

Guide to declare the thesis defense via ADUM for PhD students

I. Before the thesis defense

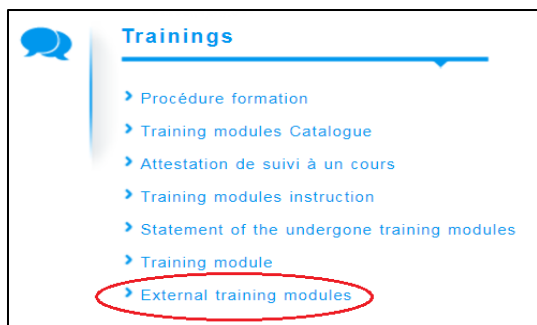
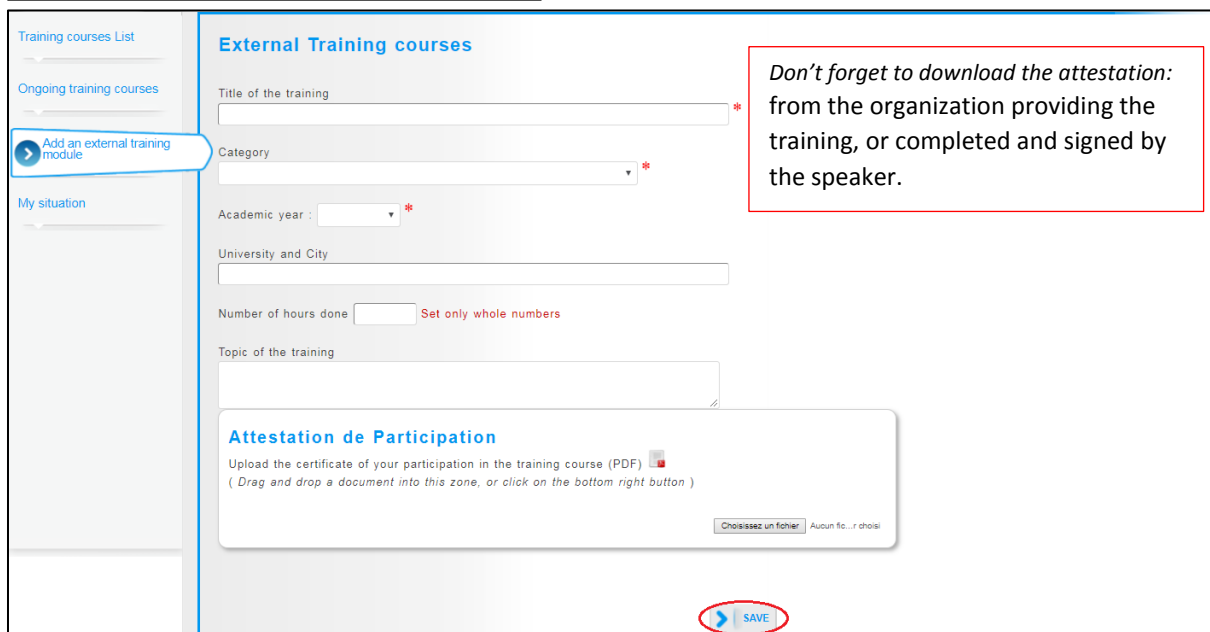
1. To declare the thesis defense

Go on your private space on ADUM : <http://www.adum.fr/index.pl?site=PSL>

★ Check your Portfolio :



If you have to declare an external training which is not from the catalogue ADUM, go to:

