



DOCUMENTS CONSTITUTING THE REGISTRATION FILE FOR A DEROGATORY YEAR

- ☐ **Report and decision of the PhD student's Individual Monitoring Committee**
- ☐ **Reverse schedule (starting from the planned defence date and indicating the work remaining to be done month by month)**
- ☐ **Cover letter by the PhD student** explaining the reasons for the delay, signed by the PhD student and the thesis supervisor
- ☐ **Detailed plan of the thesis** with quantification of work carried out/still to be done
- ☐ **Digital version of the thesis as it stands** (minimum 100 pages for a first derogatory year request for Doctoral school HNFB)
- ☐ **Individual Training Agreement** (if changes have been made since the previous year)
- ☐ **Proof of financial resources** (*work contract, notification of Campus France Scholarship, etc.*) or ["Declaration of personal financial resources"](#) if no funding (to be renewed each year)
- ☐ **Certificate of "Civil Liability – Private Life" insurance** for the current year
- ☐ **CVEC form**
- ☐ [Cotutelle follow-up form](#) (if you are in a cotutelle agreement)

Specificities for the following Doctoral Schools:

C2MP: Portfolio

HNFB : Annual Interim Report

SIMPPé: Skills portfolio

SJPEG : Annual Interim Report with standard 1st page containing the thesis supervisor's opinion and signature,

SLTC: Annual Interim Report + from the 5th year onwards, a provisional defense committee must be included in the PhD student's cover letter