



Guide to the Doctoral defence

université
PARIS-SACLAY

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REFERENCES

Regulations and charters

- European Charter for Research
- Article L-612-7 of the French Education Code defining postgraduate education.
- Ministerial Decree of 25 May 2016 establishing the national framework for education and the procedures leading to the awarding of the national doctoral degree and in particular its Articles 17 (defence authorisation and choice of rapporteurs), 18 (designation of the Jury), 19 (defence), 19 bis (doctors' oath), 23 (co-supervision), 24 (legal deposit of the thesis) and 25 (dissemination of the thesis) of (*),
- PhD charter of Université Paris-Saclay, the defence Jury (°),
- Article 10_9 of the internal regulations of the doctoral programme of Université Paris-Saclay (+),
- Circular No. 2015-0012 of 24 March 2015 on the procedures for developing and awarding national diplomas (NOR: MENS1507196C)
- Decree no. 2006-1436 of 24 November 2006 taken for the application of Article 2 of Law no. 93-1419 of 31 December 1993 relating to the National Printing Office (NOR: ECOT0651069D)



To simplify the reading, three symbols have been used to identify the portions of the text taken from the ministerial decree of 25 May 2016 (*), the doctoral charter (°) and the PhD internal regulations of Université Paris-Saclay (+).

Other links

- Bes M.-P., Lamy J., Maisonobe M. (2020), La forge des pairs : la fabrique des Jurys de thèses en France dans trois disciplines scientifiques, HAL Id: hal-02551202
- Les thèses de complaisance, Michèle Bergadaà, Analysis report Université de Genève, No. 2012-005 November 2012

WHY THIS GUIDE?

This doctoral defence guide has several objectives:

- to **support** PhD candidates and their supervisors in the preparation of doctoral defences;
- to present the **regulatory framework** by contextualising it and providing insights;
- to present the **defence procedure**, step by step;
- to provide **answers** to frequently asked questions and **recommendations**;
- to provide a **variety of useful resources**, forms, and templates, such as the thesis cover page template.

THE DEFENCE, IN GENERAL TERMS

"Doctoral education is **education** in and through research and **professional research experience**. It leads to the creation of **new knowledge**. It includes a **personal research project** carried out by the PhD candidate. [...] It is recognised by the awarding of the national doctoral degree. "The **doctoral degree** is awarded after **thesis defence** or the presentation of a body of **original scientific work**.*"



1. What are the guarantees?

In a few words, the national regulations set the scene. The awarding of the doctoral degree is based on the requirement to have contributed to the **creation of knowledge** and conducted **original research work**.

For this, the "**customised**" **composition** of the doctoral defence juries is essential. But "customisation" is very unusual in the degree landscape; the general public, employers, and even, to some extent, academics, may have more confidence in assessment modes that compare multiple candidates, **faced with the same test**, for which the **assessors know the "right answers"**. These are two criteria not applicable to a degree based on the originality of the work on an international scale and the creation of new knowledge.

This necessary specific characteristic of the doctoral programme evaluation method has led to the establishment of various guarantees, also specific, to ensure confidence in and recognition of the doctoral degree.

These **guarantees** are particularly strong in comparison with the process for other degrees and take three main forms: rules on the **defence process**, on the **people who vouch** for the quality and originality of the work and, finally, on the **transparency** of the process and the public nature of the defence.

The defence process is therefore regulated on several levels:

- **Who** can be a **guarantor**?
- Levels of approval for the **designation of rapporteurs and the Jury**,
- Prerequisites for the **authorisation of the defence**,
- The legal provisions ensuring the **transparency of the process**.

The regulations thus provide for transparency at several levels:

- The **defence is public** and is announced by the university at least **two weeks** before the defence. This is a very old principle (also applied to marriages, for example, with the "publication of banns" at the town hall), which allows third parties to be informed, so that anyone can oppose it by demonstrating possible impediments; this also increases the number of witnesses to the process,
- The full names and respective roles of all **persons** who have formally **guaranteed** the quality and originality of the work are **public and permanently attached to the thesis** on the national portal of theses **www.theses.fr**, with their respective positions, supervisors, rapporteurs and Jury members with voting rights,



- Finally, the names of doctors are **public** and, since 2016, their **theses**, unless they are confidential, are made **accessible**, either immediately or after an embargo period, on HAL-theses from the national portal of theses **www.theses.fr**, which allows everyone to know on what basis the degree was awarded.

