

The procedure must be started 3 months before the date of the defense and it has to be finalized 2 months before this date at the latest.

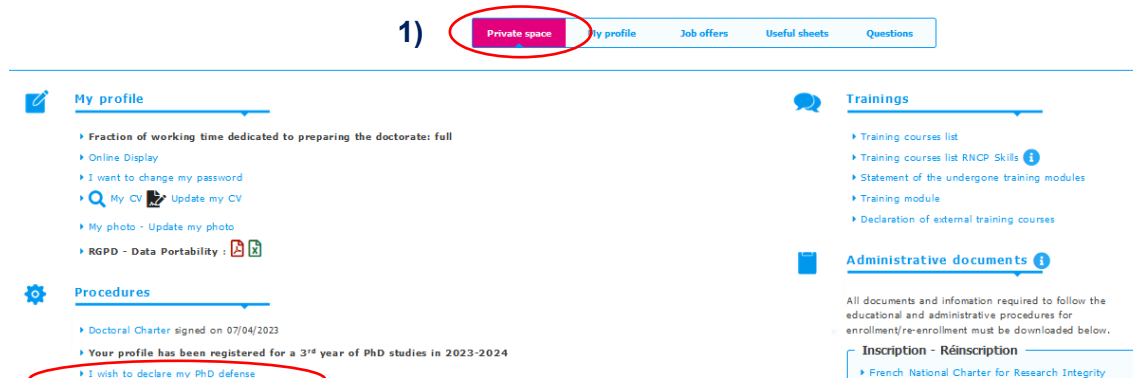
ANY DELAY IN SUBMITTING THE APPLICATION MAY LEAD TO POSTPONE THE DEFENSE

BEFORE STARTING THE APPLICATION PROCEDURE

- Make sure that you are enrolled for the current academic year (registration fees and CVEC must be paid). ▶ Your profile has been registered for a 3rd year of PhD studies in 2023-2024
- Discuss the composition of the jury, the choice of rapporteurs and the defense date with the thesis director.
- Then contact your defense manager to informally check that the choice of rapporteurs, the composition of the jury and the scheduled defense date are correct.
- Contact the person in charge of electronic filing of PhD theses to informally check the conformity of your documents: Jean RENAULT (jean.renault@sorbonne-universite.fr)
- Update the list of your publications and your portfolio (training courses in ethics and integrity are mandatory).

APPLICATION PROCEDURE ON ADUM

1)



Private space My profile Job offers Useful sheets Questions

My profile

- ▶ Fraction of working time dedicated to preparing the doctorate: full
- ▶ Online Display
- ▶ I want to change my password
- ▶ My CV Update my CV
- ▶ My photo - Update my photo
- ▶ RGPD - Data Portability

Procedures

- ▶ Doctoral Charter signed on 07/04/2023
- ▶ Your profile has been registered for a 3rd year of PhD studies in 2023-2024
- ▶ I wish to declare my PhD defense

Trainings

- ▶ Training courses list
- ▶ Training courses list RNCP Skills
- ▶ Statement of the undergone training modules
- ▶ Training module
- ▶ Declaration of external training courses

Administrative documents

All documents and information required to follow the educational and administrative procedures for enrollment/re-enrollment must be downloaded below.

Inscription - Réinscription

- ▶ French National Charter for Research Integrity

3) In « Procedures », click on « I wish to declare my PhD defense »

2) Read carefully the documents: "Regulatory reminder" and "Policy for the electronic submission and distribution of theses"



▶ Enrollment certificate 2022-2023

▶ Enrollment certificate 2021-2022

Soutenance

- ▶ Thesis defense procedure
- ▶ Regulatory reminder
- ▶ Policy for the electronic submission and distribution of theses

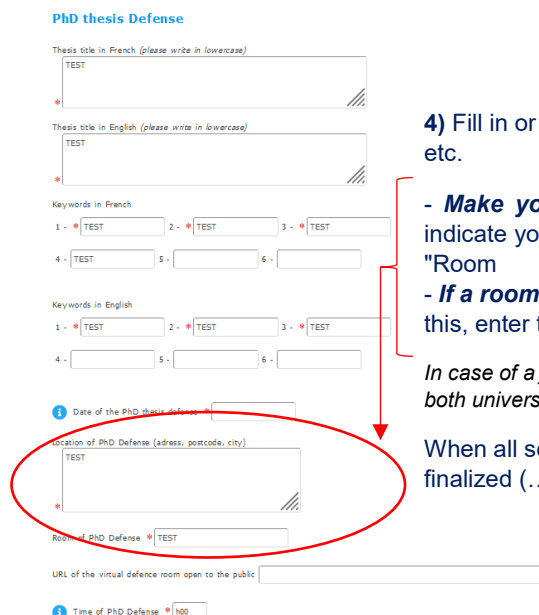
4) Fill in or update your defense information: thesis title, date and time of defense, etc.

