

Version : May 2024

**⚠ IMPORTANT : THIS DOCUMENT MUST BE READ BEFORE EACH CSID MEETING AND BEFORE COMPLETION OF THE REPORT**

**WARNING ! THE PHD STUDENT MUST SEND THIS DOCUMENT TO ALL CSID MEMBERS AT LEAST ONE WEEK BEFORE EACH MEETING, HAVING FILLED OUT PARTS I, II et IV.**

For full-time PhD students, each re-enrolment in the doctoral program (2nd and 3rd years, and possibly the 4th year, on a derogatory basis) requires i) the CSID to have met and the report of this meeting (excluding the Confidential Comments section) **to have been uploaded onto ADUM before the re-enrolment request. At least one CSID meeting must be held with all members physically present.**

Each CSID meeting must be scheduled at the end of the academic year (May - July). In case it is not possible during this period, the CSID can be convened until **October 31 at the latest**. In all cases, re-enrolment for year N+1 can only be completed once the report of the CSID for the completed year **signed by all participants** are uploaded to ADUM on **November 15 at the latest**.

### CSID OBJECTIVES

The CSID meetings aim to monitor the progress of the PhD; any changes in topic or methodology; the difficulties encountered; and the changes implemented to address them. **The first meeting in particular should assess whether additional training appears necessary for smooth progress of the PhD.** Additionally, the committee must pay attention that the essential conditions for the authorization of the defense are being met:

- Acceptance of an article as first author;
- Validation of 80 hours of transversal training.

For more details, please refer to the Internal Regulations, available on the website of the NSCo Doctoral School: <https://nsco.universite-lyon.fr/>

### REMINDER OF THE INTERNAL REGULATIONS OF THE ED NSCo REGARDING THE OPERATION OF THE CSID

- A doctoral monitoring committee (CSID) ensures the smooth progress of the PhD, based on the doctoral charter and the training agreement. The doctoral monitoring committee provides support to the doctoral candidate throughout the duration of the doctoral program. It must meet before enrollment in the second year and then before each new enrollment until the end of the doctoral program." (Extract from the decree of August 26, 2022; the full text of the decree is available on the website of the NSCo Doctoral School).
- At least one CSID meeting must be held with all members physically present.
- Interviews are organized in three distinct stages:
  - 1/ Presentation of the progress of the work and discussions, in the presence of the thesis supervisor.
  - 2/ Interview of the CSID members with the doctoral candidate without the thesis supervisor.
  - 3/ Interview of the CSID members with the thesis supervisor without the doctoral candidate.
- During the interview with the doctoral candidate [without the thesis supervisor], the committee evaluates the conditions of their training and the progress of their research. During this same interview, the committee should be particularly vigilant in identifying any form of conflict, discrimination, moral or sexual harassment, or sexist behavior." (Extract from the decree of August 26, 2022) (see below for the writing of the report).
- At the end of each CSID meeting, a report must be drawn up by the external member of the Doctoral School in collaboration with the other participants in the meeting. It contains recommendations and an opinion on the continuation of the thesis and its schedule. It must be signed by all participants. The form to be used is provided by the NSCo Doctoral School and is available on the NSCo Doctoral School website. All sections must be completed legibly. The transmission of the CSID report to the

Doctoral School must be done according to the instructions provided on the Doctoral School's website and must occur before the re-enrolment request.

The last page can be detached from the form and used by the CSID members to confidentially transmit information to the direction of the NSCo Doctoral School, which takes any necessary measures regarding the situation of the doctoral candidate and the progress of their doctoral program.

## INSTRUCTIONS TO COMPLETE THE CSID REPORT

- All numbered sections must be completed. Please adhere strictly to the following instructions:
  - Sections with an orange background must be filled out by the PhD student before the meeting and sent to CSID members in advance of the meeting with the individual training agreement established on registration in 1<sup>st</sup> year of PhD
  - Sections with a green background must be filled out by the PhD student after the meeting.
  - Sections with a blue background must be filled out by the member external of the committee after the meeting

Supervisor(s) and co-supervisor(s) **must be present** at each CSID meeting.