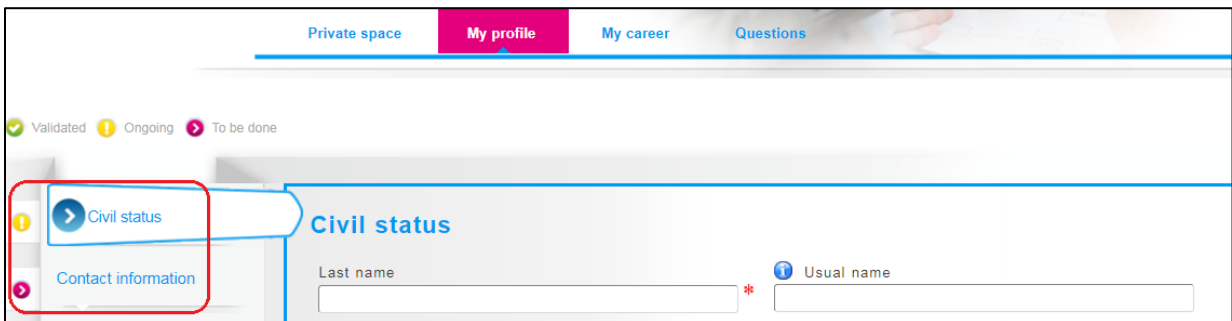



The screenshot shows the 'External Training courses' form. On the left, there is a sidebar with 'Add an external training module' highlighted. The main form has the following fields: 'Title of the training' (text input, required), 'Category' (dropdown menu, required), 'Academic year' (dropdown menu, required), 'University and City' (text input), 'Number of hours done' (text input, with a note 'Set only whole numbers'), and 'Topic of the training' (text area). Below these fields is a section titled 'Attestation de Participation' with instructions to upload a PDF certificate and a 'Choisissez un fichier' button. A red box on the right contains the text: 'Don't forget to download the attestation: from the organization providing the training, or completed and signed by the speaker.' At the bottom right, the 'SAVE' button is circled in red.

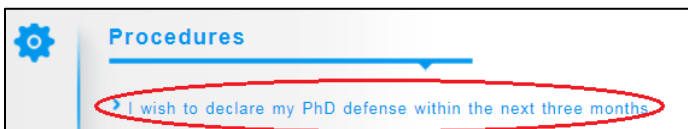
If you have to declare publications, go to:



★ Check the information on your profile and correct any errors :



★ Declare your thesis defense :



You must declare your thesis defense at the latest 3 months before the scheduled date. You can declare your defense before the 3 months, as soon as you know the date.

PhD thesis Defense

Thesis title in French (*Write in lowercase*)

Thesis title in English (*Write in Lowercase*)

Keywords in French

1 - * 2 - * 3 - *

4 - 5 - 6 -

Keywords in English

1 - * 2 - * 3 - *

4 - 5 - 6 -

Date of the PhD thesis defense *

Location of PhD Defense (address, postcode, city)

Room of PhD Defense *

Time of PhD Defense *

Do you apply for the European PhD Label? yes no --> Please contact your establishment in order to ensure you that your request is admissible.

Articles Thesis yes no

Language of the the Thesis typescript

Code and title of the CNU section

Defense visibility public closed session

Confidential thesis yes no Ending date: ← *If your thesis is confidential, select « yes » and indicate the date of the end of confidentiality.*

Thesis under embargo requested yes no

Reviewers

Ajouter

Reviewer

Civility Last name First name

Title

Quality for the PhD Thesis defense --> Is one of the jury members oui non

Affiliation Establishment

Contact details

Address

Postcode City

Country

Email

Phone

HDR

Instructions:

- NAME in capital letters
- First name in lower case
- Indicate the exact title and the establishment of each member
- Don't put a comma in the different fields (except in the "Address", if necessary)

Jury members

<input checked="" type="checkbox"/> Rapporteur	<input checked="" type="checkbox"/> Rapporteur	<input checked="" type="checkbox"/> Examineur	<input checked="" type="checkbox"/> Examineur	<input checked="" type="checkbox"/> Examineur	<input checked="" type="checkbox"/> Examineur	<input checked="" type="checkbox"/> Examineur	<input type="button" value="Add"/>
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Member 1
Civility Last name First name
Title Professeur

Quality for the PhD Thesis defense Reviewer --> **Is one of the jury members** oui non
Affiliation Establishment

Contact details
Address
Postcode City
Country FRANCE
Email
Phone
HDR Oui Non
Ask for videoconference oui non

Invited members

Invited member
Civility Last name First name
Title

In accordance to Articles 17 and 18 of the Order of 25 May 2016, the jury must be composed of :

- minimum 4, maximum 8 members
- 50% external to the doctoral school and to the Establishment
- 50% professors or equivalent
- Balanced representation of women and men
- Minimum 2 "HDR" or equivalent to do the reports authorizing the defense, external to the doctoral school and to the Establishment (at least one of the 2 members must be external to PSL)
- The thesis supervisor is a member of the jury but can't write the report authorizing the defense

Thesis summary in French

No more than 4000 characters.
French and English summaries must be contained on the thesis back cover, and the summaries you set here must be the same as the ones of your thesis typescript.

Thesis summary in English

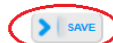
No more than 4000 characters.
French and English summaries must be contained on the thesis back cover, and the summaries you set here must be the same as the ones of your thesis typescript.

Popularized summary for the general public, in French

No more than 1000 characters!

Popularized summary for the general public, in English

No more than 1000 characters!



