

# Procedure for PhD

## Thesis defense Institut Curie – PhD Department

### Actions doctorant BEFORE THE DEFENSE



### Actions PhD Department BEFORE THE DEFENSE



#### 3 MONTHS BEFORE THE DEFENSE

##### OR EVEN EARLIER



#### Go on your private ADUM profile



#### Update your Portfolio



#### Update your information and contact details



#### Declare your thesis defense

By clicking on "I wish to declare my PhD defense"

**Complete** in its entirety the thesis defense section: title, keywords, date, place, confidentiality, summary, rapporteurs, members of the jury, following the rules of articles 17 and 18 of the PhD Decree and the specific rules for the composition of the jury (see complementary information).

**Indicate** the rapporteurs' and the jury's contacts. They will be used by the PhD Department to contact them and send them the official invitations. Do not forget to save at each step.

**Tip:** The documents appear on your profile all along the procedure. CTRL+P to download them in a PDF format.



#### Go on ADUM

By clicking on: validation > Defenses > Temporary file of the PhD student



#### Check the information of the jury members

Following the doctoral school advice on the designation of the rapporteurs and the members of the jury



#### Click on "Save into the temporary base"

At the bottom of the page



#### Receive the « Demande d'autorisation de soutenance »

Signed by the thesis supervisor and the director of the doctoral school. Check it and have it signed by the general director of ESPCI. Give feedback to the PhD student if needed.



#### Check the PhD student's deposit on ADUM

Front and back covers



#### Send the official letters to the rapporteurs

5 weeks before the defense at the latest



#### Receive the reports

2 weeks before the defense at the latest



#### Send to the Doctoral School for validation:

- ✓ The « demande d'autorisation de soutenance »
- ✓ The two reports



#### 1 MONTH AND A HALF BEFORE THE DEFENSE

##### AT THE LATEST



#### Download, sign and send to the PhD Department:

The defense authorization request (« demande d'autorisation de soutenance ») signed by the thesis supervisor and the director of the doctoral school.

The PhD Department will get it signed by the institution. Without this document, the defense procedure cannot begin. Any delay in the transmission of this document will also delay the procedure and may lead the postponement of your defense date.



## Check your manuscript for the 1<sup>st</sup> deposit:

- ✓ Front page and back cover like PSL model with the indication below
- ✓ Same title ADUM/manuscript
- ✓ Same speciality ADUM/manuscript
- ✓ Name of the laboratory (without logo)
- ✓ No guest member on the front page
- ✓ Keywords French/English
- ✓ If the manuscript is in English, add a French summary and the translation of the title in French (see complementary information)

Important : Test of your PDF via <http://facile.cines.fr>  
See PSL rules on <https://collegedoctoral.psl.eu/docto-rat-psl/espace-ressources/>



## Submit your manuscript (pdf) in your ADUM profile ("STAR Deposit")

The PhD Department checks the conformity of the manuscript and at the same time, you must send your manuscript to the rapporteurs.



## Click on "Transmission of the data"

In the section "I finalize the procedure"



**2 WEEKS BEFORE THE DEFENSE**

**AT THE LATEST**



## Download, sign and send to the PhD Department:

- ✓ The « charte de diffusion électronique des thèses »
- ✓ The « dépôt électronique de thèse – Certificat de conformité avant soutenance »
- ✓ The confidentiality document if there is a confidentiality clause



## Send to the PhD student:

- ✓ The two reports
- ✓ The note for the defense ("note pour la soutenance")



## Send to the members of the jury:

- ✓ The invitations ("convocations")
- ✓ The detail of the defense ("detail de la soutenance")
- ✓ The 2 reports
- ✓ The note to the jury ("note au jury")



## Send to the thesis supervisor the defense documents:

- ✓ The "procès-verbal"
- ✓ The "rapport de soutenance"
- ✓ The "avis du jury"
- ✓ The "attestation de dépôt de la thèse"
- ✓ The "serment du docteur"
- ✓ The procedure of defense



## Validate the student's file on ADUM

In Validation -> Defenses: click on "Save in the definitive data base" at the bottom of the page.



## Display of the defense:

The saving of the file as definitive allows the publication of the announcement of the defense, ex: on the PSL Collège Doctoral website => Vie doctorale => Soutenances de thèses à venir

## Actions doctorant AFTER THE DEFENSE



**1 MONTH AFTER THE DEFENSE**

**AT THE LATEST**

Actions of the thesis supervisor:



## Submit or send to the PhD Department:

The **original** defense documents completed and signed:

- ✓ The "procès-verbal"
- ✓ The defense report (« rapport de soutenance »)
- ✓ The jury decision ("avis du jury")
- ✓ The power of attorney for the members of the jury attending on line, signed by the president of the jury ("procuration membre du jury en visioconférence")

## Actions PhD Department AFTER THE DEFENSE



**1 MONTH AFTER THE DEFENSE**

**AT THE LATEST**



## Receive the original defense documents, filled and signed:

- ✓ The "procès-verbal"
- ✓ The "rapport de soutenance"
- ✓ The "avis du jury"
- ✓ The powers of attorney for the members of the jury who attended on line, signed by the president of the jury.



