

GUIDE for PhD students

"Thesis defence"

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1. What the Order says

Pursuant **to the Decree of 25 May 2016** amended by the Decree of 26 August 2022 setting the national framework for training and the procedures leading to the award of the national doctoral diploma.

Art. 14: the rapporteurs

Authorization to defend a thesis is granted by the head of the institution, after consultation with the director of the doctoral school, on the proposal of the thesis director.

The doctoral student's work is examined beforehand by at least two rapporteurs appointed by the head of the institution, authorized to supervise research or belonging to one of the categories mentioned in 1° and 2° of Article 16 of this decree, on the proposal of the director of the doctoral school, after consultation with the thesis director.

In the case of work involving people from the socio-economic or cultural world who do not belong to the academic world, a third rapporteur, recognized for his or her skills in the field, may be appointed on the proposal of the director of the doctoral school, after consultation with the thesis director.

Unless the disciplinary field or the content of the work does not allow it, the two referees are external to the doctoral school and the doctoral student's institution. They may belong to foreign higher education or research institutions or other foreign bodies.

The referees are not involved in the work of the doctoral student.

The rapporteurs make their opinion known, at least fourteen days before the date scheduled for the defence, in written reports; On this basis, the head of the school authorises the defence. These reports are communicated to the jury and the doctoral student before the defence.

1. What the Order says

Pursuant to the **Decree of 25 May 2016** amended by the Decree of 26 August 2022 setting the national framework for training and the procedures leading to the award of the national doctoral diploma.

Art. 15: the jury

The thesis jury is appointed by the head of the institution after consultation with the director of the doctoral school and the thesis director. The number of members of the jury is between four and eight. It is composed of at least half French or foreign personalities, external to the research unit where the doctorate was prepared, to the doctoral school and to the institution of registration of the doctoral student and chosen because of their scientific or professional competence in the field of research concerned, subject to the provisions relating to international co-supervision of doctorates defined in Title III of this decree.

Its composition must allow for a balanced representation of women and men. At least half of the jury must be composed of professors or equivalent staff within the meaning of Article 6 of Decree No. 92-70 relating to the National Council of Universities and Article 5 of Decree No. 87-31 for health disciplines, or teachers of equivalent rank who do not report to the Ministry of Higher Education and Research.

The members of the jury appoint from among themselves a president and, if necessary, a rapporteur for the defence. The president must be a professor or equivalent or a teacher of equivalent rank.

The thesis supervisor, as well as any other person who has participated in the supervision of the thesis, does not take part in the decision. When several institutions are accredited to jointly award the doctorate, the jury is appointed by the heads of the institutions concerned under the conditions set out in the agreement mentioned in Article 5 of this Decree.

1. What the Order says

Pursuant to the **Decree of 25 May 2016** amended by the Decree of 26 August 2022 setting the national framework for training and the procedures leading to the award of the national doctoral diploma.

Art. 16: the defence

The defence is public, unless an exemption is granted on an exceptional basis by the head of the institution if the subject of the thesis is of a proven confidential nature.

Before the defence, the thesis summary is distributed within the institution or institutions benefiting from joint accreditation.

As part of its deliberations, the jury assesses the quality of the doctoral student's work, its innovative nature, the doctoral student's ability to situate it in its scientific context as well as its qualities of exposition. The jury may request corrections in accordance with Article 24 of this Decree. When the work corresponds to collective research, the personal part of each doctoral student is assessed by a dissertation that he or she writes and presents individually to the jury.

Exceptionally, the president or director of the institution, after consulting the director of the doctoral school, on the proposal of the thesis director, may authorize the doctoral student and the members of the jury, in whole or in part, to participate in the thesis defence by any means of telecommunication allowing their identification and guaranteeing their effective continuous and simultaneous participation in the debates as well as the confidentiality of the jury's deliberations.

The technical means used shall endeavour to ensure that the proceedings are public.

Admission or adjournment is pronounced after deliberation by the jury.

The president signs the defence report, which is countersigned by all the members of the jury present at the defence.

