

Thesis defense procedure PSL Doctorate

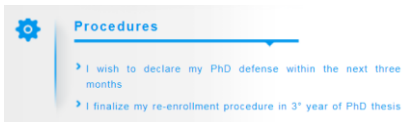
Thesis defense procedures are set by the Order of May 25, 2016, setting the national training framework and the procedures leading to the award of the national doctorate degree

PhD student

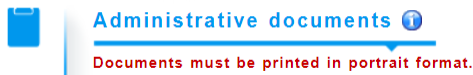
Office of doctoral studies

BEFORE THESIS DEFENSE

- ★ To begin: go to your ADUM private space
- ★ Update your portfolio
- ★ Update your contact information and civil status
- ★ Declare your defense by clicking on « I wish to declare my PhD defense within the next three months »



- ★ Check your manuscript for 1st deposit:
 - Same thesis title ADUM / manuscript
 - French / English keywords
 - Cover and 4th cover according to PSL model
 - Test your pdf file at: <http://facile.cines.fr>
- ★ Submit your pdf file in your ADUM private space
- ★ Download, sign and send the following documents to the office of doctoral studies:
 - « Charte de diffusion électronique » (Electronic distribution charter)
 - « Certificat de conformité avant soutenance » (Certificate of conformity before defense)
 - « Document de confidentialité » (Confidentiality agreement), if confidential thesis



- ★ To begin: go to your ADUM account -> Validation -> Defenses -> Temporary form of the PhD student
- ★ Check the registered jury members (according to the recommendations of the Doctoral school on the appointment of the rapporteurs and jury members) -> click on « Save in the temporary database » at the bottom of the page
- ★ Return to the temporary file of the doctoral student -> Administrative documents: print and send the « Autorisation de soutenance » to the recipient(s) concerned for the validation
- ★ Check the submission of the PhD student on ADUM
- ★ Receive reports (at the latest 14 days before the defense)
- ★ Receive the completed and signed « Autorisation de soutenance »
- ★ Print and send the defense documents (record, defense report, jury recommendations, certificate of submission of the thesis) and enclose the signed « Autorisation de soutenance »
- ★ Validate the review card in Validation -> Defenses: click on « Save in the definitive database » at the bottom of the page
- ★ Display of the defense notice

AFTER THESIS DEFENSE

- ★ Check your manuscript for 2nd definitive deposit:
 - Same thesis title ADUM / manuscript
 - French / English keywords
 - Cover and 4th cover according to PSL model
 - Test your pdf file at: <http://facile.cines.fr>
- ★ Submit your definitive pdf file in your ADUM private space (at the latest 3 months after your defense)
- ★ Download, sign and send the following documents to the office of doctoral studies:
 - « Autorisation de mise en ligne » (Authorization to put online)
 - « Certificat de conformité après soutenance » (Certificate of conformity after defense)

- ★ Receive the documents of defense (record, defense report, jury recommendations) filled and signed (at the latest 1 month after the defense)
- ★ Check the final deposit of the PhD student on ADUM
- ★ Receive the Authorization to put online and the Certificate of conformity completed and signed
- ★ In ADUM -> PhD student's review card -> Modify the form -> Thesis defense -> At the bottom of the page: select « yes » for « Final validation for graduation and send to STAR » then click on « Save changes »

 Consult the Guide to declare the thesis defense via ADUM

 Consult the practical guide for Establishment defense

Library Service

FINALIZATION

- ★ Deposit, reporting, distribution and preservation of the thesis