



UNIVERSITÉ  
DE LORRAINE

DOCTORAT



# DETAILED GUIDE FOR THESIS DEFENCE

UPDATE: 22/12/19

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 institution/university
  - ✓ 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 laboratory from the University may act as such representative).
- at least half of them 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 on 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 his/her status or the geographical location of the laboratory.

**The thesis supervisor** can neither act as President of the committee nor as a pre-examiner. He/she participates in the committee but does not take part in its decision.

**Only one emeritus is admitted to the thesis committee**

**The thesis supervisor proposes a thesis defence committee** (see terms opposite). The PhD student is responsible for declaring the defence committee via his/her ADUM account as well as for booking a room for the thesis defence with his/her department's room manager.

**The PhD student must submit his/her thesis defence application at least 8 weeks before the date of the planned defence, directly on his/her ADUM account by clicking on "je soutiens ma these dans les 3 mois".**

**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 title and the CNU section for each member of the committee. He/she must also specify whether he/she will attend the defense in person or by videoconference.
- ✓ **Fill in all the elements of the defence** (thesis title, key words, summary/abstract, language of writing/defence and place of the defence). If the language in which the thesis is written and/or defended 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 manuscript into a single PDF file (note that this must be the final version must be final because it will be sent to the jury as well as to the pre-examiners).

**NB: The thesis manuscript will be submitted to plagiarism checking via the software Compilatio, the committee members appearing on the front page need not be the same as the ones declared on ADUM.**

- ✓ 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 in charge of doctoral policy, for approval, and must absolutely be uploaded in the "dépôt des pieces complémentaires" section on ADUM.

#### \*Confidential thesis and closed defence

The PhD student must fill out The "**Demande de confidentialité de thèse et de soutenance à huis-clos**" form (Request for confidential thesis and closed defence) which is available from his/her ADUM account, and upload it in the "dépôt des pieces complémentaires" section on ADUM.



**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 and the designated pre-examiners.
- ✓ The pre examiners 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 thesis defence authorization in view of the reports) together with a copy of the thesis manuscript



**D – 20 days**

## Defence authorization

**20 days 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 defense.

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 REGARDING THE DEFENCE DATE, THE SPECIALTY, THE THESIS TITLE, THE COMPOSITION OF THE COMMITTEE, ETC., THE ADMINISTRATIVE OFFICER MUST BE INFORMED IN WRITING AS SOON AS POSSIBLE.**



**D + 20 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/her ADUM private space within the 20 days following 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 submission in the Library

Within a maximum regulatory time limit of three months following the defence, the new doctor must upload the final version of his/her thesis directly on his/her ADUM account (submission 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 submission, the university library managers are:

<b>C2MP, IAEM, SIMPPE, SIRENA</b> Laurence Martin l.martin@univ-lorraine.fr ☎ 03.72.74.09.27	<b>BIOSE, HNFB, SJPEG, SLTC</b> Blandine Jenin blandine.jenin@univ-lorraine.fr ☎ 03.72.74.09.28
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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 submitted and validated by the University Library (BU) officers, the administrative officer can deliver the Certificate of Completion.

**Head of Doctoral Studies department:****Administrative officers for your defence**

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

**NANCY – ARTEM****METZ – SAULCY****BioSE**

☎ 03.72.74.04.26  
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