The guarantors are as follows:

- the **thesis director**, who **proposes** the defence of the PhD candidate and, more broadly, **everyone who has contributed to the doctoral supervision**,
- the **rapporteurs**, who, before the defence, prepare a report on the thesis, on the basis of which the head of the institution authorises or prohibits the defence,
- the **Jury members with voting rights**, appointed by the head of the institution, who decide on admission or deferral, and on whose assent the president of the university awards the degree.

2. What is the role of the Jury?

What is expected of the Jury is clearly spelled out in the national legislation:

*"In its deliberations, the Jury assesses the quality of the PhD candidate's work, its innovative character, the PhD candidate's ability to place it in its scientific context, and their presentation skills."**

For the defence Jury to fulfil its mission, it must be composed according to the needs of each doctoral project. °

- The doctoral degree is a **national higher education degree** with international recognition. The **majority** of the Jury must be composed of **professors** or equivalent°, French or foreign, so that they can give a **legitimate** opinion, as **representatives of the universities**, on the competences expected of holders of the doctoral degree according to the international academic criteria in force °.
- The thesis must present a body of **original scientific work**. Each member of the Jury, taken individually, does not necessarily have to be a specialist in all the issues addressed in the thesis, but, taken as a whole, the Jury must constitute a **group of competent experts** capable of giving an opinion on each aspect of the thesis and on the originality of the work presented in relation to the international context.°
- The **defence is an evaluation** : the defence Jury must therefore offer every **guarantee of independence** and **freedom of judgment** required for any evaluation. This is why the **majority** of the Jury members must be **external to the doctoral project** and have no



proven link of interest, subordination or authority, either with each other, or with the thesis director, the PhD candidate, the research unit, the doctoral school or Université Paris-Saclay.^o

From these three principles of **legitimacy, competence and independence** derive a set of national or local rules and recommendations for selecting Jury members.

The names of the Jury members are public and appear on the doctoral degree, on the cover of the thesis and on the national portal of theses www.theses.fr. Everyone, at their own level, is invited to ensure that defence juries are composed with the greatest care and guarantee the quality of the work submitted to them.

GUARANTORS: ROLE AND DESIGNATION OF EACH

The thesis director, rapporteurs and Jury members with voting rights publicly vouch for the quality and innovative nature of the research they have directed or assessed, and this guarantee contributes to the recognition of the degree. These people must meet a number of conditions, which must be verified before the defence.

1. The thesis director and other co-supervisors

Authorisation to defend a thesis is granted by the President of Université Paris-Saclay, after the opinion of the Director of the doctoral school, **on the proposal of the thesis director**.

The thesis director must be **accredited to supervise research** or have an equivalence or authorisation from the research commission of the Academic Council to direct this thesis without accreditation to supervise research.

Except in special cases, the members of the scientific management team of the doctoral project and of the PhD candidate's supervisory team are present, sit with the Jury during the defence and speak during the debates with the Jury.

However, according to Article 18 of the Decree of 26 May 2016, the thesis director and **any other person involved in the management of the thesis**, the co-director or co-supervisor, **does not take part in the decision**.^{*}

They are not examiners, rapporteurs or Presidents of this Jury, do not take part in the decision and therefore do not sign the defence minutes.⁺



Their **participation in the management of the thesis**, as a member of the scientific management team of the doctoral project and/or the supervision of the PhD candidate, is clearly mentioned on the cover of the thesis, on the national portal of theses www.theses.fr and in any communication related to the defence. ⁺

2. The rapporteurs

The PhD candidate's work is examined in advance by at least **two rapporteurs** appointed by the President of Université Paris-Saclay, who are **accredited to supervise research or equivalent**, on the proposal of the Director of the doctoral school, after the opinion of the thesis director. ⁺

The frameworks of equivalence for accreditation to supervise research are set by the research commission of the Academic Council and can be consulted on the Université Paris-Saclay website under the heading "doctoral programme and accreditation to supervise research (HDR)". ⁺

Rapporteurs are **external to the research unit where the thesis was prepared, the doctoral school, Université Paris-Saclay and the doctoral project**. They must not have signed any publications with the PhD candidate. They have not been members of the PhD candidate's individual monitoring committee. They have the necessary independence and freedom of judgment (a self-assessment questionnaire on links of interest is provided on page 4). A doctoral school may add additional conditions in its internal regulations.

3. Jury members with voting rights

The thesis defence Jury is composed of **French or foreign** members, chosen for their **scientific or professional competence in the field of research concerned**. Its composition allows balanced gender representation.

Jury members with voting rights must hold **a doctoral degree**.

