

This quick reminder aims to give some guidelines on the main steps towards the defense of the thesis.

It does not replace the information available on the web at ☉. **The PhD supervisor must always sign all the forms first.**

For any question, please contact the Doctoral School secretary nathalie.schwartz@u-psud.fr - Phone : 01 69 15 75 26

☉ : <https://www.universite-paris-saclay.fr/fr/formation/doctorat/ondes-et-matiere>
<https://www.universite-paris-saclay.fr/fr/Doctorat/Mon-doctorat-mes-demarches/Soutenance>

Doctoral School (ED) advisor : luca.perfetti@polytechnique.edu

T – 3 to 4 Months	1 - <u>The PhD student</u> must organize his/her defense and discuss with his/her supervisor about the selection of the defense committee, taking into account the potential confidentiality of the defense.
T – 2,5 to 3 Months	2 - <u>The PhD student</u> sends by e-mail to his/her ED advisor the names of two proposed <u>external HDR referees</u> with their title, with their position and with their university or parent organization. <i>It is highly recommended, if possible</i> to also send the complete list of the proposed defense committee with the same information. For the research fellows (<i>chargés de recherche</i>) and lecturers (<i>maîtres de conférence</i>) it will be specified if they have the HDR or not. 3 - After the ED approval, <u>the PhD student</u> downloads from ADUM the <i>désignation des rapporteurs</i> form (<i>reviewer appointment form</i>), the <i>proposition de jury</i> form, the <i>autorisation de soutenance</i> form (<i>thesis defense authorization form</i>) (<i>examination panel proposal form</i>). He/She collects the signature of his/her supervisor on all these forms. He/She contact the "graduate school" service of the Ecole Polytechnique and sends a pdf copy of the forms to emmanuel.fullenwarth@polytechnique.edu 4 - <u>The PhD student</u> makes an appointment with the ED advisor at luca.perfetti@polytechnique.edu . You have to bring : a- : <i>the final manuscript in a printed form or on a USB stick</i> , b- <i>mandatory : the désignation des rapporteurs</i> , c- : <i>the proposition de jury</i>
T – 2 Months	6 - <u>The PhD student</u> sends a paper version + electronic version of his/her manuscript to both reviewers and informs them of the expected return date for their reports (1 month before the defense). An electronic copy of the signed reports will be and e-mailed to emmanuel.fullenwarth@polytechnique.edu
T – 4 weeks	7 - If the <i>proposition de jury</i> form has to be modified, the form will then be immediately sent electronically to the ED advisor , who will sign it. 8 - <u>The PhD student</u> updates his/her ADUM records with : a- <i>his/her updated list of publications</i> , b- <i>the items related to his/her future career</i> , c- <i>a long-term personal e-mail address</i> , d- <i>the items related to his/her training</i> ; and, finally, e- <i>the student uploads in ADUM his/her manuscript in PDF and downloads the necessary forms for its legal deposit</i> . 9 - If the sections of point 8 are complete in ADUM, the ED advisor will sign the <i>autorisation de soutenance</i> form upon receipt of two positive reports and will forward this form and the two reports to the PhD student and to his/her supervisor. 10 - <u>The PhD student</u> makes the first legal deposit of his/her manuscript by contacting the library. For the students of the Ecole Polytechnique la bibliothèque de l'X (Denis ROURA) and for the students of ENSTA la bibliothèque de l'ENSTA (Aurelien Arnoux).
T – 2 days	11 - <u>The student</u> downloads from ADUM his/her <i>dossier de soutenance</i> and sends it to his/her supervisor.
T + 1/3 MOIS	12 – After the defense the PhD student has one month maximum for minor corrections, or up to three months in case of major corrections, to perform the second legal deposit of his/her manuscript. <i>This step is mandatory to issue the diploma.</i>