

# PhD defence procedure

## Institut Curie – PhD Department

### Steps for PhD student BEFORE THE DEFENCE



### Steps for PhD Department BEFORE THE DEFENCE



**3 MONTHS BEFORE THE DEFENCE**

**OR EVEN EARLIER**



#### Go on your private ADUM profile

##### Follow the procedure of defence

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

##### Update all the tabs

Civil status, contact information, funding, skills and portfolio...

**Fill in** the PhD defence section: thesis title, keywords, date, place, confidentiality, summary, reviewers, 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 below complementary information).**

**!/ \ Check carefully the thesis title as it'll be in your diploma (not possible to modify it after the defence)**

**Indicate** the reviewers' (rapporteurs) and the jury's contacts. They will be used by the PhD Department to contact them and send them the official invitations.

**!/ \ Check carefully the reviewers email address**

**Upload the PDF manuscript** using the front page with the jury & back cover PSL model this version will be sent to the reviewers & the jury members.

**!/ \ For a confidential thesis, the manuscript must be marked "confidential".**

**Upload the additional documents:** charter for electronic dissemination of thesis & confidentiality request (if applicable).

**Finalise the procedure** by clicking on 'transmission des données pour instruction du dossier' -> your thesis supervisor, the doctoral school and the university will examine your defence request.

**!/ \ The procedure must be finalized at least 10 weeks before the defence date. Any delay in the transmission of this request may lead to the postponement of your defence date.**



**3 MONTHS BEFORE THE DEFENCE**

**OR EVEN EARLIER**



#### Go on ADUM

Click on: validation > Defences > Temporary file of the PhD student

The thesis supervisor and the doctoral school must give their opinion before the university is able to examine the request.



#### Check the information of the defence request (jury members)

Comply with the doctoral school's opinion on the appointment of the reviewers and the jury members.

Click on: 'données vérifiées et stabilisées'  
-> the request is submitted to the Head of ESPCI



#### The Head of ESPCI gives his opinion on the appointment of the reviewers and members of the jury.

 **1 MONTH AND 3 WEEKS BEFORE THE DEFENCE**  
**AT THE LATEST**

 **Send your manuscript to the reviewers**

To avoid any problem, send your manuscript in digital and/or paper version to the reviewers at the same time as the PhD department sends the official letter.

**/!\ The reviewers must have at least 1 month to write their report.**

 **3 WEEKS BEFORE THE DEFENCE**  
**AT THE LATEST**

 **Reception of the pre-reports**

You can have access to the submitted reports on ADUM.

In the light of the reports, the Head of ESCPI validates the authorisation to defend the thesis, after receiving the opinion of the doctoral school and the thesis director.

 **The defence documents for the jury**

**Step for the thesis supervisor or the PhD student:**

Download and send the defence documents to the president of the jury: 'procès verbal', jury decision, report, oath...

If applicable, send the videoconference link.

 **1 MONTH AND 3 WEEKS BEFORE THE DEFENCE**  
**AT THE LATEST**

 **Letter of appointment to the reviewers**

After unanimous approval, the PhD department indicates the date by which the reports must be returned and sends the appointment letter to the reviewers with the link to the manuscript and the link to submit the report.

 **Inviting the jury**

The PhD department sends the invitation to the defence (subject to the reports).

 **3 WEEKS BEFORE THE DEFENCE**  
**AT THE LATEST**

 **The reception of the pre-reports**

At least 3 weeks before the defence. The Head of ESCPI authorises the defence on the basis of the pre-reports.

 **Validate the file**

By clicking on defence > files to be processed, save the file as definitive.

 **Send an email to the jury members**

The defence is confirmed to the jury by email, with a link to the pre-reports.





**Steps for PhD student  
AFTER THE DEFENCE**



 **1 MONTH AFTER THE DEFENCE**  
**AT THE LATEST**

**Steps for the thesis supervisor:**

 **Submit the defence documents on ADUM duly completed & signed:**

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






Send the original documents to the PhD department.

**Steps for PhD Department  
AFTER THE DEFENCE**



 **1 MONTH AFTER THE DEFENCE**  
**AT THE LATEST**

 **Receive and check the original defence documents, duly completed & signed:**

-  The "procès-verbal"
-  The defence report (« rapport de soutenance »)
-  The jury's decision ("avis du jury")
-  The powers of attorney for the members of the jury who attended online, signed by the president of the jury.
-  Add information on the defence tab (doctor's profile on ADUM).