- **Make your room reservation:** use the fields "Location of PhD Defense" to indicate your preferences for the site, minimum capacity, special needs, etc., and "Room of PhD defense" for the planned defense city.

- **If a room has already been reserved** and your thesis supervisor has confirmed this, enter the address and name of the room in these two fields.

In case of a joint supervision or joint diploma, make sure to comply with the requirements of both universities, even if your defense takes place in the country of the partner university.

When all sections are completed, at the bottom of the page, click on « I have finalized (...) »



PhD thesis Defense

Thesis title in French (please write in lowercase)

TEST

Thesis title in English (please write in lowercase)

TEST

Keywords in French

1 - TEST 2 - TEST 3 - TEST

4 - TEST 5 - 6 -

Keywords in English

1 - TEST 2 - TEST 3 - TEST

4 - 5 - 6 -

Date of the PhD thesis defense

Location of PhD Defense (address, postcode, city)

TEST

Room of PhD Defense

TEST

URL of the virtual defence room open to the public

Time of PhD Defense

100

I HAVE FINALIZED THE INFORMATION RELATING TO THE DEFENSE

5) Check and save all the sections (civil status, contact information, administrative attachment, etc.). Sections turn green when they have been completed.

Validated Ongoing To be done

- 1 Civil status
- 1 Contact information
- 1 Administrative attachment
- 1 Thesis progress
- 1 Foreign languages
- 1 PhD defense
- 1 STAR Deposit
- 1 Display management
- 1 Competencies and portfolio
- 1 Documents to be attached
- Professional career
- 1 Publications
- 1 I finalize the procedure

6) In section « STAR Deposit », drop your thesis manuscript. This is the file that will be sent to the rapporteurs.

VERIFICATION OF THE CONFORMITY OF THE THESIS MANUSCRIPT

7) In section « Documents to be attached », drop any additional documents (merge in a single PDF file). If you have none, please upload a blank page.

8) FINALIZE THE APPLICATION in the section « I finalize the procedure »

I have completed the process

☐ I acknowledge that I have read the content of the *Policy for the electronic submission and distribution of theses at Sorbonne University* and I undertake to comply with it.

TRANSMISSION OF DATA FOR ASSESSMENT OF YOUR REQUEST

This action triggers the submission of your jury composition and choice of rapporteurs to the thesis director. After your doctoral school has given its opinion on the jury and proposed the rapporteurs, they are appointed by the head of the establishment.

9) Back to your private space:

Private space My profile Job offers Useful sheets Questions

My profile

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- My photo - Update my photo
- Deposit of the document relating to the diffusion**
- RGPD - Data Portability

Version du manuscrit de thèse à destination des rapporteurs et membres du jury déposée le 12 juillet 2023 - visualiser le fichier archivage : fichier

Procedures

- Doctoral Charter signed on 07/04/2023
- Designation of rapporteurs and members of the jury - Your thesis supervisor's decision is awaited since July 17th, 2023
- Your profile has been registered for a 3rd year of PhD studies in 2023-2024

Individual follow-up committee

- Declare members
- You must declare at least 1 CSI member

Career space

- Consult the Job offers
- My portfolio
- My competencies
- My professional career
- My scientific productions

Trainings

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Administrative documents

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Inscription - Réinscription

10) Download and electronically sign the document « Distribution authorisation and choice »

Soutenance

- Thesis defense procedure
- Regulatory reminder
- Policy for the electronic submission and distribution of theses
- Distribution authorisation and choice**
- Non-disclosure of thesis manuscript and closed defense session procedure
- Request of defense outside the premises of Sorbonne University
- Proxy for jury members in videoconference

11) Drop this completed and signed document in dedicated space.

Your defense manager sends the manuscript to the rapporteurs and informs the jury members of their appointment. Once the rapporteurs have submitted their reports, the thesis director proposes authorisation for the defense, which is submitted to the doctoral school direction for approval, and then authorized by the head of the establishment.