

DEFENSE PROCEDURE

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		
		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)		
		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		
		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		
	NO			
ON-LINE PROCEDURES USING ADUM		I have filled the full list of my publications in my ADUM personal account		
		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)		
		I have given in ADUM an email address that I will conserve (at least) in the next 5 years		
		I have properly filled every information related to my doctoral courses in ADUM (providing attestations showing that I have well attended the courses)		
		I have explicitly described my professional new position in ADUM		

				YES	NO
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		
		NO			
	I have begun to organize my defense and related logistics (booking my defense room, access to non-standard room)?				
T 0 – 2 MONTHS Or before	I have sent to my doctoral school referent board member the names of two 'rapporteurs'?				
	I have sent to my doctoral school referent board member the composition of my full PhD jury?				
	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.				
	Will my defense require a videoconference?	YES	See here . Do be done no later than 1 month before the defense. Download on the ED website the technical guarantor designation form. A few days before defense : Check if the members of the jury who will attend the defense by videoconference received the proxy signature form.		
		NO			
	I have well noticed that the date I entered in ADUM is definitive?				
	I finalised the defense procedure in my ADUM account				
T 0 – 4 WEEKS	I send my manuscript immediately to my two reviewers and, if possible, to the jury members.				
	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.				
	I have noticed that I must send my thesis manuscript to each of my jury members if it has not already been done.				
	I well made the 1st deposit of my manuscript: 1) Deposit your manuscript from ADUM, 2) Contact the library of my registration institution to know the specific process and requirements.				
T 0 – few 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.				
The day of the defense (after the deliberation)	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. 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. The president of the jury enters the jury's opinion on the reproduction form of the thesis and signs it.				

T 0 +few days	<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"> - 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. - Or deposited by the thesis supervisor on the link provided for this purpose in ADUM (if available). <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>		
T 0 +1 MONTH or T 0 +3 months	<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 0 + 1Month if minor corrections, or T 0 + 3months if major)</p>		