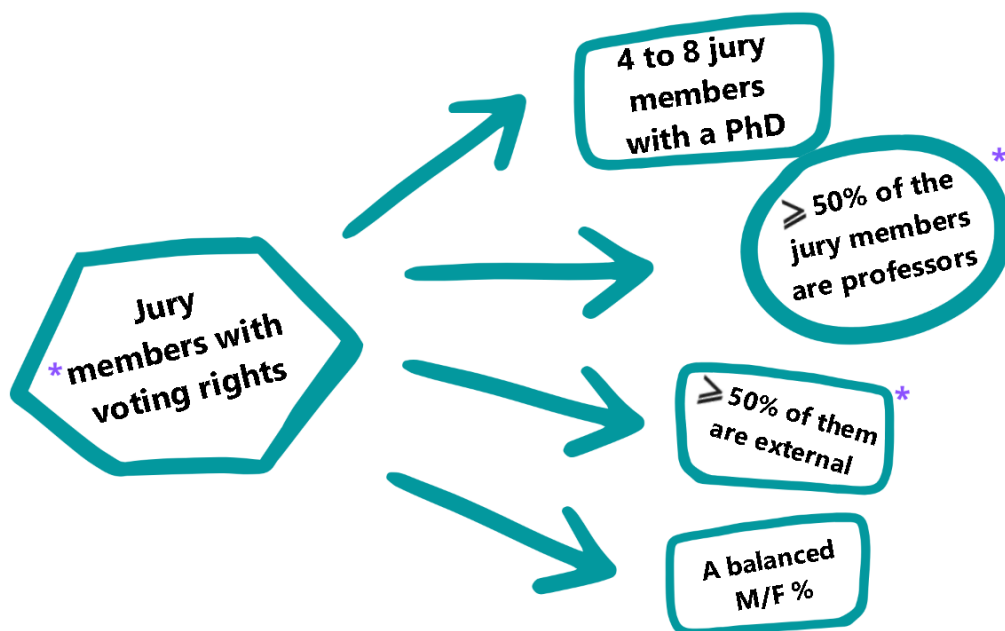
At least half the Jury members involved in the Jury defence decision are **external** to the research unit where the thesis was prepared, the doctoral school, Université Paris-Saclay and the doctoral project. They must not have signed any publications with the PhD candidate. They have the necessary independence and freedom of judgment (a self-assessment questionnaire on links of interest is provided in this guide). A doctoral school may add additional conditions in its internal regulations.

At least half the Jury members who take part in the Jury defence decision are **professors or equivalent**.

The number of Jury members is **between four and eight**. At least three members take part in the decision.



Where applicable, if the thesis is confidential, the Jury members sign a confidentiality agreement before receiving the thesis (i.e. the thesis manuscript).



4. The President of the Jury

The Jury members designate from among themselves a President and, if necessary, a rapporteur for the defence. The President of the Jury is a professor or equivalent. A professor emeritus cannot preside the Jury (see answers to frequently asked questions).

5. The doctoral school and the presidency of the institution

The management of the doctoral school and the presidency of the institution, with the support of the departments concerned, ensure that the regulations are respected, that the composition of the juries complies with the regulations and that the role of each member during the defence is clear. In particular, the clarity and conformity of the information on the covers of the theses, the national portal of theses www.theses.fr and the degrees.



THE DEFENCE, STEP BY STEP

1. The general schedule

Obtaining a doctoral degree is the result of a process, whose main step is the defence, but which also includes a preparation phase and a finalisation phase.

