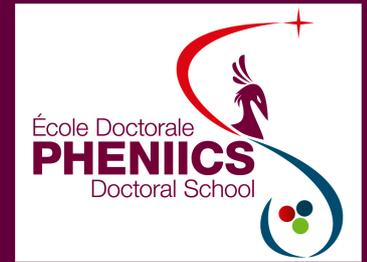


Thesis defense procedure Checklist



For any question : ed_pheniics@universite-paris-saclay.fr

| | |
|---------------------------|--|
| DATE of my defense | |
|---------------------------|--|

Preliminary questions to the defense process

| | Thesis and thesis defense choice of language | <input checked="" type="checkbox"/> |
|---|---|-------------------------------------|
| A | I would like to write my thesis in French : there is no additional step that I have to take on that matter | <input type="checkbox"/> |
| B | I would like to write my thesis in English : I have to follow the following 4 steps | <input type="checkbox"/> |
| 1 | I inform the doctoral school beforehand, meaning before starting to write my thesis, by contacting my referent | <input type="checkbox"/> |
| 2 | I acknowledge that I will have to provide a summary in French of 5 to 10 pages, approved by my supervisor. This summaru will have to be prodived when I fill in the information for the “Désignation des rapporteurs” | <input type="checkbox"/> |
| 3 | I understand that this summary is an integral part of my thesis and will need to be associated with my thesis for the first legal deposit with the library | <input type="checkbox"/> |
| 4 | I agree to include this 5-to-10-pages summary in the final version of my manuscript, when I make the second deposit of my thesis | <input type="checkbox"/> |

| | Procedure on my ADUM account | <input checked="" type="checkbox"/> |
|---|--|-------------------------------------|
| 1 | I have uploaded one by one all of my publications on my ADUM profile | <input type="checkbox"/> |
| 2 | I have fully filled in the name of each publication: the name of the periodical, the complete list of authors, the number of the volume, the year, and so on | <input type="checkbox"/> |
| 3 | I have added on my ADUM profile an email address that I plan to keep for the next 5 years | <input type="checkbox"/> |
| 4 | I have uploaded the complete list of the training programmes that I undertook on ADUM (and I have uploaded the subsequent certificate for each programme) | <input type="checkbox"/> |
| 5 | I have uploaded on ADUM all information about my professional future | <input type="checkbox"/> |

Thesis defense timeline

| | T0 - 3 months or earlier | <input checked="" type="checkbox"/> |
|----|---|-------------------------------------|
| 1a | I have talked with my supervisor about the possibility of a confidential thesis and defense, and we have reached a decision : my thesis is confidential, in that case, I have to follow the next bullet point | <input type="checkbox"/> |
| | I download the form to request the confidential classification of my thesis, and if necessary, a request for exemption from public access to the defence (behind closed doors) here | <input type="checkbox"/> |
| 1b | I have talked with my supervisor about the possibility of a confidential thesis and defense and we have reached a decision : my thesis is not confidential, in that case, I don't have any additional step to take | <input type="checkbox"/> |
| 2 | I have started to organise the logistical aspects of my defense : booking a room, checking the access to non-standard rooms, and so on | <input type="checkbox"/> |
| 3 | I have sent to my référent the names of my two rapporteurs and the names of the members of my jury | <input type="checkbox"/> |
| 4 | I upload thoroughly on my ADUM profile the details of my rapporteurs and the members of my jury and I finalize my thesis defense request on ADUM | <input type="checkbox"/> |
| 5 | If my thesis defense requires to be by videoconference: I download the technical guarantor commitment form here and I send it to the doctoral school | <input type="checkbox"/> |

| | T0 - 2 months or earlier | <input checked="" type="checkbox"/> |
|---|---|-------------------------------------|
| 1 | I make the first legal deposit of my thesis on ADUM and I contact the library at this address: theses-sciences.scd@universite-paris-saclay.fr | <input type="checkbox"/> |
| 2 | I download the Conditions of Dissemination form on my ADUM profile and I upload it once I have signed it | <input type="checkbox"/> |
| 3 | I send my manuscript to all the members of my jury | <input type="checkbox"/> |
| 4 | If my thesis is confidential, I download the confidentiality agreement form that my rapporteurs will have to fill in and sign | <input type="checkbox"/> |

| | T0 - 1 month | <input checked="" type="checkbox"/> |
|---|---|-------------------------------------|
| 1 | The rapporteurs did upload their reviews (at the latest, two weeks before the date of the defense) | <input type="checkbox"/> |
| 2 | I received the confirmation of the authorization to defend | <input type="checkbox"/> |
| 3 | I download on my ADUM profile my defense documents («PROCES VERBAL DE LA SOUTENANCE + RAPPORT DE SOUTENANCE » / minute and defense report), I print them and I am ready to give them to my supervisor before my defense. If the documents are not accessible from my Adum profile, I reach out to the doctoral school | <input type="checkbox"/> |
| 4 | If my defense requires a videoconference, I make sure that each member of my jury who will attend the defense by videoconference has received the proxy form | <input type="checkbox"/> |
| 5 | If my defense takes place behind closed doors, I download the confidentiality agreement template that will need to be filled by the member of the audience potentially present on that day | <input type="checkbox"/> |

| | T0 The day of the defense | <input checked="" type="checkbox"/> |
|---|--|---|
| 1 | All the members of the jury sign the minute and the defense report. The President of the Jury sign the minute on behalf of the members who attended the defense by videoconference | <input type="checkbox"/> |
| 2 | The president of the jury writes the defense report, all jury members sign it. The president of the jury signs the report on behalf of the members who attended the defense by videoconference. The President of the Jury writes down the jury's opinion on the thesis reproduction form and signs the form. | <input type="checkbox"/> |
| 3 | I am a Doctor now ! |  |
| 4 | I can take the doctors' oath | <input type="checkbox"/> |

| | T0 + a few days | <input checked="" type="checkbox"/> |
|--|--|-------------------------------------|
| | <p>I make sure that the president of the jury or my thesis supervisor has sent the defense file (minutes + report + jury opinion + proxy of the jury members who attended by videoconference) to the department of my registration institution.</p> <p>The file must be :</p> <ul style="list-style-type: none"> -Either sent by email in digital version to the department of my registration institution address which sent the invitations with the name of the doctor / defense documents in the subject line. -Or uploaded by my supervisor on the link provided for this purpose in ADUM (if available). <p>In addition to sending the file by email/uploading it, the defense documents (the original documents) must be sent by post mail to :</p> <p>MAISON DU DOCTORAT</p> <p>Université Paris-Saclay / ENS Paris-Saclay</p> <p>Documents de soutenance</p> <p>4 avenue des sciences</p> <p>91190 Gif sur Yvette</p> | <input type="checkbox"/> |

| | T0 + 1 to 3 months | <input checked="" type="checkbox"/> |
|---|---|-------------------------------------|
| 1 | If necessary, I make corrections to my manuscript - minor or major corrections | <input type="checkbox"/> |
| 2 | I make the second legal deposit of my thesis (in the following month if I made minor corrections ; in the next three months in case of major corrections) | <input type="checkbox"/> |
| 3 | Once the second deposit has been finalized by the library, I can download my Certificate of Completion on my ADUM profile | <input type="checkbox"/> |
| 4 | I send the request to produce my diploma to the doctoral school and I make sure to read and check each item on the request | <input type="checkbox"/> |