

## DEFENSE PROCEDURE .

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 <b>my publications in my ADUM personal account</b> :	<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 <b>my doctoral courses in ADUM</b> (providing attestations showing that I have well attended the courses):	<input type="checkbox"/>	<input type="checkbox"/>
		I have explicitly described <b>my professional new position in ADUM</b> :	<input type="checkbox"/>	<input type="checkbox"/>
		<b>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:</b>	<input type="checkbox"/>	<input type="checkbox"/>

			YES	NO	
<b>T<sub>0</sub> – 3 MONTHS</b>	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 <a href="#">here</a>	<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"/>
<b>T<sub>0</sub> – 2 MONTHS Or before</b>	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?			<input type="checkbox"/>	<input type="checkbox"/>
	After agreement of the doctoral school concerning the names of the two reviewers and the members of the jury, I entered all the information concerning them in my ADUM account.			<input type="checkbox"/>	<input type="checkbox"/>
	<b>Will my defense require a videoconference?</b>	<input type="checkbox"/> YES	See <a href="#">here</a> . Do be done no later than 1 month before the defense. Download on the ED website the technical guarantor designation form as well as the proxy signature form to be filled in by the members of the jury who will attend the defense by videoconference.		
		<input type="checkbox"/> NO			
	I have well noticed that the date I entered in ADUM is definitive?			<input type="checkbox"/>	<input type="checkbox"/>
	I finalised the defense procedure in my ADUM account (cf Mode-d-Emploi-soutenances-ED.pdf)			<input type="checkbox"/>	<input type="checkbox"/>
	I have made an appointment at the doctoral school ( <a href="#">here</a> , 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 <b>a- My final version PhD manuscript completed on USB or paper-printed, including the summary of 5-10 pages in French (if written in English).</b>			<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 PhD thesis supervisor.			<input type="checkbox"/>	<input type="checkbox"/>
After the appointment at the doctoral school, my referent at the doctoral school will validate the defense procedure. <b>I send my manuscript immediately to my two reviewers and, if possible, to the jury members.</b>			<input type="checkbox"/>	<input type="checkbox"/>	

<b>T<sub>0</sub> – 4 WEEKS</b>	I have noticed 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 of the defense procedure (reviewers and jury) were complete?	<input type="checkbox"/>	<input type="checkbox"/>
	I have noticed that upon receipt of two reports to the doctoral school, it would sign the « Autorisation de soutenance ». The scolarity department will be automatically informed via ADUM.	<input type="checkbox"/>	<input type="checkbox"/>
	I have noticed that I must send my thesis manuscript to each of my jury members if it has not already been done.	<input type="checkbox"/>	<input type="checkbox"/>
	I well made the 1st deposit of my manuscript: 1) Deposit your manuscript from ADUM, 2) Contact <b>the library</b> of my registration institution to know the specific process and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
<b>T<sub>0</sub> – few days</b>	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"/>
<b>The day of the defense (after the deliberation)</b>	<p>All jury members sign the minutes of the defense. The president of the jury signs the minutes in place of the members not present who attended the defense by visio conference.</p> <p>The president of the jury writes the defense report. All jury members sign it. The president of the jury signs the report in the place of the members not present who attended the defense by visio conference.</p> <p>The president of the jury enters the jury's opinion on the reproduction form of the thesis and signs it.</p>		
<b>T<sub>0</sub>+few days</b>	<p>I check that the president of the jury or my thesis supervisor has sent the defense file (minutes + report + jury opinion + proxy of the jury members who were in visioconference) to the department of my registration institution.</p> <p>The file must be:</p> <ul style="list-style-type: none"> <li>- Either sent by e-mail in digital version to the department of my registration institution address which sent the invitations with the name of the doctor / defense documents in the subject line.</li> <li>- Or deposited by the thesis supervisor on the link provided for this purpose in ADUM (if available).</li> </ul> <p>In addition to sending by mail/deposit, the defense file (original document) must be sent by post mail to :</p> <p>MAISON DU DOCTORAT  Université Paris-Saclay / ENS Paris-Saclay  Documents de soutenance  4 avenue des sciences  91190 Gif sur Yvette</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>T<sub>0</sub>+1 MONTH or T<sub>0</sub>+3 months</b>	<p>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)?</p> <p>(T<sub>0</sub> + 1Month if minor corrections, or T<sub>0</sub> + 3months if major)</p>	<input type="checkbox"/>	<input type="checkbox"/>