The defence report is sent to the doctoral student in the month following the defence.

"The award of the doctoral degree is conditional on the submission of the corrected thesis" (cf. art. 19 decree 26/08/22 amending the decree of 25/05/16)

2. The process and its key steps

At least 10 weeks BEFORE THE DEFENCE

And before any action on ADUM,

- **Ask your thesis director** for the appointment of the referees and the composition of the jury for your defence.
- **If the doctoral school so provides**, the thesis director or the doctoral school submits the composition of the jury to the Scientific Expertise Commission (CES).
- **Set the date and time of your defence** determined by or in agreement with your thesis supervisor and the members of the jury.
- **Plan the place of the defence** in accordance with the order.

2. The process and its key steps

At least 6 weeks BEFORE THE DEFENCE

The doctoral student connects to his or her personal space on ADUM to apply for his or her defence:

- **Fill in the elements of your defence** (title, English/French keywords, date, full address, place of defence, room, time, thesis on publications, language of writing and defence, CNU section, public or closed defense, end date and justification of confidentiality).
- **Declare the rapporteurs** by completing all the requested sections.
- **Declare the members of the jury.**
- **Fill in the abstracts:** French/English, < 4,000 characters (spaces, tabs included). Versions identical to the abstracts present in the manuscript.
- **Deposit the manuscript file in its final version " .PDF",**

NB = In parallel, if and only if, the manuscript is > 300,000 words and/or > 20 MB, cut it with the <https://www.sodapdf.com> software and send it by email to the thesis supervisor for anti-plagiarism analysis.

- Submit, **if necessary**, additional documents (single .PDF file): the forms concerned will be available in your personal ADUM space.
- **Finalize the procedure** by validating the tabs visible on the screen: Civil status, contact details, etc.

2. The process and its key steps

The DAY of the DEFENCE

- 1) The doctoral student presents his or her research work and exchanges with the jury.
- 2) The jury deliberates.
- 3) In the event of admission, the doctor takes an oath:

Art. 19 bis decree 20/05/22:

"In the presence of my peers.

Having completed my doctorate in [discipline/specialty], and having thus practiced, in my quest for knowledge, the exercise of demanding scientific research, by cultivating intellectual rigor, ethical reflexivity and in compliance with the principles of scientific integrity, I commit, for what depends on me, to the rest of my professional career whatever the sector or field of activity, to maintain an honest conduct in my relationship to knowledge, my methods and my results. »

2. The process and its key steps

AFTER THE DEFENSE

The thesis supervisor submits on ADUM:

- the completed and signed defence report.
- the completed defense report, signed by the President of the jury and countersigned by the members.
- The jury's opinion on the finalization of the legal deposit of the thesis, signed by the President of the jury and the doctor.
- The electronic thesis form, if applicable.

2) The PhD submits the final version of the thesis in PDF format to ADUM. The cover page must indicate the name of the Jury President.

3) In the event of corrections requested by the defense jury, the final version, validated by the President of the jury, must be submitted within 3 months of the defence.

D – 10 weeks of the defence

- ✓ The doctoral student requests his or her thesis supervision to appoint his or her rapporteurs and his or her defence jury.
- ✓ If necessary, he or she requests OR sends to the Doctoral School his or her proposal for a jury with the date and time of the defence, for the opinion of the CES.

D – 6 weeks of the defence

- ✓ The doctoral student makes his or her request for a defense on ADUM: jury proposal, submission of the final thesis manuscript, etc.
- ✓ In collaboration with the laboratory, he or she organizes the logistics of his or her defence (room reservation, travel of jury members, etc.).

D-Day: Defence

- ✓ The doctoral student defends his or her thesis and participates in discussions with the jury.
- ✓ The jury deliberates.
- ✓ In case of admission, the doctor takes an oath.

D + 3 months of the defence

- ✓ The doctor submits his or her final thesis manuscript on ADUM with the cover page completed by the name of the jury president.
- ✓ The doctor can request his or her certificate of success from the school department as soon as the documents for the day of the defence have been submitted, completed and signed on ADUM.