**3 MONTHS AFTER THE DEFENCE**

**AT THE LATEST**



### Check and submit the final version of your manuscript

#### Front page

- ✓ Same title ADUM/manuscript
- ✓ Title translated in French if the manuscript is in English (in addition to the original title) + abstract in French (cf additional info)
- ✓ Same specialty ADUM/manuscript
- ✓ Name of the laboratory (without the logo)  
*No logo except PSL and Curie*
- ✓ Add the president of the jury in the first line of the jury panel
- ✓ No mention of the guest members

#### Back cover

- ✓ Keywords in French/English
- ✓ Front page and back cover as per PSL model
- ✓ Test your manuscript via <http://facile.cines.fr>



### Upload the additional documents (merged in 1 PDF file)

- ✓ The authorisation of online dissemination ("autorisation de mise en ligne")
- ✓ The certificate of conformity (« dépôt électronique de thèse – certificat de conformité après soutenance ») signed by the thesis supervisor



**3 MONTHS AFTER THE DEFENCE**

**AT THE LATEST**



### Check the final version of your manuscript

On ADUM (front and back covers)



### Check the additional documents :

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



### Issue a certificate of graduation

After receiving all the original defence documents duly completed and signed, at the doctor's request.



### On ADUM:

File of the PhD -> **Modify the file** -> Thesis defence  
-> At the bottom of the web page: **select "yes" for "final validation"** for graduation and submission to STAR", then click on **"Save the modifications"**.



### Contact the ESPCI Library for the publication of the thesis

## Actions of the Library FINALIZATION



**Reporting, dissemination and conservation** of the thesis

## Complementary information

### I am in 3<sup>rd</sup> year but I will defend at the beginning of the next year

- ✓ Register every year before 31/12
- ✓ If you defend before 31/12, you will not need to register.
- ✓ If not, you will need to re-register. In this case:
  - You will be exempt from the tuition fees if the duration of your thesis is less than or equal to 39 months.
  - You will need to pay the CVEC fees (see the registration procedure).

**Warning: you will need to re-register before you can begin your defence procedure.**

### Composition of the jury: specific PSL rules (check the specific rules of your doctoral school)

The reviewers 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 (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 be made up 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 and he/she must be from 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 takes part in the jury, attends the deliberations but does not take part in the decision. He/she cannot chair the jury;
- ✓ Some people can attend as guest members (maximum two). A guest member can attend the defence but he/she must not sign any document and is not considered as an examiner.

### In which language should the manuscript be written?

#### In which language the defence should be presented?

In accordance with the Education Code (Article L121-3), the language of the manuscript and of the defence is French. However, exceptions can be made 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 instructions about it, add a substantial summary in French of each chapter of the thesis.

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

### Where the defence should take place?

#### Who books the room?

The PhD students and their thesis supervisors are in charge of booking the meeting room.

### What should I do in case of a joint doctorate agreement?

Please follow the defence procedure mentioned in the agreement. If they are not respected, the institution can cancel the joint doctorate agreement.

### What should be done if a member of the jury is absent?

The jury appointed by the Head of the institution cannot be changed on the day of the defence. However, if a member of the jury is absent and the jury therefore doesn't comply with the regulations anymore you must contact your doctoral school and the PhD department as soon as possible. To restore the balance of the jury, the following solutions may be considered:

- set up a videoconference
- position a member of the jury as a guest,
- find a new member of the jury.

The new composition of the jury must be approved by the doctoral school and the institution. In the event of the absence of a member of the jury, which has no effect on the conformity of the jury, it'll be sufficient to indicate this absence on the defence documents.

### Confidentiality vs embargo

A thesis subject to confidentiality may under no circumstances be distributed, reproduced or communicated during the period of confidentiality. This allows scientific results to be protected (eg for patent purposes) and concerns most 'Cifre' thesis. A **request for confidentiality** must be sent to the PhD department at the time of the defence procedure.

For a thesis under embargo, the dissemination is limited for a certain period of time to members of the institution where the thesis is defended and to the entire university community (on [theses.fr](http://theses.fr) via [the identity federation](http://the-identity-federation.org)). This protects authors' rights (in the event of publication in a scientific journal or by a publisher).

At the end of the confidentiality or embargo period, the thesis will be accessible on the Internet.

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

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

**The documents will be final and cannot be modified. Check that everything is correct before the defence.** The diploma will only be issued if the procedure is completed. You will need to collect it in person from the PhD Department, together with a proof of identity (or a power of attorney).



#### PARTICULAR CASE:

#### VIDEOCONFERENCE

- ✓ The PhD student should tick the videoconference box on ADUM when he or she declares the members of the jury, for each member participating online.
- ✓ The members of the jury attending online will receive a power of attorney by email along 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 defence.
- ✓ In the event of a last-minute videoconference, please contact the PhD Department in order to arrange the powers of attorney documents.
- ✓ A totally online defence is only possible in the event of an aggravated health situation (lockdown, severe restrictions).



#### CONTACT

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