



UNIVERSITÉ
DE LORRAINE

DOCTORAT



INSTRUCTIONS FOR THE COMMITTEE ON IN-PERSON THESIS DEFENCE

UPDATE: 2022/12/19

Direction de la Recherche et de la Valorisation
Sous-Direction des Études Doctorales



HR EXCELLENCE IN RESEARCH

Legal Framework

Articles 18 and 19 of the French Decree of May 25, 2016 setting the national training framework and the procedures leading to the issuance of national doctoral diploma.

- An in-person defence means that the doctoral student and all the members of the committee **are in the same room in UL premises or its partners in Lorraine.**



Before the defence

- ✓ One week before the defence, the thesis supervisor downloads and prints the register directly from his/her ADUM private space. It is composed of the following documents: minutes of the defence, appendix to the minutes, defence report, opinion of the committee on the reproduction of the thesis.
- ✓ Before the defence, committee members consult each other to appoint the president of the committee. **The president of the committee** must be a university professor or equivalent (Category A). He/she may be one of the reviewers. The thesis supervisor cannot be appointed as the committee president.
- ✓ The thesis supervisor gives the defence register to the president of the committee.



During the defence

- ✓ The president of the committee organizes the work, including the presentation of questions and debates, by distributing the floor.
- ✓ At the end of the debates, the president of the committee makes sure that the candidate leaves the room for the deliberations.
- ✓ After the deliberations, the president of the committee invites the candidate back into the room for the announcement of the results.
- ✓ If the PhD student is admitted as a Doctor, he/she reads the "Doctor's Oath relating to scientific integrity". The president of the jury acknowledges this by checking the box in the minutes



After the defence

All the documents in the register must be completed as follows:

a) **Minutes**

- ✓ All the committee members who attended the defence, except for the thesis supervisor, sign the minutes.
* NB : In accordance with article 18 of the decree of 25 May 2016, the thesis supervisor participates in the jury, but does not take part in the decision and therefore does not sign the minutes.
- ✓ The president of the committee specifies his/her role next to his/her name.
- ✓ In the event that the committee wishes to modify the title of the thesis, the specialty, or any other corrections, the president of the committee must write the corrections on the document "appendix to the minutes"

b) **Defence report**

- ✓ The defence report is written by the president of the committee.

c) **The committee's opinion on the reproduction of the thesis**

- The committee's opinion on the reproduction of the thesis is signed by the thesis supervisor and the president of the committee.
- ✓ The thesis supervisor must upload all these documents onto his/her ADUM private space and send the original documents to the administrative officer of the doctoral school within 20 days following the defence.
- ✓ The transmission of these documents conditions the possibility of issuing a certificate of successful completion of the diploma.