Appendix

ADUM Steps

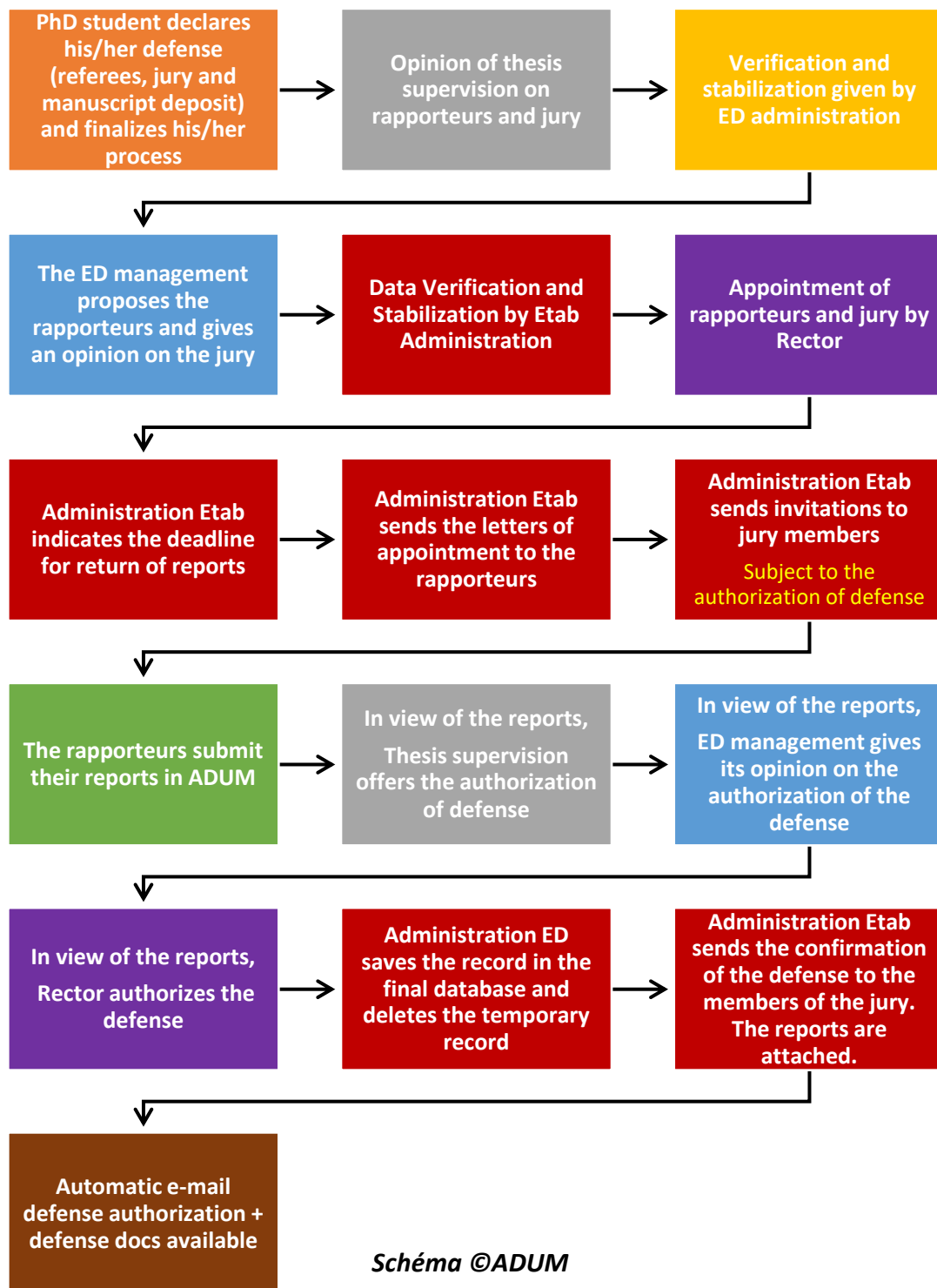


Schéma ©ADUM



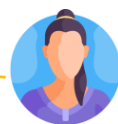
As a PhD student

- **At least 10 weeks before**, I prepare my defense request, including logistics
- **At least 6 weeks before**, I log in to my personal ADUM space and I form my defense request (thesis manuscript submission included validated by Cines-Facile).
- **On the big day**, I defend my thesis and I talk to the jury. If I am admitted, I take an oath. I sign the jury's opinion on the reproduction of the thesis.
- **Maximum 3 months after my defense**, I submit my final manuscript on ADUM. I can ask the academic department of the Center for Doctoral Studies for my certificate of achievement as soon as the documents validating the defense have been submitted signed on ADUM.
- My diploma will be issued to me later.



As a thesis director

- **If necessary**, I obtain the CES's favourable opinion on the jury's proposal.
- **Upon receipt of the 1st ADUM email** :
 - ✓ I log in to my personal space to check the data relating to the defense request.
 - ✓ I give my opinion on the rapporteurs and members of the jury.
 - ✓ I submit the "Compilatio" anti-plagiarism certificate.
 - ✓ I save my opinion.
- **Upon receipt of the 2nd ADUM email**, including a link to the last report submitted, I give my opinion on the authorization of the defense.
- **At least 3 days before the defense**, I upload the defense documents to the attention of the jury on ADUM.
- **Maximum 1 month after the defense**, I submit the post-defense documents on ADUM.



As Rapporteur

- **Upon receipt of the ADUM email, I take note of:**
 - ✓ From the letter of my official appointment as rapporteur of the thesis.
 - ✓ The provision of the electronic version of the thesis before defense.
 - ✓ From the invitation to submit my report to the date indicated via the URL link.
- **At least 14 days before the defense,** I submit my pre-report via the URL link, received by email when I was appointed as rapporteur.



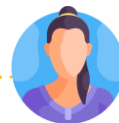
As a Doctoral School (ED)

- **Doctoral School Manager:** On ADUM, I carry out the expected verifications and stabilize the data for proposal to the Director of the Doctoral School
- **Director of the Doctoral School:**
