

## Defense Guide Public Health Doctoral School

The defense process is lengthy, and we recommend starting well in advance of your planned defense date.

### 1. The Calendar

#### • **5 to 6 months before the planned defense date:**

The doctoral student must contact the EDSP by email, submitting the "Defense Request\_2024" form. This document specifies the progress of the research (completed work, manuscript status, published articles), the desired defense period, and a proposed jury composition (see **2. Composition of the Jury**).

Prior approval from the EDSP management on these elements is essential before approaching the proposed reviewers or examiners.

Once the EDSP management has approved the jury composition and the defense, the doctoral student must coordinate with all jury members to set a defense date. This date should be communicated to the EDSP as soon as possible to establish the retro-planning schedule.

#### • **2.5 months before the defense date**

The doctoral student submits a near-final version of their thesis dissertation (see **3. The Manuscript**) to the EDSP management for validation and authorization to send it to the reviewers.

At this stage, the jury declaration must also be completed in the candidate's ADUM space. The jury composition must be validated by the thesis director and the EDSP management before receiving approval from the presidency of the doctoral student's university of registration (Paris-Saclay or Paris-Est Cr teil).

#### • **2 months before the defense date**

The doctoral student must make the first legal deposit of their thesis on ADUM (in PDF format). They are then responsible for sending the thesis to the rapporteurs in electronic (PDF) or printed format, according to the rapporteurs' preferences. The rapporteurs will also be notified via ADUM about the deadline by which they must submit their report. Each report must explicitly include one of the following statements: "Favorable opinion," "Reserved opinion," or "Unfavorable opinion," and must be signed by the rapporteur.

#### • **1 month before the defense date**

The rapporteurs submit their report on the ADUM platform using the link provided in the designation email. Based on the reports, the thesis supervisor and the EDSP management provide their opinion on the request for authorization to defend and send it to the doctoral student's registered university for a final decision.

The doctoral student may then send their manuscript (the same version submitted to the rapporteurs) to the other members of the jury. They are also responsible for reserving (or confirming the reservation of) a defense room.

If the defense is to be held outside the university premises, the doctoral student must complete and submit to the EDSP the "Request for Authorization to Defend Outside the Premises," which will be returned to them, signed, when the authorization to defend is granted.

In the case of a hybrid defense, the doctoral student is responsible for designating a technical guarantor. They must complete and submit the technical guarantor form to the EDSP a few days before the defense.

## **2. Composition of the Jury**

The defense jury is appointed by the head of the institution upon the proposal of the EDSP management. It consists of 4 to 8 members with voting rights, all holding a doctorate relevant to the discipline. At least 50% of the jury members must be University Professors (or equivalent rank A), and at least 50% must be external to both the institution and the EDSP. Special attention is also given to ensuring gender balance.

Members of the Comit  de Suivi Individuel (CSI) may serve as examiners on the jury, but they cannot act as rapporteurs.

For doctoral students at the University of Paris-Saclay, thesis supervisors are not included in the jury with voting rights.

For doctoral students at the University of Paris-Est Cr teil, thesis supervisors are included in the jury with voting rights.

### **• The Rapporteurs**

The candidate's work is examined by at least two rapporteurs authorized to supervise research, who must be external to both the university institution where the doctoral student is registered and the ED. The two rapporteurs are appointed by the Head of the institution upon the proposal of the EDSP management, after consulting with the thesis director. The rapporteurs may be affiliated with foreign higher education or research institutions.

### **• The Jury President**

The jury president must be a university professor (or equivalent rank A). He or she may be affiliated with the doctoral student's registration institution and/or the EDSP.

In the case of a hybrid defense, it is mandatory for the jury president to be physically present.

### 3. The Manuscript

The manuscript may be written in French or English. If written in English, a substantial summary (5 to 10 pages) in French must be included, in addition to the short summaries.