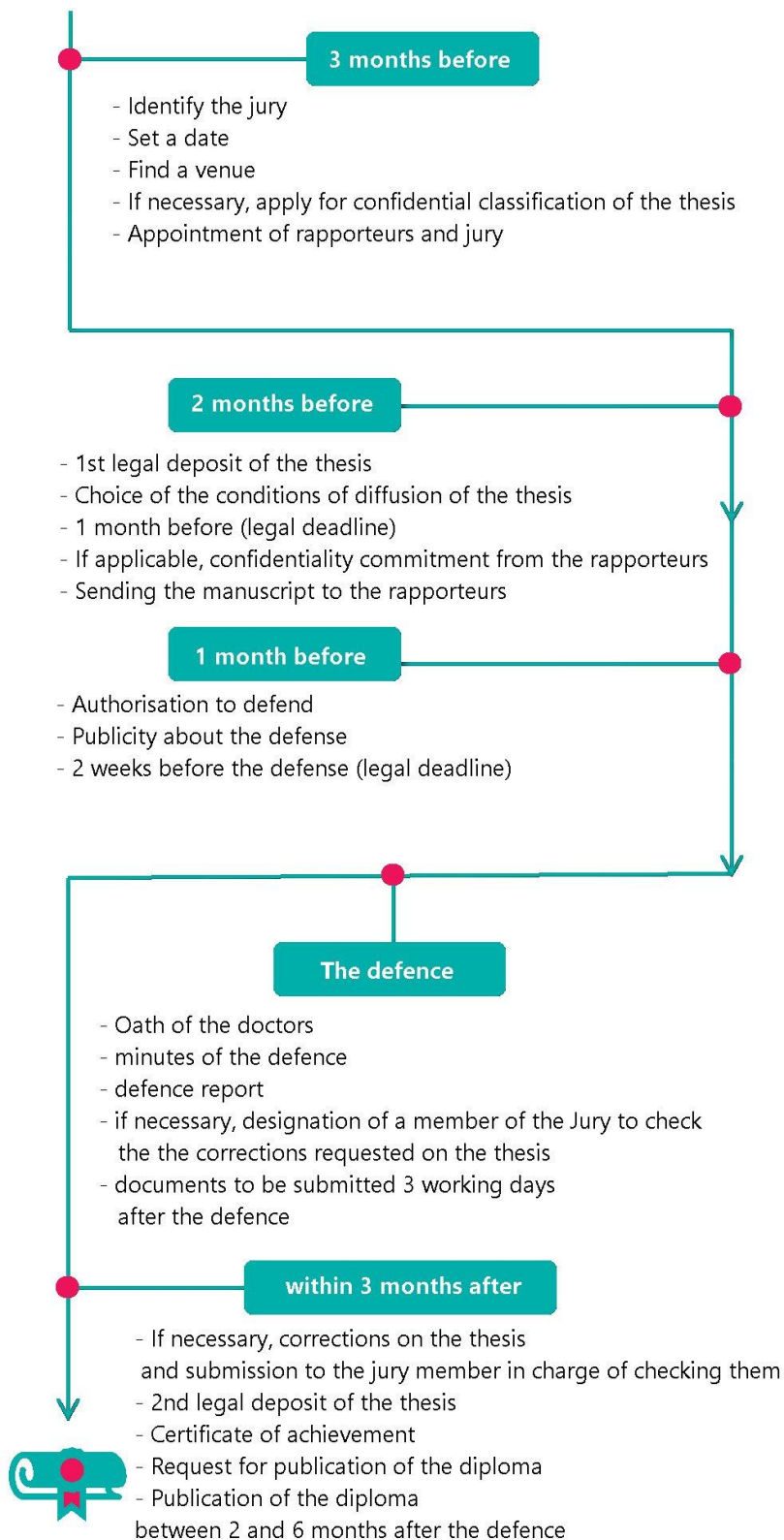
Each step includes measures to be taken, some within the time limits set by the regulations.

The preparation phase itself includes three main steps, i.e. the appointment of the Jury and rapporteurs, the first legal deposit of the thesis and the authorisation of the defence based on the rapporteurs' reports.

Note: To be able to defend, the candidate must be duly enrolled in a doctoral programme for the current academic year.

If the defence takes place between 1 September and 31 December of the calendar year, PhD candidates who were duly registered for the previous academic year defend their thesis as part of the previous academic year, do not re-register and do not pay the university fees.

In the rest of this guide to defence, the deadlines indicated below are either **legal deadlines**, which must be



respected to guarantee the legality of the defence, or **recommended deadlines** to ensure the successful completion of these procedures and avoid difficulties, in particular a failure to respect the legal deadlines.

2. Contact, logistics, defence location

Deadline: three months before the defence

The first step is to set up the Jury and find a date for the defence that suits everyone. Please note that the majority of doctoral defences in France take place between the beginning of October and mid-December, and potential Jury members are in great demand. For a defence during this period, advance planning is strongly recommended.

Before contacting the prospective Jury members, it is recommended that you:

- check the rules and recommendations concerning the **composition of the Jury** and the choice of rapporteurs in this guide and/or with your doctoral school;
- check with your research unit the **terms and conditions** for the payment of the various expenses related to participation in the Jury;

It is usually the thesis director who contacts the potential rapporteurs and Jury members to invite them to participate in the Jury, find a provisional date for the defence and inform them of the conditions for covering their expenses.

