| **Strengths:** *You can use the skills self-assessment to identify skills acquired and methods, concepts, etc. mastered.* |
| **Areas for improvement:** *You can use the skills self-assessment to identify areas where skills need to be developed or deficiencies are identified.* |
| **Recommendations -** Committee members made the following recommendations for the PhD continuation: |
| **The Advisory Committee highlights particular points to watch out for:**  Yes  No: *specify*…………………………. |
| **The Advisory Committee alerts the doctoral school and/or reports:**  Yes  No |

### The Individual Advisory Committee opinion for re-registration

|  |
| --- |
| **The Advisory Committee opinion on PhD re-registration:**  Favourable  Reserved  Unfavourable |
| **If reserved,** specify the expectations before re-registration (mediation, additional work, etc.): |
| **If unfavourable,** specify the reasons: |
| If relevant: Advisory Committee opinion for an **extension request** on the thesis duration: |
| If relevant: Advisory Committee opinion on **arrangements for doctoral training courses**: |

### Date, Surnames, Names and signatures of the Advisory Committee members

*Reminder: The IAC correspondent designated by the committee is in charge of submit the dated and signed report, in PDF format, on the Amethis application (see link on page 2).*

**Surname, Name** of the **member** expert in the thesis area:

**Signature:**

**Surname, Name** of **non-expert member** of the thesis area:

**Signature:**

**Surname, Name** of the 3rd potential member of the IAC:

**Signature:**