During each CSID meeting, there is a **mandatory private exchange** between the committee and, separately, the PhD student and the thesis supervisor, to gather their respective opinions on the progress of the thesis. If these exchanges lead to a need for confidential transmission of certain information, the external member of the CSID must complete the last part of this report 'Confidential Comments' and send it by email directly to the Doctoral School ([secretariat-nsco@univ-lyon1.fr](mailto:secretariat-nsco@univ-lyon1.fr)).

- During CSID meetings, there must be a discussion about the professional training attended by the doctoral candidate and their professional project.
- Once the CSID report signed by all participants, any modification must be sent back for signature to all participants.
- **No derogatory enrollment in the 4th year will be authorized if the third CSID has not met.**



## TO BE CHECKED BEFORE RE-ENROLMENT REQUEST IN YEAR N+1

- ☒ The CSID committee of year N has met.
- ☒ The report, signed by all CSID committee members and the PhD student, is uploaded on ADUM by the PhD student.



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## DOCTORAL INDIVIDUAL MONITORING COMMITTEE

# INFORMATION (1/2)

### I. GENERAL INFORMATION :

*All sections of part I must be filled out by the PhD student before the meeting and sent to the members of the CSID. As a reminder, they must receive this document at least one week before the meeting date.*

#### PHD STUDENT

Surname:	
First Name :	
Research Lab (code & acronym) :	

#### PHD THESIS

PhD starting date (DD/MM/YY)	
PhD supervisor (Surname, First Name) E-mail address Phone Number	
If applicable, second PhD supervisor (Surname, First Name) E-mail address Phone Number	
If applicable, co-supervisor (Surname, First Name) E-mail address Phone Number	
PhD title :	
Funding :	
Employer :	
Funding agency : (if different from employer, e.g. ANR, ERC, etc.)	

Percentage of time devoted to doctoral studies

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6

#### REQUEST FOR A RE-ENROLLMENT IN YEAR :

2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
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# DOCTORAL INDIVIDUAL MONITORING COMMITTEE INFORMATION (2/2)

## REMINDER OF THE CSID COMPOSITION

Surname/Last name	Title, Status, and Institution	Complete professional postal address and email ( <b>mandatory</b> )
<b><u>Member external to ED NSCo</u></b> HDR : <input type="checkbox"/> Yes <input type="checkbox"/> No Specialist : <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b><u>Member internal to ED NSCo</u></b> HDR : <input type="checkbox"/> Yes <input type="checkbox"/> No Specialist : <input type="checkbox"/> Yes <input type="checkbox"/> No		

Other individuals who participated in the CSID meeting (optional):

...

**CSID MEETING DATE :**

...

If some CSID members participate in the meeting via videoconference, please provide their names :

...

## HISTORY OF PREVIOUS CSID MEETING(s) :

1st CSID meeting date	
2d CSID meeting date	
3d CSID meeting date	

## II. TRAINING REQUIRED FOR THE PROGRESS OF THE THESIS

### EXCERPTS FROM THE INTERNAL REGULATIONS REGARDING OBLIGATIONS IN TERMS OF TRANSVERSAL TRAINING

In addition to their disciplinary scientific training (provided under the responsibility of their thesis supervisor), **PhD students are required to attend 80 hours of training during their doctoral studies in the specific field of their thesis or to acquire so-called transversal skills** aimed at expanding their scientific culture to areas outside their research topic, providing them with additional trans-disciplinary and/or technical skills, and preparing them for their professional integration.

To be validated, **the training attended must be recorded in the ADUM file** of the PhD student, and **the validation of the 80 hours of training is a prerequisite** for the ED direction to authorize the PhD defense. It is therefore strongly recommended that doctoral candidates distribute these training hours throughout the duration of their doctoral studies.