If the defence is planned totally or partially by videoconference, the thesis director and the PhD candidate read the note on defence by videoconference and choose a technical guarantor.

Download the [note on videoconferencing](#).

Download the [technical guarantor commitment form](#).

The PhD candidate can reserve a room for the planned date of the defence; this is the opportunity to take a first look at the place. Here again, it is strongly advised that you plan well in advance, as not all rooms are suitable and at certain times the suitable rooms are in high demand.

The room reserved for the defence must allow the entry of the public (health and safety rules) and be freely accessible without restriction, unless a waiver to the public nature of the defence has been granted by the President of the university (see below).

Except in exceptional cases, the defence room is on the premises of Université Paris-Saclay in the broadest sense of the term (the faculties, the Grandes Ecoles, UVSQ and UEVE and the centres attached to Université Paris-Saclay of the partner national research organisations). Other premises



may exceptionally be used for the defence, subject to their conformity (reception of the public, free access) and subject to the prior agreement of Université Paris-Saclay. A pre-filled form for requesting authorisation for the defence to be held in premises outside Université Paris-Saclay is available in ADUM.

Similarly, it is customary for a moment of relaxation to follow the presentation (cocktail, etc.). The premises chosen for this reception must be suitable (health and safety rules) and the PhD candidate must ensure that the premises are in good condition after the event.

3. Confidentiality

Deadline: at the latest three months before the defence

The term "the thesis" refers to the thesis manuscript. If the thesis has a proven confidential character, an exceptional request for the confidential classification of the thesis and, if necessary, a request for exemption from public access to the defence (behind closed doors) must be made. When the thesis is classified as confidential, it is not accessible anywhere (when the thesis is embargoed, it remains accessible in the library).

Download the form to [request the confidential classification of the thesis](#) and, if necessary, a waiver of the public nature of the defence.

Once completed, dated and signed, the form must be sent to the department in charge of the defence, **accompanied** in all cases by a document **justifying the confidential nature of the thesis** and the duration of the confidentiality period requested. A thesis analysis report using **anti-plagiarism software** may also be requested.

The confidential classification of the thesis is a decision made by the head of the institution, after consultation with the thesis director, the director of the research unit and the director of the doctoral school.

Rapporteurs and Jury members who will have to know the contents of the thesis, must have prepared and signed a confidentiality agreement **before reading the thesis**. The thesis must not be circulated before these agreements have been signed and the first legal deposit has been made.

Once authorisation has been given, it must be indicated in ADUM that the thesis is confidential and this will allow the **confidentiality agreements** to be signed, pre-filled from the **ADUM** system, to be sent electronically **to the rapporteurs and Jury members**.



In all cases, the signed confidentiality agreements must be sent to the documentary service in charge of the legal deposit of theses when the first legal deposit of the thesis takes place.

The defence can only be held behind closed doors if the thesis has been classified as confidential. However, the confidential classification of the thesis does not require the defence to be held behind closed doors, if what is presented on the day of the defence has no confidential element. But if the thesis is defended behind closed doors, any members of the public who attend the defence will also have to sign a confidentiality agreement before being allowed to enter the room where the defence takes place on the day of the defence.

Download the [confidentiality agreement template](#) for a member of the public.

Please note: for security and confidentiality reasons, closed sessions cannot take place fully or partially by videoconference.

This does not apply to people who must know the content of the thesis for their duties at Université Paris-Saclay (the thesis director, the research unit director, the doctoral school director, the staff of the partnership and development service, the staff of the documentary service in charge of the legal deposit, etc.) By virtue of their professional status, these individuals are already subject to obligations of discretion and professional secrecy and therefore do not have to sign additional confidentiality undertakings. **More information...**

Please note: The confidential classification of a thesis can be a very serious impediment for a doctor, especially if their job search requires that they present their achievements. The thesis may not be distributed, reproduced or communicated during the confidentiality period by anyone, including the author themselves. The confidential classification of the thesis must therefore be reserved for information of a proven confidential nature (sensitive information, technical solutions for which a patent is being considered).

If the **filing of a patent** is envisaged, the thesis must be classified as confidential, provided that the other conditions for the filing of a patent are met (and in particular that the results have not been published elsewhere in an article).

Everything you need to know about patents on the INPI website

- **What can and cannot be patented** (ideas, discoveries, scientific theories and mathematical methods cannot be patented)
- **The patentability criteria.**



4. Designation of the rapporteurs and the Jury

Deadline: three months before the planned defence date

The defence process has been almost entirely dematerialised, as the ADUM system has been coupled with a digital signature pad and interfaced with other systems, such as the national portal of theses www.theses.fr and the national printing house for the publication of degrees. This allows us to assist PhD candidates by pre-filling forms, emails, announcements, etc. with the data provided in the ADUM system.