 - ✓ I give my opinion on the rapporteurs and approve or reject the jury on ADUM.
 - ✓ Upon receipt of the reports and opinions of the rapporteurs, I give my opinion on the authorization of the defense.



As a Tuition Department

- **I carry out the expected checks** and stabilize the data for jury proposal to the head of the school.
- **I send an appointment** email to the rapporteurs.
- **At the same time**, a summons is sent to the members of the jury (subject to the authorization of defense), The email contains the URL link to the manuscript.
- **Upon receipt of the authorisation/refusal of the defence from the head of the establishment:**
 - ✓ I save the file.
 - ✓ If the defense is authorized, an email is sent to the members of the jury confirming the defense.
- **Within a period of one month**, I check the administrative compliance of the post-defense documents submitted by the thesis director.
- **If the jury does not request corrections of a mandatory nature**, I issue the certificate of achievement and communicate the information to the Common Documentation Service for publication of the thesis.
- **I edit the diploma** according to the defined editing schedule and/or as it happens



As Head of School or his/her Representative

- **I read the request for a defense.**
- **I authorize or refuse** the appointment of rapporteurs and jury members.
- **Upon receipt of the reports and opinions of the rapporteurs**, thesis directors and the doctoral school, I authorize or refuse the defense.



As a Common Documentation Service (SCD)

- **I receive an email** informing me of the submission of a thesis manuscript on ADUM by the doctoral student.
- **I make an appointment** with the doctoral student.
- **With the doctoral student**, on the day of the appointment, I check the conformity of the data (title, keywords in French and English, etc.) and modify them if necessary.
- **I check the signed document** relating to the dissemination of the thesis.
- **I communicate on ADUM** the date of the appointment with the doctoral student and indicate that the data are compliant.
- **In case of admission**, I complete the processing of the electronic submission of the thesis via ADUM. I finalize the thesis defense file so that the "PhD" community is informed.