

## Guide to declare the thesis defense via ADUM for Phd students

### I. Before the thesis defense

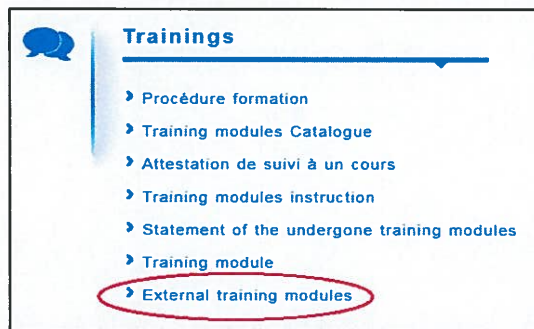
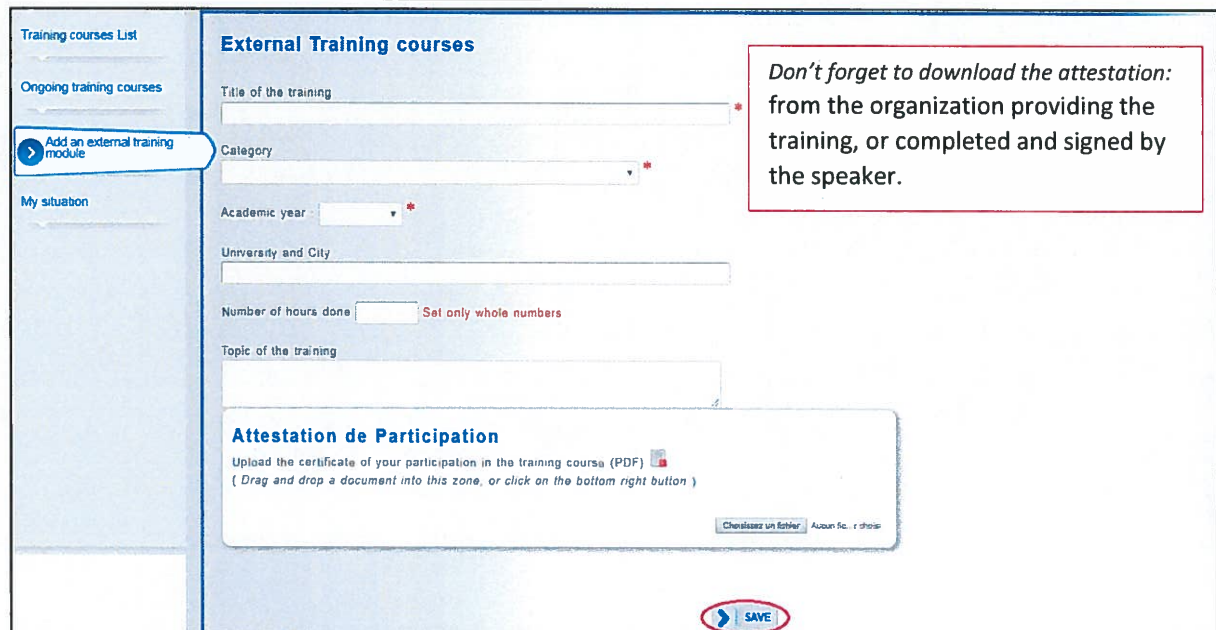
#### 1. To declare the thesis defense

Go on your private space on ADUM : <http://www.adum.fr/index.pl?site=PSL>

★ Check your Portfolio :