To begin the process of appointing rapporteurs and the Jury, the PhD candidate completes their ADUM file by filling out the section devoted to the defence: **title (in French and English), keywords (in French and English) and abstract (in French and English), date, place of defence, confidentiality, surnames, first names, emails, titles and affiliations of the rapporteurs and Jury members.**

Note: the President of the institution only appoints the Jury members with voting rights. Only Jury members with voting rights must be entered in ADUM for requests for Jury designation. The others (thesis management team and other invited members) should not be added to the Jury designation form. Their presence on the day of the defence, alongside the Jury members with voting rights, is natural and does not require official approval by the presidency of the institution.

Attention: this information, in addition to the information on the doctoral school, the research unit and the thesis management and supervision teams, is part of the "**metadata**" of the thesis which will then be used to create all the dematerialised forms (designation of the rapporteurs and the Jury, authorisation for the defence, minutes, opinion of the Jury on the finalisation of the legal deposit of the thesis and defence report, etc.), send convocations and personalised emails to the rapporteurs and the Jury members, and publish the announcement of the defence on the web. After the defence and the finalisation of the legal deposit of the thesis, this data will also be transmitted on the **national portal of theses** www.theses.fr, where each doctoral thesis defended in France has its permanent URL, and lastly, transferred to the **European e-theses portal DART-Europe**. It will also be used by the national printing house for the production of degrees.

It is therefore highly advisable to take the time to carefully verify this information, which will be **permanent and public**, whether the thesis is confidential or not. The information entered must be legible and suitable for the various uses that will be made of it. This sometimes leads to **back-and-forths** with requests for the designation of juries and rapporteurs if the composition of the Jury is invalid or ambiguous. These back-and-forths are of no consequence if it has been taken into account in time.



If modifications are necessary, the doctoral school can authorise the modification of this metadata until the defence authorisation is signed. But once the defence is authorised, the only possible changes are those that will be formalised by the Jury. For example, changes may be made to the title of the thesis or to the keywords, provided that they are explicitly requested among the revisions requested by the Jury.

You will notice that there is a question regarding whether the Jury members will participate by videoconference or in person. It is advisable to choose "videoconference" by default, as this allows them to be sent a proxy before the defence authorising the President of the Jury, wherever they are, to sign the minutes of the defence in their place. Provided that this is clearly explained to the Jury members, to avoid misunderstandings, this allows the proxies to be sent by default, in case one or more Jury members are not able to attend on the day of the defence. And it is not a problem if these proxies are ultimately not used.

Once all this information has been filled in, the PhD candidate can carry out the registration by "**Finalising the defence request procedure**" in ADUM. This action is only possible if all mandatory fields are completed.

The thesis director then checks all the thesis metadata, title, keywords and abstract (in French and English), date, place of defence, confidentiality, surnames, first names, emails, titles and affiliations of the rapporteurs and Jury members, as well as information on the management and supervision team and on the research unit.

And if all goes well, they can then give their opinion on the proposed rapporteurs and Jury members in the system.

The signature circuit is then initiated and allows firstly the doctoral school, then the presidency of the institution to make a decision, after verification by the Graduate School.

The rapporteurs and the Jury must be appointed **at least two months** before the date of the defence.

5. The first legal deposit of the thesis

Deadline: Two to three months before the planned date of defence and at the latest one month before the defence (legal deadline).

The first legal deposit of the thesis must take place **on ADUM** before the manuscript is handed over to the rapporteurs. A deadline of two to three months before the defence is recommended, to leave a good month for the rapporteurs to work on the thesis and submit their reports, and to still have



enough time for the defence authorisation procedures, which must be completed at the latest 15 days before the defence date (legal deadline for publicising the defence)

The first legal deposit makes it possible to protect the copyright on the manuscript and verify the conditions for the dissemination of the thesis. These conditions may be:

- A **period of confidentiality** for the thesis, the duration of which is determined by the President of Université Paris-Saclay.
- **Immediate dissemination**, after the defence, and as soon as the legal deposit of the thesis is finalised, on HAL-Theses via the national portal of theses www.theses.fr. Unless the thesis is confidential, this option is to be preferred in the framework of the open science policy of Université Paris-Saclay.
- Dissemination, after the defence, on HAL-Theses via the national portal of theses www.theses.fr after a **period of embargo** at the initiative of the author and whose duration is set by the author **within the limit of five years**; in this event, the thesis can still be consulted in libraries, on request to the documentation services. The embargo period can be extended if necessary.

