



UNIVERSITÉ
DE LORRAINE

DOCTORAT



DETAILED GUIDE FOR THESIS DEFENCE

UPDATE: 21/06/15

Direction de la Recherche et de la Valorisation
Sous-Direction des Études Doctorales



HR EXCELLENCE IN RESEARCH



D – 8 weeks

Constitution of the committee and submission of the thesis

Committee composition terms

It is composed of:

- 4 to 8 members
- at least half of them are from outside:
 - ✓ the establishment
 - ✓ the Doctoral School
 - ✓ and unknown to the PhD student
- at least one active Professor or Lecturer representing the Université de Lorraine (a Research Director (DR) or Research Fellow (CR) attached to a University laboratory may act as such representative).
- at least half must be university professors or equivalent: CNRS, CEMAGREF, INRA, INRIA, INSERM or ORSTOM Research Directors; Professors at the CNAM...

The committee must ensure a balanced representation of men and women.

The president of the committee must be a university professor or equivalent (Category A). He/she may be one of the pre-examiners. He/she is appointed the day the thesis defence takes place.

There are at least **two pre-examiners** selected for their expertise and entitlement to direct research (French or foreign authorization). The two pre-examiners must be from outside the Doctoral School, the establishment, and any laboratory linked to it by an agreement. They are in no way involved in the PhD student's work. The pre-examiner cannot be from the same laboratory or linked to the same laboratory as the PhD student regardless of the status or the geographical location of the laboratory.

The thesis supervisor cannot act as President of the committee or as a pre-examiner. He/she participates in the committee but does not take part in its decision.

The thesis supervisor proposes a thesis defence committee (see terms opposite). The PhD student is responsible for convening the defence committee via his/her ADUM account ("*je soutiens ma thèse dans les trois mois*") as well as for booking a room for the thesis defence with his/her department's room manager.

The PhD student meets with his/her administrative manager and submits his/her thesis 8 weeks before the date of the planned defence.

Failure to comply with the 8-week deadline will result in a refusal of the deposit.

When he /she declares his/her defence on ADUM, the PhD student must:

- ✓ **Enter the members of the committee** and specify their status, their exact capacity and the CNU section for each member of the committee. He/she must also specify whether he/she will attend the defence in person or by videoconference.
- ✓ Input all the elements of the defence (thesis title, key words, summary/abstract, language of writing/defence and place of the defence). If the language of the writing and/or the defence is not French, a summary in French of the thesis will be required (5 to 10 pages), and a presentation of five to ten minutes in French will have to take place during the defence.
- ✓ Submit the electronic version of the thesis in 1 pdf file (note that this version must be final because it will be sent to the jury as well as to the pre-examiners).
- ✓ Upload the additional documents in one unique file (CV of the pre-examiners if they do not possess the HDR, confidentiality request, closed defence, exemption on the balanced representation of the committee).

Specific cases*

*Derogation gender-balanced representation

In the case of a jury that is unbalanced between men and women, a request must be addressed to Ms Clotilde BOULANGER, Vice President for graduate school strategy, for approval, and must absolutely be uploaded in the "dépôt des pieces complémentaires" on ADUM.

*confidential thesis and closed defence

The PhD student must fill The "**Demande de confidentialité de thèse et de soutenance à huis-clos**" form (Request for confidential thesis and closed defence) via his/her ADUM account.



D – 7 weeks

Approval of the committee and transmission of the thesis to pre-examiners and committee members

- ✓ The thesis supervisor receives an email inviting him/her to check the composition of the committee and to give his/her opinion directly on ADUM (after validation, the laboratory director will receive an email for information)
- ✓ The doctoral school, then the president will validate the composition of the committee
- ✓ The pre examiner will then be contacted by email asking them to submit their expert opinion 4 weeks before the defence.
- ✓ The administrative officer of the doctoral school will then send each member of the committee a convening letter (subject to the authorization of defense in view of the reports) together with a copy of the thesis manuscript



D – 4 weeks

Defence authorization

4 weeks before the date of the defence, the pre-examiners must submit their reports through the link they received beforehand. (An email is sent to the doctoral student and the thesis supervisor each time a report is submitted). The Direction of the doctoral school and the President will then give their opinion on the holding of the defence.

Once the defence is authorized:

- The administrative officer informs the candidate and his/her thesis supervisor and sends the committee members an email confirming the holding of the defence together with the copies of the reports,
- the thesis supervisor receives the defence register containing the minutes, the defense report and the jury's opinion on the reproduction of the thesis.

IMPORTANT: IF, DURING THE COURSE OF THE PROCEDURE, ANY MODIFICATIONS ARE MADE WHETHER THEY ARE THE DEFENCE DATE, THE SPECIALTY, THE THESIS TITLE, THE COMPOSITION OF THE COMMITTEE, ETC., THE DOCTORATE'S REGISTRAR'S OFFICE MUST BE INFORMED IN WRITING AS SOON AS POSSIBLE.



D + 8 days

At the end of the defence

- On the day of the defence, the committee members sign all the documents that compose the register (for remote thesis defenses, please refer to the document "instructions for the committee on remote

thesis defence").

- the thesis supervisor must submit all the documents onto his ADUM interface within the 8 days that follow the defence. He/she also sends the hard copy originals to the administrative officer.

The submission of these documents is a prerequisite for the issuance of a certificate of completion of the diploma



D + 3 months

Possible modifications and deposit in the Library

Within a maximum regulatory time limit of three months following the defence, the new doctor must deposit his/her the final version of his/her directly on his ADUM account (deposit of the final version of the thesis manuscript as well as the signed contract for the electronic dissemination of theses in pdf). For all questions concerning the deposit, the university library managers are:

FST

Laurence Martin
l.martin@univ-lorraine.fr
☎ 03.72.74.09.27

Présidence Brabois

Nathalie Wolstroff
nathalie.wolstroff@univ-lorraine.fr
☎ 03.72.74.10.06

Nancy Campus Lettres

Blandine Jenin
blandine.jenin@univ-lorraine.fr
☎ 03.72.74.09.28

Site Metz

Virginie Gouery
virginie.gouery@univ-lorraine.fr
☎ 03.72.74.10.23

Description/Dissemination of the thesis - more information on the University Libraries' website:

<http://bu.univ-lorraine.fr/services/deposer-these-memoire>

Once the thesis has been deposited and validated by the University Library (BU) officers, the Registrar's Office can deliver the Certificate of Completion.

**Head of Doctoral Studies department:****Mme Catherine MORAND**

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Administrative officers for your defence

(Contact the officer attached to your Doctoral School and enrollment site)

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