

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 »
BEFORE THE THESIS DEFENSE	BEFORE THE THESIS DEFENSE

⇒ 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, the abstract, who are the members of the jury to authorize the defense and who are the members to examine the PhD thesis, in accordance with [l'Arrêté sur le Doctorat](#) and specific PSL rules (see on page 2).

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 major area must be identical on **ADUM/manuscript**
 - The keywords French/English
 - If manuscript in English, add a summary in French (see p. 2)
 - 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 the advice to the "Referent" of the institution, and the signature to the President of PSL.

- ★ **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** (**1 month** before the defense)

- ★ **Send** to the doctoral School for **approval**:

- the "demande d'autorisation de soutenance"
- the reports



- ★ **Send** to the PhD student:

- the reports
- the « **note de soutenance** »



- ★ **Send** to the members of the jury:

- the convocations
- the reports
- the « **détail de la soutenance** »
- the « **note à l'attention du jury** » informing about the procedure of the defense



- ★ **Send** to the thesis Director the following documents:

- 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** » the bottom of the page

- ★ **Display of the thesis defense** :

When the page is validated, the defense is published on the PSL's Collège doctoral website => Vie doctorale => Soutenances de thèse à venir

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
AFTER THE THESIS DEFENSE	AFTER THE THESIS DEFENSE

⇒ 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 2nd 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 2nd 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

The jury : PSL specific rules

- The committee members must be external members of the Doctoral School and the PSL University (except derogation if the disciplinary field or the contents of the works don't allow it) and have no implication in the work of the thesis.
- One of the members of the jury must be a researcher of PSL, holder of the HDR.

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, more details with Your Doctoral School. If your Doctoral School, has no rules about the summary, add a substantial summary in French of each chapter of the thesis.

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 accomodation 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.

