

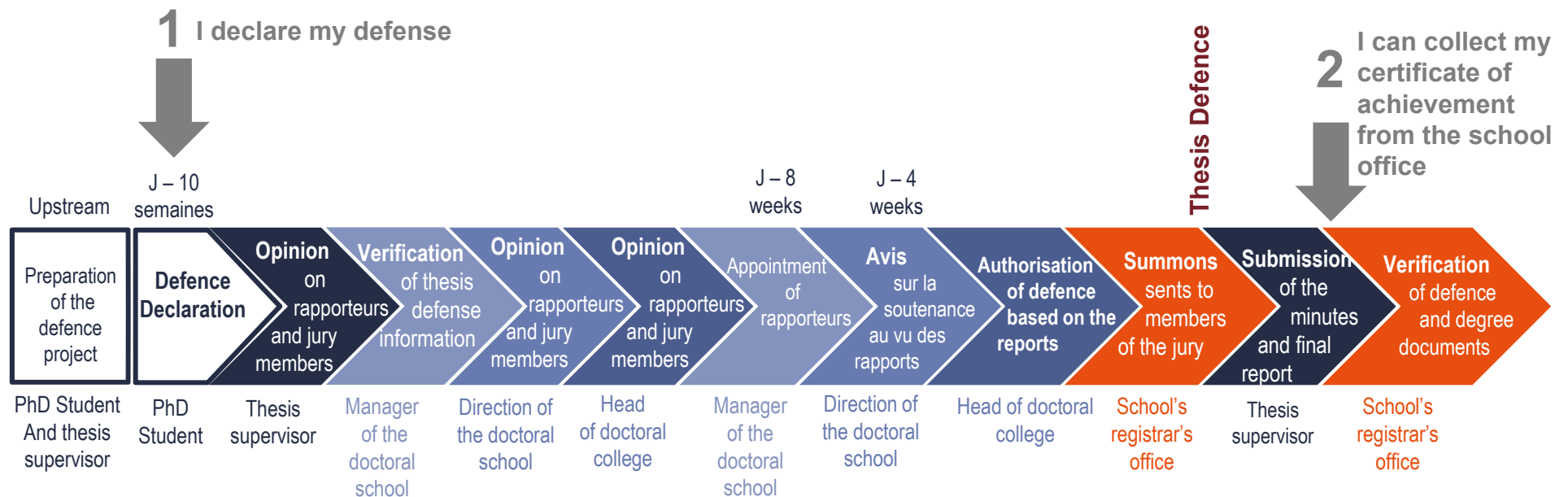


THESIS DEFENSE : ADUM tutorial for doctoral students

November 2023

PhD Defense

- ❑ You must declare your intention to defend your thesis at least 10 weeks before the date of the defense.
- ❑ If you defend your thesis before December 31, you do not need to re-register.



In your personal doctoral student area

Click on: « I wish to declare my PhD defense »

ATTENTION: If you defend your thesis before December 31, you do not need to re-register.

✔ Validated ▶ Ongoing ❗ To be done

❗ Civil status
❗ Contact information
❗ Administrative attachment
❗ Funding
❗ Thesis progress
❗ Foreign languages
❗ Follow-up of the thesis
❗ Display management
❗ Competencies and portfolio
✔ Thesis follow-up members
Professional career
Publications

My profile

- ▶ Fraction of working time dedicated to preparing the doctorate: full
- ▶ I want to update my profile
- ▶ Online Display
- ▶ I want to change my password
- ▶ Upload my CV
- ▶ My photo - Upload my photo
- ▶ RGPD - Data Portability :

Procedures

- ▶ **I wish to declare my PhD defense**
- ▶ I wish to declare my re-enrollment in 3 year of PhD thesis
- ▶ Outil aide PORTFOLIO

Individual follow-up committee

- ▶ Members of your individual follow-up committee

Trainings

- ▶ Training courses list
- ▶ Training courses list RNCP Skills
- ▶ Statement of the undergone training modules
- ▶ Outcome of the undergone training courses
- ▶ Training module
- ▶ Declaration of external training courses

Administrative documents

The documents in gray will be available only after all the forms are saved (icon) and the procedure is finalized.

