

The modalities of defense of thesis follow the Decree of May 25, 2016 setting the national framework of the training and the modalities of the delivery of the national diploma of doctorate

Action of the PhD student	Action of the « Service des thèses »
<b>BEFORE THE THESIS DEFENSE</b>	<b>BEFORE THE THESIS DEFENSE</b>

### ⇒ 3 months before the thesis defense (even earlier)

- ★ Go on your private space **ADUM**
- ★ **Check** the Portfolio
- ★ **Check** the information about you and your address
- ★ **To declare** your thesis defense, **click on:**  
« Je soutiens ma thèse dans les 3 mois »



**Note** the title of the thesis, the keywords, when and where the thesis defense will be, if it's confidential, who are the members of the jury to authorize the defence and who are the members to examine the PhD thesis, the abstract.

**Inform the address and the emails** of the members of the jury so the Service des Thèses can contact them.

**Please click on save at each step** (bottom of the page)

### ⇒ 2 months before the PhD thesis defense



- ★ **Download, sign and give** to the Service des thèses :
  - The « Demande d'autorisation de soutenance », **signed** by the **thesis Director and the Doctoral School**



### ⇒ 1 month before the PhD thesis defense

- ★ **Check your manuscript** before the 1st deposit :
  - ★ The title must be identical on **ADUM/manuscript**
  - ★ The keywords french/english
  - ★ Front cover page and back cover according to the PSL model
  - ★ **Important:** Test your pdf via <http://facile.cines.fr>
- ★ Do the deposit of the manuscript (pdf) on ADUM
- ★ Click on « **Transmission** » in « **I finalize the procedure** »
- ★ **Download, sign and give** to the Service des thèses:
  - The « Charte de diffusion électronique des thèses »
  - The « Dépôt électronique de thèse – Certificat de conformité avant soutenance »
  - The « Document de confidentialité » in case of confidentiality



- ★ Go on your **ADUM** account -> Validation > Soutenances -> **Fiche temporaire du doctorant**

- ★ **Check** the information about the members of the jury

- ★ Click on «**Enregistrer**» on the **temporary area**

- ★ When **you receive the** « Demande d'autorisation de soutenance de thèse » signed by the **thesis Director** and the **Doctoral School**, ask to the signature of **ENSCP Director**

- ★ **Check the thesis deposit** done by the PhD student on ADUM (front cover page and back cover)

- ★ **Send** the letters asking the reports to the 2 members of the jury selected for this mission

- ★ **You receive the reports (one month** before the defense), and you finish the procedure of authorization of defense

- ★ **Send** to the PhD student:
  - **the reports**
  - the « **note de soutenance** »



- ★ **Send** to the members of the jury:
  - the convocations
  - the reports
  - the « **note à l'attention du jury** » informing about the procedure of the defense



- ★ **Send** to the thesis Director the following documents:
  - the « **Note de soutenance** »
  - the « **Procès-verbal** »
  - the « **Rapport de soutenance** »
  - the « **Avis du jury** »
  - the « **Attestation de dépôt de la thèse** »



- ★ **Go** on **ADUM** : Validation -> Soutenances : click on «**Enregistrer dans la base d'exploitation définitive** » bottom of the page

- ★ **Display of the thesis defense** :  
When the page is validated, the defense is published on the Chimie ParisTech website

#### **In case of VIDEOCONFERENCING :**

- ★ The PhD student selects « visioconférence » on ADUM for the member(s) of the jury concerned.
- ★ The member of the jury concerned will receive a form by email. He/she must sign and send it to the thesis Director who will present it to the President of the jury.

Action of the PhD student and of the thesis Director	Action of the Service des thèses
<b>AFTER THE THESIS DEFENSE</b>	<b>AFTER THE THESIS DEFENSE</b>

⇒ **1 month after the thesis defense**

**The thesis Director:**

★ Give or send to the Service des thèses the ORIGINAL documents signed:

- The « procès-verbal »
- The « rapport de soutenance »
- The « avis du jury »
- The « Procuration membre du jury en visioconférence » for the members concerned.



⇒ **3 months after the thesis defense**

**The Doctor:**

- ★ Check your manuscript for 2<sup>nd</sup> deposit :
  - The title must be identical on ADUM/manuscript
  - Keywords french/english
- ★ Add the president of the jury on the front cover page
  - Front cover page and back cover according to the PSL model
  - Important : Test your pdf via <http://facile.cines.fr>
- ★ Do the deposit of your pdf on your private space on ADUM
- ★ Download, sign and give to the Service des thèses, the following documents:
  - The « autorisation de mise en ligne »
  - The « dépôt électronique de thèse - Certificat de conformité après soutenance »



⇒ **1 month after the thesis defense**

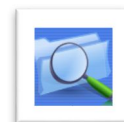
★ You will receive the original documents signed by the members of the jury :

- The « procès-verbal »
- The « rapport de soutenance »
- The « avis du jury »
- The « Procuration membre du jury en visioconférence » for the members of the jury concerned.



★ Ask to the president of the jury the report of the thesis defense

★ Check the 2<sup>nd</sup> deposit done by the PhD student on ADUM (front cover page and back cover)



★ You will receive :

- The « autorisation de mise en ligne »
- The « Dépôt électronique de thèse - Certificat de conformité après soutenance »



★ Print the Doctoral Degree Certificate after having received the ORIGINAL documents signed

★ On ADUM : -> Fiche du doctorant -> **Modifier la fiche** -> **Soutenance de la thèse** -> bottom of the page : select « oui » for « Validation définitive pour diplomation et envoi vers STAR » and click on « Enregistrer les modifications »

**Action of the Library service**

**FINALIZATION**

★ The service will check the deposit, archive and broadcast the manuscripts



**Complementary Information**

- **In which language should the manuscript be written? In which language the defense is presented?**  
In accordance with the Education Code (Article L121-3), the language of writing and defense is French. Exceptions may be considered, if this option is chosen the PhD student must add a substantial summary in French.
- **Where the defense will be?**  
The PhD student and the thesis Director are in charge to book.
- **What to do in case of cotutelle agreement?**  
Please respect the agreement, if it's not respected, the institutions may cancel the cotutelle.
- **How to take in charge the travels and accommodation of the members of the jury?**  
The laboratory of the PhD student takes in charge the costs
- **Which official document the doctor will receive after the thesis defense?**  
When all the documents required are sent to the Service des thèses, and the deposit done, the doctor will receive the Doctoral Degree Certificate, then the diploma.

