

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 our Doctoral School (ED) secretary : [nathalie.schwart@u-psud.fr](mailto:nathalie.schwart@u-psud.fr) - Phone : 01 69 15 75 26

☒ : <https://www.universite-paris-saclay.fr/en/education/doctorate/ondes-et-matiere>

☒ : <https://www.universite-paris-saclay.fr/en/node/8523>

**Doctoral School (ED) advisor** : [sandrine.leveque-fort@u-psud.fr](mailto:sandrine.leveque-fort@u-psud.fr) for ISMO and C2N / [jacques.robert@u-psud.fr](mailto:jacques.robert@u-psud.fr) all other labs

T – 3 to 4 MONTHS	<p>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.</p>
T – 2.5 to 3 MONTHS	<p>2 - <u>The PhD student</u> sends by e-mail to his/her <b>ED advisor</b> the names of two proposed <u>external</u> HDR referees 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.</p> <p>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>) and uploads the list of his/her publications in ADUM. <i>If possible</i> he proceeds similarly for the <i>proposition de jury</i> form (<i>examination panel proposal form</i>). He/She prints the <i>autorisation de soutenance</i> form (<i>thesis defense authorization form</i>), and he/she collects the signature of his/her supervisor on all these forms. Check the availability of the defense committee members in order to fix the defense date.</p> <p>4 - <u>The PhD student</u> makes an <b>appointment</b> with the ED advisor at <a href="mailto:sandrine.leveque-fort@u-psud.fr">sandrine.leveque-fort@u-psud.fr</a> or <a href="mailto:jacques.robert@u-psud.fr">jacques.robert@u-psud.fr</a>. You have to bring : <b>a-</b> mandatory : the <i>final manuscript on a USB stick</i>, <b>b-</b> mandatory : the <i>désignation des rapporteurs</i>, <b>c-</b> if possible : the <i>proposition de jury</i>, <b>d-</b> mandatory : the <i>autorisation de soutenance</i>, all forms being <i>previously signed by your supervisor</i>.</p> <p>5 - <u>The student</u> brings the form(s) <i>désignation des rapporteurs</i> and (if possible) <i>proposition de jury</i> with the signature of the ED advisor to the PhD registration office (building 301) who sends <i>an official letter to the reviewers</i>.</p>
T – 2 MONTHS	<p>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), which will be signed, scanned and <u>e-mailed</u> to the <b>ED advisor</b> and <b>to the ED secretary</b>. If the examination panel has already been nominated the student will also send his/her manuscript to the other members of the jury.</p>
T – 4 WEEKS	<p>7 - If the <i>proposition de jury</i> form could not be finalized before, it has to be done now, starting with the prior approval of the ED mentioned in point 2 above. The form will then be sent electronically to the <b>ED advisor</b>, who will sign it. <u>The student</u> will then bring it to the PhD registration office (building 301). <i>An official notice will be sent to the jury by the University and the date of the defense cannot be changed anymore.</i></p> <p>8 - <u>The PhD student</u> updates his/her ADUM records with : <b>a-</b> his/her updated list of publications, <b>b-</b> the items related to his/her future career, <b>c-</b> a long-term <u>personal</u> e-mail address, <b>d-</b> the items related to his/her training ; and, finally, <b>e-</b> the student uploads in ADUM his/her manuscript in PDF and downloads the necessary forms for its legal deposit.</p> <p>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.</p> <p>10 - <u>The PhD student</u> brings <b>immediately</b> the <i>autorisation de soutenance</i> form and <i>a copy of the two reports</i> to the PhD registration office (building 301), and sends his/her manuscript to the jury if it is not already done.</p> <p>11 - <u>The PhD student</u> initiates the legal deposit of his/her manuscript by contacting the relevant service at <a href="mailto:theses-sciences.scd@u-psud.fr">theses-sciences.scd@u-psud.fr</a> <i>This step prevents the defense if it is not performed.</i></p>
T – 3 WEEKS	<p>12 - <u>The PhD student</u> makes the first legal deposit of his/her manuscript at the library (<i>bibliothèque</i>).</p>
T – 2 DAYS	<p>13 - <u>The student</u> downloads from ADUM his/her <i>dossier de soutenance</i> and sends it to his/her supervisor.</p>
T + 1 (or 3) MONTHS	<p>14 – After the defense the PhD student has <b>one month</b> maximum for minor corrections, or up to <b>three months</b> in case of major corrections, to perform the second legal deposit of his/her manuscript.</p> <p><i>This step is mandatory to issue the diploma.</i></p>