Download the form for requesting an [extension of the embargo period](#).

The first deposit of the thesis also allows the PhD candidate to be informed of questions related to the rights and duties of an author, the legal deposit of a work (the thesis) and its electronic distribution, the distribution of personal data and other questions related to the submission of the thesis, and to learn about the general and specific conditions for the distribution of the thesis. It is therefore important to contact the institution's thesis service (documentation service).

When the thesis is the subject of a **confidentiality** or **embargo** request, it is recommended that the document service in charge of submitting and reporting theses **analyse the thesis with an anti-plagiarism software** and inform the doctoral school of the results of this analysis.

In practice, to electronically submit their thesis, the PhD candidate deposits in their personal ADUM space the electronic file of the thesis in PDF format (note that PDF versions prior to 1.4 are no longer accepted) and then makes an appointment with the documentary service in charge of the submission and reporting of theses to finalise the first legal deposit:

- Faculty of Science: theses-sciences.scd@universite-paris-saclay.fr
- Faculty of Law, Economics and Management: theses-droit-eco.scd@universite-paris-saclay.fr



- Faculty of Medicine: theses-medecine.scd@universite-paris-saclay.fr
- Faculty of Pharmacy: theses.lumen@universite-paris-saclay.fr
- Faculty of Science and Techniques of Physical and Sports Activities: theses-staps.scd@universite-paris-saclay.fr
- AgroParisTech: service-these@agroparistech.fr or jonga.dequeant@agroparistech.fr
- Institute of Optics: marie-laure.edwards@institutoptique.fr
- ENS Paris-Saclay : theses.lumen@universite-paris-saclay.fr
- CentraleSupélec: theses.lumen@universite-paris-saclay.fr
- Université d'Évry-Val-d'Essonne: bu-theses@listes.univ-evry.fr
- Université de Versailles-Saint-Quentin-en-Yvelines: theses.doctorat.bib@uvsq.fr
- Ecole Nationale Supérieure d'Architecture-Versailles (ENSA-V): neyrinck@versailles.archi.fr

Before the appointment, the PhD candidate again checks the metadata of their thesis and if necessary makes corrections:

- The title of the thesis in English and French,
- The abstract in English and French (4,000 characters maximum, including spaces),
- The keywords in English and French,
- The full name(s) of the members of the management team
- If applicable, if the thesis is not written in French, a substantial abstract in French, attached to the thesis, the length and format of which are defined by each doctoral school and which remains between 4,000 characters including spaces and twenty (20) pages.

The documentary service in charge of theses then assigns the national thesis number (NTN) and enters this number in the corresponding ADUM file.

Once the NTN has been attributed and filled in on ADUM by the documentation service, the **personalised defence documents** (minutes, Jury's opinion on the finalisation of the legal deposit of the thesis and defence report) to be filled in and signed by the Jury are **accessible in ADUM** in the interface of the PhD candidate or thesis director.

For information: the format of the NTN is as follows: **YYYYUPASZXXX** where **YYYY** is the year in 4 digits, **UPAS** the code for Université Paris-Saclay, **Z** = a letter identifying the Graduate School, and lastly **XXX** an order number from 000 to 999 of the defences by Graduate School and by year.

- **B:** "Biosphera"
- **F:** "Chemistry"
- **M:** "Mathematics"
- **P:** "Physics"



- **G**: "Computer Sciences"
- **H**: "Law"
- **I**: "Economy & Management"
- **J**: "Geosciences, Climate, Environment, Planets"
- **K**: "Humanities - Heritage Sciences"
- **L**: "Life Science and Health"
- **Q**: "Health and Drug Sciences"
- **R**: "Public Health"
- **T**: "Engineering and Systems Sciences"
- **U**: "Sociology and Political Science"
- **W**: "Sport, Movement & Human Factors"

6. Examination of the thesis by the rapporteurs

Deadline: one month before the planned defence date

After reading the thesis manuscript that will have been sent to them via ADUM (ADUM link to the first deposit sent at the time of their designation), the rapporteurs make their opinion known through written **reports** that they submit in ADUM via the link sent to them by email at the time of their designation.

Rapporteurs are expected to give an **unambiguous opinion** and conclude their reports with a "favourable opinion", a "reserved opinion" or an "unfavourable opinion" for the authorisation of the defence.