Inscription - Réinscription

- ▶ Notice informative dossier d'inscription
- ▶ Demande de changement de spécialité de doctorat
- ▶ Rapport de suivi de thèse - à imprimer, signer et faire signer
- ▶ Formulaire de demande de césure

Label Européen

Complete the elements of the presentation

PhD thesis Defense

Thesis title in French *(please write in lowercase)*

*

Thesis title in English *(please write in lowercase)*

*

Keywords in French

1 - * 2 - * 3 - *

4 - 5 - 6 -

Keywords in English

1 - * 2 - * 3 - *

4 - 5 - 6 -

 Date of the PhD thesis defense *

Location of PhD Defense (adress, postcode, city)

You must complete all the information relating to your defense:

You may ask your doctoral school to rectify You can ask your doctoral school to rectify your defense date. be brought forward from the date initially declared.

Complete the elements of the defense: the rapporteurs

i Defense visibility public doted session

i Confidentiality requested of the thesis yes no

i Embargo of the thesis * yes * no

Reviewers (Article 17 of the Order of 25 May 2016 laying down the procedures leading to the award of the national doctoral diploma)

Ajouter

Reviewer Civility Last name First name

Title

Quality for the PhD Thesis defense

--> Is one of the jury members oui non

Affiliation Establishment

Contact details

Address

Postcode City

Country

Email

Phone

orcid **i**

iDref **i**

You must declare the rapporteurs and members of your jury:

For members holding a foreign degree you must submit detailed CVs detailing the positions they hold in the dossier (in a single document). The rules governing the constitution of are available in the section of your personal personal space.

Complete the elements of the defense: jury members

Jury members (Article 18 of the Order of 25 May 2016 laying down the procedures leading to the award of the national doctoral diploma)

Direction de thèse

Member 2

Civility * Last name * First name *

Title *

Quality for the PhD Thesis defense *

Ask for videoconference oui non

Affiliation Establishment

Contact details
 Address

Postcode * City *

Country *

Email *

Phone

orcid

1. Quality for the PhD Thesis defense: the role of jury president will be indicated by the school department after the defense. Co-supervisors may be invited but are not included in the jury, in accordance with the school's guidelines.

2. Affiliation establishment corresponds to his or her employer.
 Example for :
 -professor, lecturer (university)
 -research director, research officer (research organization: CNRS, CEA, etc.)

Complete the elements of the defense and finalize the data entry for transmission to the thesis director

Thesis summary in French

The number of characters must be less than 4000 characters (including spaces, tabs and line breaks).
The summaries you set here must be the same as the ones of your thesis typescript.

Thesis summary in English

The number of characters must be less than 4000 characters (including spaces, tabs and line breaks).
The summaries you set here must be the same as the ones of your thesis typescript.

Popularized summary for the general public, in French

No more than 1000 characters!

Popularized summary for the general public, in English

No more than 1000 characters!

Once you've entered your abstracts, click on "I've finalized the information relating to my defense."

LES INFORMATIONS RELATIVES À LA SOUTENANCE SONT EN COURS DE SAISIE --> ENREGISTREMENT DES ÉLÉMENTS SAISIS

J'AI FINALISÉ LA SAISIE DES INFORMATIONS RELATIVES À MA SOUTENANCE

Submitting the electronic file of the thesis manuscript

Deposit Space for the digital file of the thesis manuscript, identical to the version before defense

This version of your thesis will be sent to the rapporteurs for evaluation and to the jury members, it will be available to your thesis supervisor(s), your Doctoral school, the doctoral studies department, and will allow to the documentation center (University Library) to do technical verifications on your file.

The PDF file of the full version of your thesis (finalised after the defence) is intended to be archived by the Centre informatique national de l'enseignement supérieur (CINES) on its platform (PAC). In order to achieve this, your file must be tested with the CINES FACILE tool

This program will check your PDF file validity and will allow you to upload it for transmission (see the tutorial [here](#)).

If your file is declared invalid, 3 correction tools are offered by CINES under the tab "PDF Correction". If after these corrections your file still does not pass the FACILE test, we invite you to contact the documentation service of the institution: [REDACTED]

No later than 3 months after the defense, you will have to upload in your Private space the definitive file of your thesis, which must comply with the corrections requested by th the jury.

Thesis Archiving version

📁 Drag a document onto this area, or click on the bottom right button

Parcourir...

- ❑ **My thesis manuscript in PDF format:** If it is not finalized, I submit a blank page that I will replace with the version to be evaluated 8 weeks before the defense. In this case, once the version to be evaluated has been submitted, I inform the doctoral school, which will be responsible for sending my manuscript to the referees.