**Training in scientific integrity and ethics is mandatory (a prerequisite for the defense).**

### TRANSVERSAL TRAINING ATTENDED SINCE THE BEGINNING OF THE DOCTORATE

*This section must be completed by the PhD student and sent to the CSID members at least one week before the meeting. All training attended since the beginning of the thesis must be included. If no training has been attended, it is mandatory to specify 'no training has been attended'. If this table is empty without this clarification, the report will be returned to the PhD student.*

DATE(S)	TRAINING NAME	TRAINING ORGANIZER (UdL, ED NSCo, ETC.)	NUMBER OF HOURS	CERTIFICATE DOWNLOADED ON ADUM ? (Y/N)

# DOCTORAL INDIVIDUAL MONITORING COMMITTEE TRAINING

## TRAINING RECOMMENDED BY THE CSID

*This section must be filled out by the external CSID member. Please fill out all parts.*

1st CSID meeting	<ul style="list-style-type: none"> <li>Is specific training required for the progress of the PhD?  <input type="checkbox"/> NO      <input type="checkbox"/> YES</li> </ul> <p>If yes, please indicate the training theme(s) as well as the planned schedule to acquire these skills :</p>
2d CSID meeting	<ul style="list-style-type: none"> <li>If specific training was deemed necessary, has it been completed?  <input type="checkbox"/> NO      <input type="checkbox"/> YES</li> </ul> <p>If no, indicate why :</p> <ul style="list-style-type: none"> <li>Is additional training required for the progress of the PhD?  <input type="checkbox"/> NO      <input type="checkbox"/> YES</li> </ul> <p>If yes, please indicate the training theme(s) as well as the planned schedule to acquire these skills :</p>

## OTHER PLANNED TRAINING :

...

### III. REPORT OF THE CSID MEETING

*This section must be completed by the external member of the CSID in collaboration with all participants in the meeting. The report should specify the following points: (1) the main objectives of the thesis, the objectives of the past year, and whether these objectives have been achieved, the problems encountered, and if applicable, how they have been resolved, (2) the student's ability to conduct their work, their mastery of the theoretical and methodological aspects of the thesis topic, (3) the conditions for carrying out the thesis (e.g., material, psychological, relational). If the CSID members have made recommendations, they should also be described in this report.*

#### 1) THE MAIN OBJECTIVES OF THE THESIS, THE OBJECTIVES OF THE PAST YEAR, THEIR ACHIEVEMENT, THE PROBLEMS ENCOUNTERED, AND IF APPLICABLE, HOW THEY WERE RESOLVED, CSID RECOMMENDATIONS.

...

**In summary, the progress of the work is :**

- ☐ On the initial schedule
- ☐ Ahead of the initial schedule
- ☐ Behind the initial schedule: if yes, by how many months ?



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# DOCTORAL INDIVIDUAL MONITORING COMMITTEE REPORT

## 2) THE STUDENT'S ABILITY TO CONDUCT THEIR WORK, THEIR MASTERY OF THE THEORETICAL AND METHODOLOGICAL ASPECTS OF THE THESIS TOPIC, CSID RECOMMENDATIONS.

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## 3) CONDITIONS FOR CARRYING OUT THE THESIS (E.G., MATERIAL, PSYCHOLOGICAL, RELATIONAL), CSID RECOMMENDATIONS.

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# DOCTORAL INDIVIDUAL MONITORING COMMITTEE REPORT

## SUMMARY : ANY MODIFICATIONS IN THE PAST YEAR

To date, compared to the initial planning of the thesis : (check the appropriate boxes)

	Thesis topic	Main objectives	Methodology
No modification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light modification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strong modification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## IF MODIFICATION OF THE THESIS SUPERVISION IN THE PAST YEAR

	Supervision before modification (Surname, last name, laboratory)	Supervision after modification (Surname, last name, laboratory)
Supervisor		
Second supervisor (if applicable)		
Co-supervisor (if applicable)		

## SUMMARY : MODIFICATIONS OF THE PROJECT PROPOSED BY THE CSID COMMITTEE IN THE NEXT YEAR

To date, compared to the initial planning of the thesis : (check the appropriate boxes)

	Thesis topic	Main objectives	Methodology
No modification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light modification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strong modification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## IV. DISSEMINATION OF THE THESIS WORK

*This section must be completed by the PhD student before the CSID meeting and before sending the document to the CSID members. As a reminder, the report must be sent to the CSID members at least one week before the meeting.*

### PARTICIPATION AT INTERNATIONAL CONFERENCES

Date	Conference name (Avoid any abbreviations)	Town (Country)	Communication Talk (O) or Poster (P)

### PUBLICATIONS

The publication of an article in an internationally peer-reviewed journal is a prerequisite for authorization to defend the thesis (see detailed rules on the [dedicated page for thesis preparation on the ED's website](#)).

