



We ask you to print and fill this document before the appointment with the doctoral school and to bring it at that time (so, print it twice).

Portrait format Do not staple anything

PRELIMINARY QUESTIONS TO THE DEFENSE PROCESS			YES	NO
I WISH TO WRITE MY MANUSCRIPT IN ENGLISH	YES	I have well noted that I had to prevent the doctoral school in upstream, ie before the beginning of my writing by contacting my doctoral school relevant board member:	<input type="checkbox"/>	<input type="checkbox"/>
		I have well noted that I should provide on the date of deposit of the “Désignation des rapporteurs” form (and not after) a summary in French of 5-10 pages approved by my PhD supervisor (e-mail sent to the ED):	<input type="checkbox"/>	<input type="checkbox"/>
		I have well noted that this summary in French is part of my PhD thesis and must be associated to the deposit of the whole as soon as at the first legal deposit of my manuscript to the documentation service (library) of my administrative institution:	<input type="checkbox"/>	<input type="checkbox"/>
		I accept with certainty to include this 5-10 pages summary in French in the final version of my PhD manuscript, ie at the second legal deposit of my thesis:	<input type="checkbox"/>	<input type="checkbox"/>
	NO			
ON-LINE PROCEDURES USING ADUM		I have filled the full list of my publications in my ADUM personal account :	<input type="checkbox"/>	<input type="checkbox"/>
		I have filled each publication (in a journal or in a conference) with the complete set of information (ie; name of the journal, full list of authors, volume number, pages, etc):	<input type="checkbox"/>	<input type="checkbox"/>
		I have given in ADUM an email address that I will conserve (at least) in the next 5 years:	<input type="checkbox"/>	<input type="checkbox"/>
		I have properly filled every information related to my doctoral courses in ADUM (providing attestations showing that I have well attended the courses):	<input type="checkbox"/>	<input type="checkbox"/>
		I have explicitly described my professional new position in ADUM :	<input type="checkbox"/>	<input type="checkbox"/>
		I HAVE WELL NOTED THAT IF ALL THESE INFORMATIONS WERE NOT COMPLETE AT THE TIME OF MY APPOINTMENT FOR THE DESIGNATION OF THE TWO ‘RAPPORTEURS’, MY DOCUMENTS CANNOT BE SIGNED BY THE DOCTORAL SCHOOL:	<input type="checkbox"/>	<input type="checkbox"/>

DATE				YES	NO	DATE
T ₀ – 3 MONTHS	I have discussed with my PhD supervisor about the question of my thesis confidentiality and we have taken a decision on this point: my thesis is confidential?	YES	I have well set up the necessary confidentiality procedures? See here .	<input type="checkbox"/>	<input type="checkbox"/>	
		NO				
	I have begun to organize my defense and related logistics (booking my defense room, access to non-standard room)?			<input type="checkbox"/>	<input type="checkbox"/>	
T ₀ – 2,5 MONTHS	I have sent to my doctoral school referent board member the names of two ‘rapporteurs’?			<input type="checkbox"/>	<input type="checkbox"/>	
	I have sent to my doctoral school referent board member the composition of my full PhD jury? [OPTIONAL AT THIS STAGE, BUT ADVISED] ?			<input type="checkbox"/>	<input type="checkbox"/>	
	After approval of the doctoral school for the names of the two ‘rapporteurs’, I have downloaded from my personal ADUM space the " <i>Désignation des rapporteurs</i> " form and I have then printed it, made it signed by my PhD supervisor, and I have given it to the doctoral school (directly, or by email, then bringing the original when subsequent appointment to the doctoral school)?			<input type="checkbox"/>	<input type="checkbox"/>	
	Will my defense require a videoconference?	<input type="checkbox"/> YES <input type="checkbox"/> NO	See here .Mandatory with the nomination document of the rapporteurs.			
	After approval of the doctoral school on the composition of my entire jury, I have downloaded from my personal ADUM space the " <i>Proposition de jury</i> " form, I have then printed it, made it signed by my PhD supervisor, and I have given it to the doctoral school (directly, or by email, then bringing the original when subsequent appointment to the doctoral school)? [OPTIONAL BUT ADVISED]			<input type="checkbox"/>	<input type="checkbox"/>	
	I have printed from my ADUM account the « <i>Autorisation de soutenance</i> » form, I have made my PhD supervisor sign, and I have given it to the doctoral school (directly, or by email, then bringing the original one during subsequent appointment to the doctoral school).			<input type="checkbox"/>	<input type="checkbox"/>	
	I have made an appointment with the doctoral school? (here , section « Your appointment at the ED ») ?			<input type="checkbox"/>	<input type="checkbox"/>	
	The day of my appointment to the doctoral school, I bring, in addition to previous documents: <i>a-</i> My final version PhD manuscript completed on USB or paper-printed, and <i>-b</i> My summary of 5-10 pages in French (if writing in English).			<input type="checkbox"/>	<input type="checkbox"/>	
	Following the appointment at the doctoral school, I am aware that I will have to bring the “ <i>désignation des rapporteurs</i> ” form to the ‘service de scolarité’ of my university or engineering school (An official letter will be sent to the two ‘rapporteurs’ with the firm expected date of defense on the form by the administrative staff).			<input type="checkbox"/>	<input type="checkbox"/>	