**3 MONTHS AFTER THE DEFENSE**

**AT THE LATEST**

**Actions of the PhD:**



**Check your manuscript for the definitive submission:**

- ✓ Same title ADUM/manuscript
- ✓ Keywords French/English
- ✓ No logo except PSL and Institut Curie
- ✓ No mention of the guest members
- ✓ Title translated in French if the manuscript is in English (in addition to the original title)
- ✓ Name of the laboratory (without the logo)



**Add the president of the jury on the first line of the composition of the jury, on the front page**

- ✓ Front page and back cover like PSL model
- ✓ Test of your manuscript on <http://facile.cines.fr>



**Submit your definitive pdf on your ADUM profile**



**Download, sign and send to the PhD Department**

The following documents:

- ✓ The authorization of publication ("autorisation de mise en ligne")
- ✓ The conformity certificate (« dépôt électronique de thèse – certificat de conformité après soutenance »)



**Check the definitive manuscript**

Of the PhD on ADUM (front and back covers)



**Receive:**

- ✓ The « autorisation de mise en ligne »
- ✓ The « dépôt électronique de thèse – Certificat de conformité après soutenance »



**Prepare a certificate of achievement**

After receiving all the **original** defense documents completed and signed.



**On ADUM:**

File of the PhD -> **Modify the file** -> Thesis defense -> At the bottom: **select "yes" for "definitive validation** for diploma and sending to STAR", then click on **"Save the modifications"**.



**Contact the Institut Curie Library for the publication of the thesis**

**Actions of the Library FINALIZATION**



Upload, archive and publicize the thesis

## I am in 3rd year but I will defend at the beginning of the next civil year

- ✓ Enroll every year before 31/12
- ✓ If you defend before 31/12, you will not have to re-enroll
- ✓ If not, you must re-enroll. In this case:
  - You will be exempted from the tuition fees if your thesis lasts less than 39 months.
  - You will need to pay the CVEC fees. (see the re-enrollment procedure)

Warning: you will need to re-enroll before beginning your defense procedure.

## Composition of the jury: specific PSL rules

The rapporteurs may **not be part of the Doctoral School, the laboratory, Institut Curie or PSL University**(except if the disciplinary field or the content of the works do not allow it).

The jury is composed of between 4 and 8 members satisfying the following criteria:

- ✓ The candidate's thesis supervisor must be part of the jury
- ✓ At least **half of the members being French or foreign personalities must be from outside the Doctoral School and the laboratory to which the candidate belongs and from PSL University**, chosen for their scientific competence.
- ✓ **Half of the jury must consist of professors**, or senior researchers, according to provisions detailed in the appointment of members of the National Council of Universities or of teachers of equivalent rank who do not depend on the Ministry responsible for Higher Education.
- ✓ There must be an equal representation of men and women.
- ✓ One of the members of the jury must be a PSL researcher, with HDR. **It cannot be the thesis supervisor or co-supervisor/co-encadrant and he/she must be outside the laboratory.**
- ✓ At least half of the members of the jury must not have taken part in the thesis work.
- ✓ The President of the Jury must be a Professor or equivalent.
- ✓ The thesis supervisor participates in the jury, attends the deliberations but does not take part in the decision. He cannot chair the jury.
- ✓ Some people can attend as guest members (maximum two). A guest member attends the defense but he does not sign any document and is not considered as an examiner.

## In which language should the manuscript be written?

## In which language the defense should be presented?

In accordance with the Education Code (Article L121-3), the language of the manuscript and of the defense is French. However exceptions may be considered and if this option is chosen, the PhD student must add a substantial summary in French. See more **details with your Doctoral School**. If your Doctoral School has no rules about it, add a substantial summary in French of each chapter of the thesis.

If the manuscript is in English, on the front page the original title in English should appear first, before the title translated into French.

## Where the defense should take place?

## Who books the room?

The PhD student and their thesis supervisor are in charge of booking the rooms.

### What to do in case of co-tutelle agreement?

Please follow the defense conditions written in the agreement. If they are not respected, the institution could cancel the co-tutelle agreement.

### Which official document will the doctor receive after the thesis defense?

When all the documents required are sent to the PhD Department, and the definitive deposit done, the doctor will receive the **PhD Degree Certificate**, then the **diploma**.

The documents will be definitive and cannot be modified. Check that everything is correct before the defense.

The diploma will only be given if the procedure is completed. The PhD will need to pick it up in person at the PhD Department, with an ID document (or a power of attorney).



#### PARTICULAR CASE:

#### VIDEOCONFERENCING

- ✓ The PhD student should check the videoconference option on ADUM when he or she declares the members of the jury, for each member participating online.
- ✓ We will need an online defense request form to be filled out and signed by the PhD student, the Doctoral School and the institution.
- ✓ The members of the jury attending on line will receive a power of attorney by email with their invitation. They will need to complete, sign and send back the power of attorney to the thesis supervisor who will give it to the President of the jury on the day of the defense.
- ✓ In case of last-minute videoconferencing, please contact the PhD Department in order to send out the powers of attorney documents.
- ✓ A totally online defense is only possible in case of severe sanitary situation (lockdown, severe restrictions).



#### CONTACT

Institut Curie PhD Department : [scldoc-curie@espci.fr](mailto:scldoc-curie@espci.fr)