



UNIVERSITÉ
DE LORRAINE

DOCTORAT



INSTRUCTIONS FOR THE COMMITTEE ON REMOTE THESIS DEFENCE

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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 for training and the procedures leading to the issuance of national doctoral diploma: relating to the use of videoconferencing for the presentation of work in the context of a thesis defence.

«Exceptionally, after consulting the head of the doctoral school, on the proposal of the thesis supervisor, the president or the director of the institution may authorise the PhD student and the members of the committee to use videoconferencing (in whole or in part) to take part in the thesis defence by any means of telecommunication that allows them to be identified and guarantees their effective, continuous and simultaneous participation in the debates as well as the confidentiality of the committee's deliberations.

The technical means implemented shall endeavour to ensure the publicity of the debates».

- The remote thesis defence is a defence where at least one of the committee members is in videoconference. Committee members who would be in attendance must be in the same room, in UL premises. It is also possible for all committee members to be in videoconference.
- The remote thesis defence **is based on technical characteristics ensuring throughout the event:**
 - the identification of the committee members at all times;
 - a continuous flow of visual and audio information;
 - the security and confidentiality of the data transmitted;
 - the secrecy of debates with regard to third parties;
- The PhD student must request for a remote thesis defence (page 2 of the document "Demande de soutenance" (Defence Request) via his/her ADUM account.
- Confidential and closed defence are allowed (all the members of the committee must be in favour of it). The PhD student must complete the « Demande de confidentialité de thèse et de soutenance à huis-clos » form which is available from his/her ADUM account and upload it in the "dépôt des pièces complémentaires" section on ADUM via his/her ADUM account.
- Guest members, as well as family members, are allowed to attend the defence via the login link.



Technical means of defence

It is necessary to book your videoconference in advance via one of the four tools approved by the Université de Lorraine (in order of preference):

1. <https://visioconference.univ-lorraine.fr/>: Secured service from the Université de Lorraine (Please note that the maximum number of total connections approved is 40).
2. Rendez Vous: National service of the Renater tool (national tool and therefore risk of overload): <https://rendez-vous.renater.fr/home/>
3. RenaVisio : National service of the Renater tool (national tool and therefore risk of overload): <https://renavisio.renater.fr/>
4. Outil Microsoft **Teams** (tool offering a large number of connections but less secure; this tool is, therefore, not approved by all national research institutions and organisations).
It is strongly advised to carry out a preliminary connection test, and to do so, please contact the IT department.



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 jury on the reproduction of the thesis and technical report.
- ✓ Before the defence, committee members consult each other to appoint/choose 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 reviewer. The thesis supervisor cannot be appointed as the committee president.
- ✓ The thesis supervisor gives the defence register and the proxies to the president of the committee. Each member of the committee who attends the defence via videoconference must fill out and sign a proxy, authorizing the president of the committee to sign official documents on their behalf. The proxy must be returned to the president by email promptly before the defence.



During the presentation

- ✓ At the opening of the defence, the president of the committee identifies all the committee members and the candidate attending the defence by videoconference. Each committee member, as well as the candidate, must ensure that they have taken all the necessary measures to ensure the smooth running of the defence (isolated room, headphones, camera etc.)
- ✓ 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 has hung up and is no longer present for the deliberations.
- ✓ After the deliberation, the president of the committee invites the candidate to rejoin the session 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.
- ✓ The technical report of the session, drawn up by the president of the committee, reports on any technical incident that may have occurred.
- ✓ If necessary, the president of the committee decides on any malfunction likely to disrupt the progress of the defence, in particular in the event of prolonged interruption of the videoconference for technical reasons (continuation or resumption of work).



After the defence

- ✓ **The president of the committee signs all the documents** for the members of the committee who participated by videoconference. If a committee member was not present, it must be written next to his/her name.

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 "

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 must be completed and signed by the thesis supervisor and the president of the committee.

- ✓ Within the twenty days following the defence, the president of the committee must send by email the whole signed register (minutes, defence report, the committee's opinion on the reproduction of the thesis, technical report) as well as the signed proxies to the thesis supervisor. He or she must then upload all these documents onto his/her ADUM private space and send the original documents to the administrative officer of the doctoral school.
- ✓ The transmission of these documents conditions the possibility of issuing a certificate of successful completion of the diploma.