	I have noticed that my short abstracts (1 page) in French and English must be proofread and validated by my thesis director	<input type="checkbox"/>	<input type="checkbox"/>	
T₀ –2 MONTHS	At the end of the meeting at the ED, I notice that I will have to bring the form for the appointment of rapporteurs to the scolarité department (a letter will be sent to the rapporteurs (with the expected date of defense on the form) by the school's education department). I have to send my manuscript immediately to my two “rapporteurs” and, if possible, to all members of the jury.	<input type="checkbox"/>	<input type="checkbox"/>	
T₀ –4 WEEKS	If the « <i>Proposition de jury</i> » step could not be done before, I have now mandatory done it at this stage. After signing by the ED, I noticed again that I should bring the form to the ‘service de scolarité’ or ‘département des études doctorales’ of my university or engineering school.	<input type="checkbox"/>	<input type="checkbox"/>	
	I have noted that the doctoral school would not sign my defense authorization if (and only if) the ADUM items described on page 1 of the Checklist and the steps above to the defense (rapporteurs and jury) were complete?	<input type="checkbox"/>	<input type="checkbox"/>	
	I have noted that upon receipt of two reports to the doctoral school, it would sign the « <i>Autorisation de soutenance</i> » and that I will have to bring it to the ‘service de scolarité’ or ‘département des études doctorales’ of my university or engineering school.	<input type="checkbox"/>	<input type="checkbox"/>	
	I have sent a copy of my thesis manuscript to each of my jury members if it has not already been done.	<input type="checkbox"/>	<input type="checkbox"/>	
T₀ –3 WEEKS	I have taken note that the 1 st legal deposit of my PhD thesis was to be made and that this step was blocking for the rest of the process?	<input type="checkbox"/>	<input type="checkbox"/>	
	I well made the 1 st deposit of my manuscript: 1) Deposit your manuscript from ADUM, 2) Make an <u>appointment with the library</u>	<input type="checkbox"/>	<input type="checkbox"/>	
	If the manuscript was written in English, I have well joined to my English main part the 5-to-10 pages summary in French in order to deposit the whole as the first legal deposit of my manuscript?	<input type="checkbox"/>	<input type="checkbox"/>	
T₀ –2 DAYS	I have well downloaded from my ADUM personal space my "defense package" (« dossier de soutenance»), I have print it, and I am ready to pass it to my PhD supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	
T₀+few days	I make sure that the president of my jury has given my defense package to the ‘scolarité department’ of my registration institution.			
T₀+1MONTH or T₀+3months	I have well made the second legal deposit of my manuscript by including, if necessary, the summary in French of 5 to 10 pages. (Required step for the delivery of my degree)? (T ₀ + 1Month if minor corrections, or T ₀ + 3months if major)	<input type="checkbox"/>	<input type="checkbox"/>	