The expected total volume is at least 120 pages, excluding the bibliography and appendices. The thesis may include, exclusively as an appendix, a copy of the scientific articles derived from the work presented in the body of the text. A page at the beginning of the thesis must explicitly list the candidate's scientific contributions, including articles submitted for publication, those accepted subject to revision, and those definitively accepted, as well as communications at scientific conferences, books, and book chapters.

The general structure of the thesis expected by the EDSP follows the classic format: Introduction, Materials and Methods, Results, and Discussion (IMMRED). The writing should clearly outline the scientific problem and the research approach followed during the doctorate. The EDSP encourages doctoral students to highlight in their thesis the questions, possibly inconclusive tests, choices made, etc., that often take up a significant portion of the doctoral work. We believe that the transcription of this process has just as much scientific value as the final product, namely the publications. Word constraints in publications often leave little room for describing the approach and necessitate focusing directly on the final results. Additionally, publications typically reflect more collective work, arising from consultations between authors. Finally, when writing the manuscript, not all of the thesis work is necessarily completed in the same way as an article intended for submission.

If the thesis consists of several works addressing the same general problem, reported in successive chapters, the IMMRED structure can be adopted within each chapter. In this case, the general research approach should also be presented in the general "Introduction," "Materials and Methods," and "Discussion" sections. For example, if the thesis work is based on data from the same epidemiological survey, it is appropriate to describe the survey and the data in a dedicated chapter, providing more comprehensive information than would typically be included in a scientific article, where this description is limited to only a few lines. It is also desirable that the thesis be understandable without the need to reference other articles (e.g., study protocols, previous work that the thesis builds upon, innovative methodology). The analysis methods used can be described more fully than in a scientific article, allowing the jury members to assess the doctoral student's teaching capabilities.

The cover of the manuscript must comply with the format required by the university institution where the doctoral student is registered. The manuscript must also include short summaries in both French and English.

#### 4. The Defense

The defense is public, except in cases where the head of the university grants a special exception due to the confidential nature of the thesis subject or work.

The defense consists of an oral presentation by the candidate lasting a maximum of 40 to 45 minutes, followed by the presentation of the jury members' opinions on the work and their questions.

Admission or adjournment is determined after the jury's deliberation. To confer the degree of Doctor, the jury evaluates the candidate's work, their ability to place it within its scientific context, and their overall presentation skills during the defense. At the end of the deliberation, if the jury decides to award the doctoral degree, the candidate is invited to take the oath of scientific integrity, in either its French or English version.

*« En pr sence de mes pairs.*

*« Parvenu(e)   l'issue de mon doctorat en [sp cialit  du doctorat], et ayant ainsi pratiqu , dans ma qu te du savoir, l'exercice d'une recherche scientifique exigeante, en cultivant la rigueur intellectuelle, la r flexivit   thique et dans le respect des principes de l'int grit  scientifique, je m'engage, pour ce qui d pendra de moi, dans la suite de ma carri re professionnelle quel qu'en soit le secteur ou le domaine d'activit ,   maintenir une conduite int gre dans mon rapport au savoir, mes m thodes et mes r sultats. »*

*« In the presence of my peers.*

*With the completion of my doctorate in [research field], in my quest for knowledge, I have carried out demanding research, demonstrated intellectual rigour, ethical reflection, and respect for the principles of research integrity. As I pursue my professional career, whatever my chosen field, I pledge, to the greatest of my ability, to continue to maintain integrity in my relationship to knowledge, in my methods and in my results. »*

The jury president prepares a defense report, countersigned by all members of the jury with voting rights. In the case of a hybrid defense, the president must have previously received signed proxies from the jury members attending the defense via videoconference. The jury president then submits all signed defense documents, including proxies where applicable, to the thesis director, who files an electronic version in their ADUM space and is responsible for sending it to the doctoral student's registration institution.

#### 5. The Diploma

At the end of the defense, the doctoral student receives their defense certificate from the EDSP.

They then make their second legal deposit with the university library, which validates it. Upon validation, a certificate of success is generated in the candidate's ADUM space.