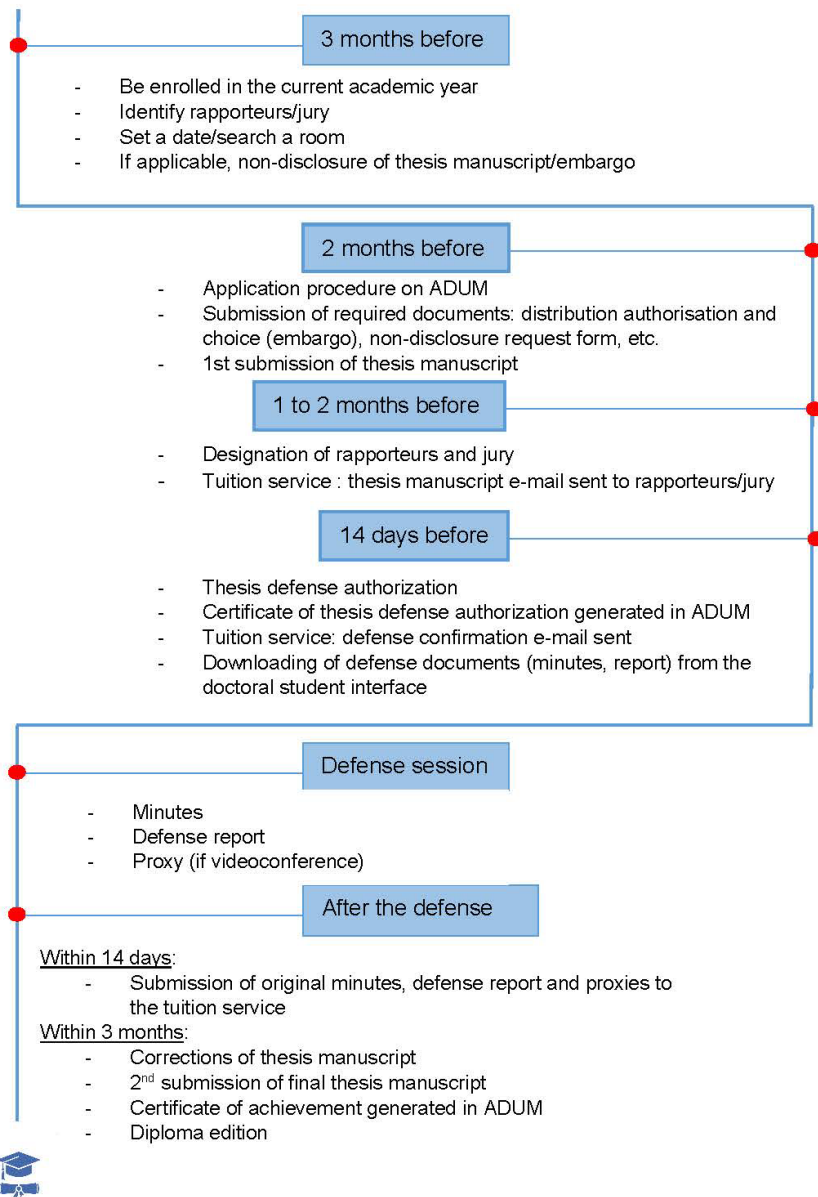


The procedure must be started 3 months before the date of the defense and it has to be finalized 2 months before this date at the latest.

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



BEFORE STARTING THE APPLICATION PROCEDURE

- Be enrolled in the current academic year (registration fees and CVEC).
- Rapporteurs/jury: in consultation with the thesis direction, contact the defense manager to check that the choice of rapporteurs and the composition of the jury are correct before entering them in ADUM.
- In consultation with the thesis direction, contact the rapporteurs and jury members to set a date and a room.
- 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.

In your private space:

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
- Enrollment procedure and checklist enrollment application
- Application form for specific aid to doctoral [form](#)

Soutenance

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

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

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

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 * h00

3) 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.

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

I HAVE FINALIZED THE INFORMATION RELATING TO THE DEFENSE

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

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

✔ Validated 🟡 Ongoing 🔴 To be done

5) In section « STAR Deposit », drop your thesis manuscript.

➤ VERIFICATION OF THE CONFORMITY OF THE THESIS MANUSCRIPT

6) In section « Documents to be attached », drop the “[distribution authorisation and choice](#)” and any additional documents (merge in a single PDF file).

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

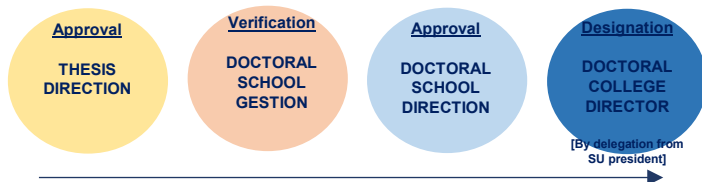
I have completed the process

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 approval on the jury and proposed the rapporteurs, the head of the establishment designate them.



Your defense manager sends the manuscript to the rapporteurs and informs the jury members of their designation.

Once 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.