2. First deposit of the thesis manuscript (at the latest 1 month before your thesis defense)

★ Check the thesis manuscript before 1st deposit

- The title must be identical ADUM/manuscript
- Key words French/English
- Use the PSL model for the cover and the back cover
- Indicate your thesis supervisor as a member of the jury
- Test the validity of the PDF file via <http://facile.cines.fr>

★ Download your PDF file on ADUM

The screenshot shows the ADUM deposit form. On the left is a sidebar with menu items: Civil status, Contact information, Administrative attachment, Thesis progress, Foreign languages, PhD defense, STAR Deposit (highlighted with a blue circle), Display management, Competencies and portfolio, Professional situation, and Publications. The main content area contains the following text:

Deposit Space for the digital file of the thesis manuscript, identical to the version before defense.

1 To download the required documents to get the authorization to defend your thesis, you must (*caution! check the deposit deadline with your establishment*) upload the PDF version of your thesis, and define the dissemination rights accorded to the establishment. It is compulsory to deposit this file before the defense, according to the Order of 25 May 2016. This will also allow the BU (University Library) to check the format of the file.

You have to check the validity of your PDF file with the tool **FACILE of the CINES**. If your file is declared invalid, please do not hesitate to contact the CINES Support service, by clicking on the link on the top of the page: "demander une analyse de second niveau".

No later than 3 months after the defense, you will have to upload in your Private space the definitive file of your thesis, which must comply with the corrections requested by the jury.

Thesis Archiving version --> **Save my file** 2

Is the archiving version the same that the dissemination version? non oui

Dissemination area of your thesis:


- Do you want your thesis to be disseminated by your establishment via the Internet network? yes no

- Do you assign the ESTABLISHMENT the Reproduction rights, including the Printing and the Copying rights on any medium? yes no

By saving the page, YOU DECLARE YOU HAVE UPLOADED your PhD Thesis digital version, and YOU HAVE CHECKED the PDF validity with the CINES "FACILE" tool.

SAVE 3

★ Download, sign and give or send to the office concerned the following documents:

 **Administrative documents** ⓘ
Documents must be printed in portrait format.

- Charte de diffusion électronique des theses - DOC
- CONFIDENTIALITE - DOC (if the thesis is confidential)
- Certificat de conformité (3 semaines minimum avant soutenance) - DOC

These documents can be downloaded on your private space on ADUM only when you did the deposit of your PDF file.

II. After the thesis defense

Second deposit of your manuscript (at the latest 3 months after the thesis defense)

★ Check the thesis manuscript before 2nd deposit

- The title must be identical ADUM/manuscript
- Key words French/English
- Use the PSL model for the cover and the back cover
- Indicate the president of the jury on the cover
- Test the validity of the PDF file via <http://facile.cines.fr>

★ Download your PDF file on your private space ADUM

The screenshot shows the ADUM deposit form. On the left is a sidebar with navigation links: Contact information, STAR Deposit, Display management, Competencies and portfolio, Professional situation, and Publications. The main content area is titled 'Deposit Space for the digital file of the thesis final version, including the possible requests for corrections made by the jury. (Do not forget to indicate on the front page the name of the president of the jury).' It contains several sections: 1. A blue box with a 'Save my file' button, circled in red and labeled '1'. 2. A section for 'Thesis Archiving version' with a 'Save my file' button, circled in red and labeled '2'. 3. A question: 'Is the archiving version the same that the dissemination version?' with radio buttons for 'non' and 'oui'. A red arrow points to the 'oui' button with a text box: 'Generally « Yes », but « No » if your thesis is confidential.' 4. A section for 'Thesis Dissemination version' with a 'Save my file' button and a text area for specifying parts not reproduced. 5. A section for 'Dissemination area of your thesis' with two questions and radio buttons. 6. A 'SAVE' button at the bottom, circled in red and labeled '3'.

When you click on « save », you can't change the deposit anymore.
For any information, contact the establishment.

★ Download, sign and give or send to the office concerned the following documents :

The image shows a list of administrative documents. At the top is a blue box with a folder icon and the text 'Administrative documents' and 'Documents must be printed in portrait format.' Below this is a box titled 'Soutenance' containing a list of links: 'Procédure de soutenance (pdf)', 'Charte de diffusion électronique des thèses', 'DEMANDE AUTORISATION SOUTENANCE', 'Autorisation de mise en ligne de thèse', 'Dépôt électronique de thèse - Certificat de conformité (après soutenance)', and 'Procuration - membre du jury en visioconférence'. A red box highlights the last two items.

These documents can be downloaded on your private space on ADUM only when you did the deposit of your PDF file.