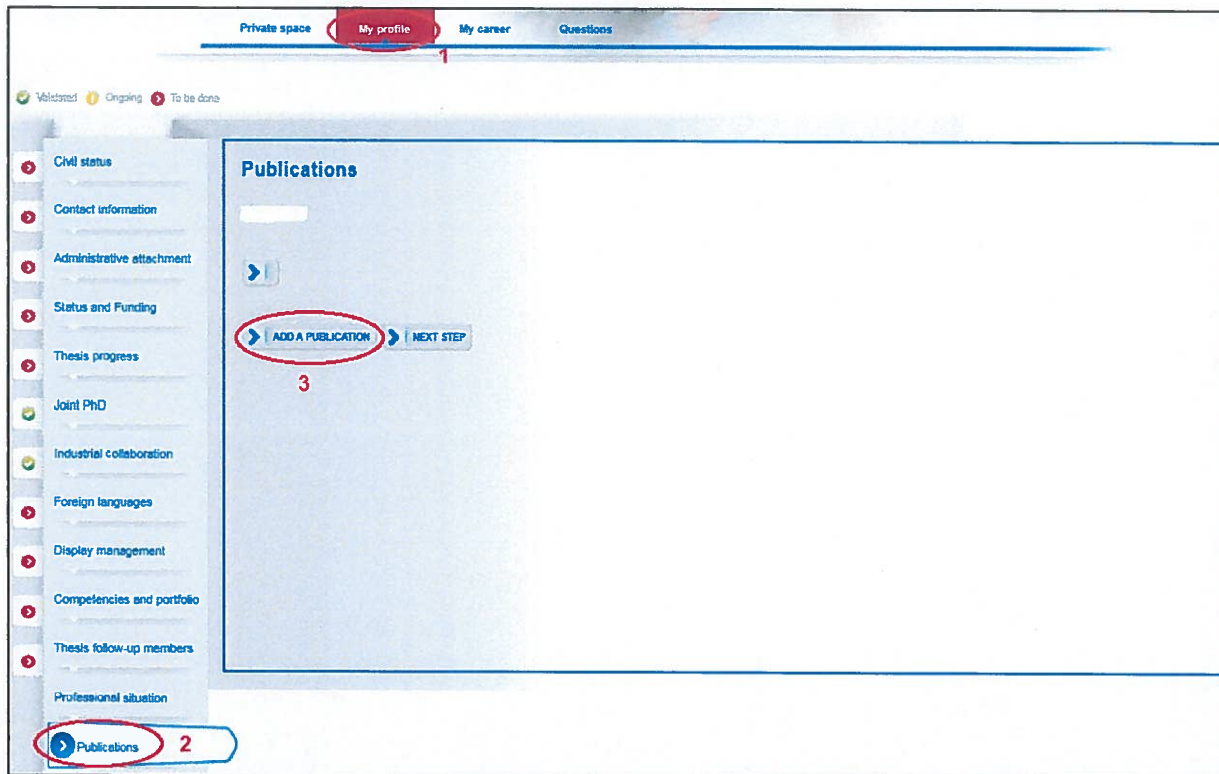


If you have to declare an external training which is not from the catalogue ADUM, go to:

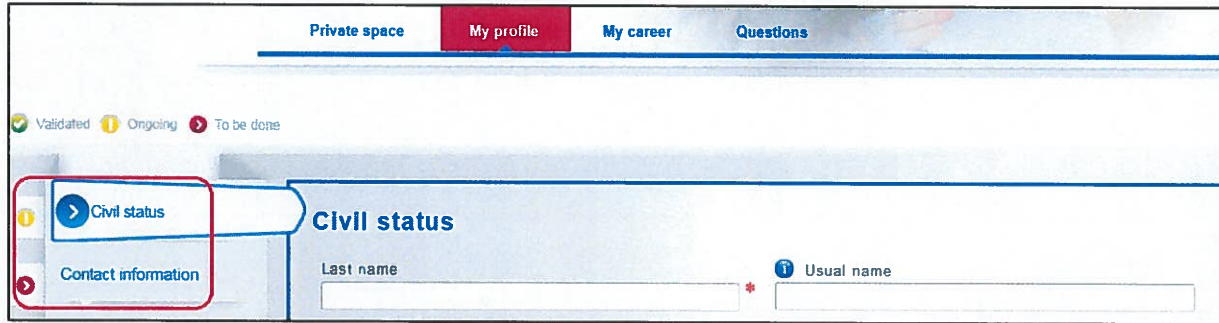



The screenshot shows the 'External Training courses' form. It includes fields for 'Title of the training', 'Category', 'Academic year', 'University and City', 'Number of hours done', and 'Topic of the training'. A red box highlights the 'Attestation de Participation' section with the text: 'Don't forget to download the attestation: from the organization providing the training, or completed and signed by the speaker.' The 'SAVE' button is circled in red.

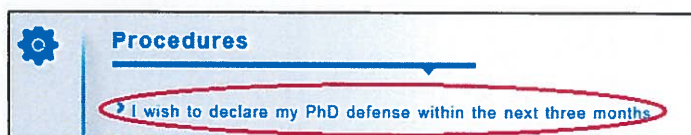
If you have to declare publications, go to:



★ Check the information on your profile and correct any errors :



★ Declare your thesis defense :



*You must declare your thesis defense at the latest 3 months before the scheduled date. You can declare your defense before the 3 months, as soon as you know the date.*

### PhD thesis Defense

Thesis title in French (*Write in lowercase*)

Thesis title in English (*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 (address, postcode, city)

Room of PhD Defense

Time of PhD Defense

Do you apply for the European PhD Label?  yes  no --> Please contact your establishment in order to ensure you that your request is admissible.

Articles Thesis  yes  no

Language of the the Thesis typescript Français

Code and title of the GNU section

Defense visibility  public  closed session

Confidential thesis  yes  no Ending date

Thesis under embargo requested  yes  no

*If your thesis is confidential, select « yes » and indicate the date of the end of confidentiality.*

### Reviewers

Ajouter

**Reviewer**

Civility Last name First name

Title

Quality for the PhD Thesis defense **Rapporteur** --> Is one of the jury members  oui  non

Affiliation Establishment

**Contact details**

Address

Postcode City

Country

Email

Phone

HDR

**Instructions:**

- NAME in capital letters
- First name in lower case
- Indicate the exact title and the establishment of each member
- Don't put a comma in the different fields (except in the "Address", if necessary)

## Jury members

Rapporteur Rapporteur Examineur Examineur Examineur Examineur Examineur Add

**Member 1**  
Civility  Last name  First name   
Title

Quality for the PhD Thesis defense  Reviewer --> Is one of the jury members  oui  non  
Affiliation Establishment