Do you want to upload a zip file containing annexes? non oui

Is the archiving version the same that the dissemination version? oui non

By saving the page, YOU DECLARE YOU HAVE UPLOADED your PhD Thesis digital version.

➤ VERIFICATION OF THE CONFORMITY OF THE THESIS MANUSCRIPT



- ❑ **The BU receives an email indicating that the 1st deposit has been made.**

Submission of supporting documents

Documents to be attached

Professional career

Publications

Institution - Supporting documents required for applying for your thesis defense

- CV of thesis reviewers who do not hold a French HDR (if concerned)
- Form to request the thesis confidentiality / the in camera defense * (if concerned)
- Form to request the defense outside the university premises * (if concerned)

* You can find this form in your personal profile ("Administrative documents" section).
For any questions on the application documents, please contact the doctoral school.

Please download a blank PDF page if you are not concerned.
You need to merge all the required documents in a single PDF file

Parcourir...

Doctoral School - Supporting documents required for applying for your thesis defense

PJ ED

Please download a blank PDF page if you are not concerned.
You need to merge all the required documents in a single PDF file

Parcourir...

1. I enclose the documents requested by the school in a single document

2. I enclose in a single document the specific documents requested by the doctoral school

➤ SAVE

Exemple

Finaliser la procédure pour transmission et avis de la direction de thèse

I have completed the process

- ✓ Civil status
- ✓ Contact information
- ✓ Administrative attachment
- ✓ Thesis progress
- ✓ Foreign languages
- ✓ PhD defense
- ✓ Deposit of the thesis PDF
- ✓ Display management
- ✓ Competencies and portfolio
- ✓ Documents to be attached
- Professional career
- Publications
- I finalize the procedure**

1. Once all the tabs are green, I click on "I finalize the procedure".

2. Then I click on "transmit data for processing".

TRANSMISSION OF DATA FOR ASSESSMENT OF YOUR REQUEST



- ☐ The thesis supervisor receives an email inviting him/her to give his/her opinion on the rapporteurs and jury members by logging on to his/her personal space.

I make sure I've submitted all the required documents

BEFORE FINALIZING MY DECLARATION OF SUPPORT, I CHECK :

1. I have submitted the following documents:

Manuscript of my thesis in PDF format: I deposit it at the time of the declaration of defense.

If I wish to submit a new version of the manuscript no later than 8 weeks before the defense, I will send an e-mail to my doctoral school, which will give me the opportunity to submit it.

Document concerning the distribution of my thesis

Documents submitted as a single pdf file in the "additional documents" section of my defense application:




- Detailed CVs for each member of my jury with foreign rank, specifying the thesis supervisions carried out - **without these CVs my application will not be processed by the doctoral school.**
- Request for full videoconferencing, if applicable
- Request for confidentiality/huis-clos, if my manuscript is of a confidential natureRequest for the defense to be held off-site, if my defense is to take place away from the school's premises.
- Supporting documents specific to my doctoral school

2. The following information: marital status, diploma specialty, thesis title, and the exact qualifications of the persons proposed for the jury. This information will appear on your diploma.

Submission of authorization to distribute thesis



My profile

- ▶ Fraction of working time dedicated to preparing the doctorate: full
- ▶ I want to update my profile
- ▶ Online Display
- ▶ I want to change my password
- ▶  Upload my CV
- ▶ My photo - Upload my photo
- ▶ **Deposit of the document relating to the diffusion**
- ▶ RGPD - Data Portability  



Deposit of the document relating to the diffusion

(Drag a file onto this zone, or click on the button at the bottom right)

Please do not deposit your thesis manuscript in this deposit area.

Parcourir...

 SAVE

Follow-up on the progress of my defense file



Procedures

Designation of rapporteurs and members of the jury - Your dossier is being processed by the Institution since June 1st, 2023



Procedures

Designation of rapporteurs and members of the jury - Your dossier is being processed by the Doctoral School since June 6th, 2023



My profile

- ▶ Fraction of working time dedicated to preparing the doctorate: full
- ▶ Defense: July 20th, 2023
- Doctoral School: dossier received complet le May 22nd, 2023
- Rapporteur's proposal accepted on June 5th, 2023*
- Jury proposal accepted on June 5th, 2023*

In my ADUM space, I have access to the status of my file