More broadly, the ED is committed to promoting "Open Science" practices, in line with the [second national plan for open science](#) and the policies of the supervisory institutions regarding Open Science (see here: [Lyon 1](#) and [Lyon 2](#)).

The NSCo Doctoral School's "Open Science" approach revolves around two axes: i) Mandatory deposit of a version of the publication manuscript in an open archive, following the editorial policy of the journal (submitted/accepted/published version as appropriate – to be checked on the [Sherpa Romeo website](#)); ii) Promotion of [FAIR principles](#) (Findable, Accessible, Interoperable, Reusable) by making data, analysis codes, protocol registration, etc., available.

More information is available at: <https://nsco.universite-lyon.fr/science-ouverte/>

For each publication, please complete the following table:

N°1	Complete reference ( <u>mandatory</u> ) :	
	Link to open access article <sup>1</sup> ( <u>mandatory</u> ) :	
	FAIR principles <sup>2</sup> ( <u>encouraged</u> ) :	
N°...	Complete reference ( <u>mandatory</u> ) :	
	Link to open access article <sup>1</sup> ( <u>mandatory</u> ) :	
	FAIR principles <sup>2</sup> ( <u>encouraged</u> ) :	

<sup>1</sup> Link(s) to an open archive (bioRxiv, HAL, Zenodo, etc.) or to the published article when accessible under a Creative Commons license. In case of a special situation, contact the doctoral school secretariat.

<sup>2</sup> Link(s) to the registered protocol (AsPredicted, OSF Registry, etc.), a data paper, and/or to the provided data or analysis code (Zenodo, Dryad, GitHub, etc.)

# DOCTORAL INDIVIDUAL MONITORING COMMITTEE REPORT

## « OPEN SCIENCE » APPROACH

Briefly indicate how your doctoral research aligns with an "open science" approach and complies with FAIR principles as mentioned in the previous section (mandatory)

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## V. PHD PLANNING

*This section must be filled out by the PhD student after the CSID meeting.*

### EXPECTED SCHEDULE :

Objectives at 3 months :

...

Objectives at 6 months :

...

Objectives at 12 months :

...

### PHD DEFENSE PREPARATION

The defense date is determined ? : ☐ NO ☐ YES. If yesn please provide the date : ...

The PhD jury is decided ? : ☐ NO ☐ YES.

### PROFESSIONAL PROJECT AFTER THE OBTENTION OF THE PHD

Indicate in a few lines the projects envisioned after the PhD.

...

# DOCTORAL INDIVIDUAL MONITORING COMMITTEE REPORT

## VI. COMMENTS FROM THE THESIS SUPERVISORS AIMED AT IMPROVING THE CONDITIONS THE THESIS

**This section should enable the ED to understand the supervisor(s)'s perception regarding the progress of the thesis during the past year.**

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**DATE AND SIGNATURES OF ALL CSID MEMBERS, THE THESIS SUPERVISORS, AND THE PHD STUDENT**



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# DOCTORAL INDIVIDUAL MONITORING COMMITTEE REPORT

## CONFIDENTIAL COMMENTS FROM THE DOCTORAL STUDENT (OBLIGATORY)

**This section should enable the ED to understand the PhD student's perception regarding the progress of their thesis during the past year.**

This section must be added to the CSID report before upload to the ADUM platform.

**Comments :**

...

Date et Signature of the doctoral student

**CONFIDENTIAL COMMENTS  
FROM THE EXTERNAL CSID MEMBER TO THE ED NSCo (OPTIONAL)**

This section must be sent by email separately and directly to the ED direction ( [secretariat-nsc@univ-lyon1.fr](mailto:secretariat-nsc@univ-lyon1.fr) ).

**PHD STUDENT**

SURNAME :	
First Name :	
Research Lab (code & acronym) :	

**CSID MEMBERS**

Surname/Last name	Title, Status, and Institution	Complete professional postal address and email ( <b>mandatory</b> )
<b><u>Member external to ED NSCo</u></b> HDR : <input type="checkbox"/> Yes <input type="checkbox"/> No Specialist : <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b><u>Member internal to ED NSCo</u></b> HDR : <input type="checkbox"/> Yes <input type="checkbox"/> No Specialist : <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Comments :**

...