Notification of thesis under preparation (STEP) is filed upon first enrolment in the institution. This enables open information sharing about theses under preparation. **The STEP procedure does not, by any means, guarantee protection or exclusivity for the topic addressed.** However, it does enable thesis supervisors to refrain from proposing or approving a subject, where it has already been reported as being under preparation. STEP is managed by the ABES (the French Bibliographic Agency for Higher Learning). ABES serves as technical operators for the notification of theses under preparation, and does not issue an opinion on the scientific value or originality of the subjects filed.

## ► Once the initial report of thesis under preparation has been filed by the thesis defence institution, the doctoral student shall receive an e-mail explaining how to connect to the STEP application: [http://step.theses.fr](http://step.theses.fr/)

► Once in the STEP application, doctoral students will have a personal access code to supplement the description of the thesis under preparation. They will be able to update the description of their thesis under preparation throughout the duration of the doctoral programme.

► Inside the STEP application, some changes to the thesis reporting document can be made only by the enrolling institution (withdrawal, change of thesis supervisor).

The right to view and rectify information as provided for by Law No. 78-17 of 6 January 1978 on information technologies, data files and civil liberties, is exercised via the ABES: requests may be filed at the assistance window: https://stp.abes.fr

**REQUEST TO MODIFY RECORD OF THESIS UNDER PREPARATION**

The doctoral student must **fill out this form** and return it to the doctoral school, which will then forward it to the STEP worker in charge of the record, so that the corrections regarding the institution can be made.

**STEP registration number:**

**INE registration number:**

Original surname \*:………………………………………......

Common name\* :…………………………………...

First name\*: ………………………………………

Title of thesis under preparation \*\*:

Specify title language \*\*:

Field of thesis under preparation \*\*:

**Correction requested in STEP:**

|  |  |
| --- | --- |
| **Doctoral Student**  **Signed in:**  *Surname, Name, Date, Signature* | **The Thesis Supervisor**  in favour  against  Remarks, if applicable:  The Thesis Supervisor  *Surname, Name, Date, Signature* |
| **The Doctoral School Director**  in favour  against  Remarks, if applicable:  The Doctoral School Director  *Surname, Name, Date, Signature* | |

*\* information mandatory to have thesis under preparation listed in STEP*

*\*\* information mandatory to ensure immediate visibility of thesis under preparation in theses.fr*