**Contact details**  
Address   
Postcode  City   
Country  FRANCE  
Email   
Phone   
HDR  Oui  non  
Ask for videoconference  oui  non

**Invited members**  
Add Add  
Invited member  
Civility  Last name  First name   
Title

*In accordance to Articles 17 and 18 of the Order of 25 May 2016, the jury must be composed of :*

- minimum 4, maximum 8 members
- 50% external to the doctoral school and to the Establishment
- 50% professors or equivalent
- Balanced representation of women and men
- Minimum 2 "HDR" or equivalent to do the reports authorizing the defense, external to the doctoral school and to the Establishment (at least one of the 2 members must be external to PSL)
- The thesis supervisor is a member of the jury but can't write the report authorizing the defense

## Thesis summary in French

No more than 4000 characters.

French and English summaries must be contained on the thesis back cover, and the summaries you set here must be the same as the ones of your thesis typescript.

## Thesis summary in English

No more than 4000 characters.

French and English summaries must be contained on the thesis back cover, and 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!



## 2. First deposit of the thesis manuscript (at the latest 1 month before your thesis defense)

### ★ Check the thesis manuscript before 1st deposit

- The title must be identical ADUM/manuscript
- Key words French/English
- Use the PSL model for the cover and the back cover
- Indicate your thesis supervisor as a member of the jury
- Test the validity of the PDF file via <http://facile.cines.fr>

### ★ Download your PDF file on ADUM

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

**1** To download the required documents to get the authorization to defend your thesis, you must (*caution! check the deposit deadline with your establishment*) upload the PDF version of your thesis, and define the dissemination rights accorded to the establishment. It is compulsory to deposit this file before the defense, according to the **Order of 25 May 2016**. This will also allow the BU (University Library) to check the format of the file.

You have to check the validity of your PDF file with the tool **FACILE of the CINES**. **1** If your file is declared invalid, please do not hesitate to contact the CINES Support service, by clicking on the link on the top of the page: "*demandeur une analyse de second niveau*".

*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 the jury.*

Thesis Archiving version → **Save my file** **2**

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

Dissemination area of your thesis:

- Do you want your thesis to be disseminated by your establishment via the Internet network?  yes  no

- Do you assign the ESTABLISHMENT the Reproduction rights, including the Printing and the Copying rights on any medium?  yes  no

By saving the page YOU DECLARE YOU HAVE UPLOADED your PhD Thesis digital version, and YOU HAVE CHECKED the PDF validity with the CINES "FACILE" tool.

**SAVE** **3**

### ★ Download, sign and give or send to the office concerned the following documents:

**Administrative documents** **i**

**Documents must be printed in portrait format.**

- Charte de diffusion électronique des theses - DOC
- CONFIDENTIALITE - DOC (*if the thesis is confidential*)
- Certificat de conformité (3 semaines minimum avant soutenance) - DOC

*These documents can be downloaded on your private space on ADUM only when you did the deposit of your PDF file.*

## II. After the thesis defense

### Second deposit of your manuscript (at the latest 3 months after the thesis defense)

#### ★ Check the thesis manuscript before 2<sup>nd</sup> deposit

- The title must be identical ADUM/manuscript
- Key words French/English
- Use the PSL model for the cover and the back cover
- Indicate the president of the jury on the cover
- Test the validity of the PDF file via <http://facile.cines.fr>

#### ★ Download your PDF file on your private space ADUM

The screenshot shows the 'STAR Deposit' form with several annotations:

- A red circle labeled '1' highlights the text: "To download the required documents to obtain the certificate of success and thereafter your diploma, you must deposit the pdf final version of your thesis manuscript, which must comply with the requests for corrections made by your PhD Jury members, within 3 months after your defence. This file deposit is compulsory, according to the Order of 25 May 2016".
- A red circle labeled '2' highlights the "Save my file" button next to the "Thesis Archiving version" field.
- A red circle labeled '3' highlights the "SAVE" button at the bottom of the form.
- A red box contains the text: "Generally « Yes », but « No » if your thesis is confidential." with an arrow pointing to the "oui" radio button for the question "Is the archiving version the same that the dissemination version?".
- A red box at the bottom contains the text: "When you click on « save », you can't change the deposit anymore. For any information, contact the establishment." with an arrow pointing to the "SAVE" button.

When you click on « save », you can't change the deposit anymore.  
For any information, contact the establishment.

#### ★ Download, sign and give or send to the office concerned the following documents :

The screenshot shows the 'Administrative documents' menu with the following items:

- Administrative documents ⓘ
- Documents must be printed in portrait format.
- Soutenance
  - Procédure de soutenance (pdf)
  - Charte de diffusion électronique des thèses
  - DEMANDE AUTORISATION SOUTENANCE
  - Autorisation de mise en ligne de thèse
  - Dépôt électronique de thèse - Certificat de conformité (après soutenance)
  - Procuration - membre du jury en visioconférence

These documents can be downloaded on your private space on ADUM only when you did the deposit of your PDF file.