Rapporteurs may also request prior revisions to the thesis to give a favourable opinion and revise their report once these revisions have been made.

Note: according to the regulations in force, an irreducible period of **14 days** must separate the date of receipt of the defence authorisation, which is done on the basis of the reports of the rapporteurs, from the date of defence.

7. Examination of the thesis by the Jury members

Deadline: after the first legal deposit of the thesis.

The thesis manuscript is sent to the rapporteurs and Jury members, when they are appointed, via a link that allows them to download the manuscript of the first submission in .pdf format (sent by the administration)

The PhD candidate may, if they wish, send a copy of their thesis to each member of the Jury.

If the defence is subject to a request to waive the public nature of the defence (behind closed doors), the thesis **is only transmitted to the Jury members under the condition that all parties sign the associated confidentiality agreements**. In this case, it is also important to ensure that the means of transmission used guarantee confidentiality.



8. Examination of the rapporteurs' reports by the doctoral school

Deadline: on receipt of the rapporteurs' reports and no later than **18 days** before the scheduled defence date.

After consulting the rapporteurs' reports, the Director of the doctoral school **issues an opinion on the defence**. On the basis of this opinion and the rapporteurs' reports, the President of the university decides whether or not to authorise the defence.

If, after consulting the rapporteurs' reports, the doctoral school has an unfavourable or reserved opinion, it can, for example, propose to the PhD candidate and their supervisors that they postpone the defence to take into account the rapporteurs' feedback. It may also request the opinion of a third rapporteur. It may also issue an unfavourable or reserved opinion and leave the decision to postpone the defence to the President of the institution.

Please note that the decision to authorise the defence is made "on the basis" of the rapporteurs' reports and not on the basis of a compliant opinion. The defence could still be postponed if the rapporteurs' reports contain serious warnings but nevertheless end with a favourable opinion.

9. Authorisation to defend

Deadline: on receipt of the opinion of the Director of the doctoral school and at the latest 14 days before the defence.

The tuition service transmits, via the ADUM interface to the digital signature page, the defence authorisation form to the presidency of Université Paris-Saclay, which authorises or does not authorise the defence, after validation by the Graduate School's "Doctoral programme" correspondent.

If authorisation is refused, the presidency communicates the reasons to the doctoral school and together they organises the next steps.

When defence authorisation is granted, the tuition service validates the defence in the system.

- **The defence announcement is then published** in the calendar of **upcoming defences** on the Université Paris-Saclay website and on the website of the doctoral school **at the latest 14 days** before the defence. As the defence must be public and publicity regarding the defence is a legal obligation, all the information required for attendance must be provided, with dates, schedule, place or access link.
- An email is then automatically sent to the doctoral school, the PhD candidate and the thesis director, indicating that the defence has been authorised and that the PhD candidate or the



thesis director can download the defence documents in their personal ADUM space to give them to the Jury on the day of the defence.

10. Convocation of the Jury members

Deadline: on receipt of the defence authorisation

The tuition service sends the official invitation to the defence to the Jury members via ADUM, specifying the place, the room, the date and the time of the defence, together with the rapporteurs' reports.

In addition to the official invitation, it is the responsibility of the PhD candidate and their thesis director to verify that the Jury members have received this invitation and make sure that all the other people whose presence is desired during the defence have received the invitation and the rapporteurs' reports. In particular the members of the management team and, if necessary, invited members.

It is also the responsibility of the PhD candidate and their supervisor to widely disseminate the information about the defence via other relevant information vectors (mailing list of the research unit, the Graduate School, learned societies, etc.).

11. Withdrawal of the minutes of the PhD thesis defence

Deadline: at the latest, the day before the defence

The thesis director (or the PhD candidate) downloads the defence documents entitled "Minutes and defence documents" from their personal space ADUM to give them to the Jury on the day of the defence:

- The information note on the functioning of the Juries,
- The pre-filled minutes of the doctoral defence to be completed by the Jury members,
- The pre-filled defence report to be completed by the Jury members,
- The form regarding the conditions for the legal deposit of the thesis and its diffusion via www.theses.fr,
- The form for verifying major corrections to the thesis.

12. Confidentiality - for the public

Deadline: the day of the defence



Provided that the presidency of Université Paris-Saclay has granted "behind closed doors", members of the public who would still like to attend the defence sign a confidentiality agreement before being admitted to the room where the defence is held. Confidentiality agreements signed by the public should be returned after the defence with the minutes of the defence.

13. The defence

■ VIDEOCONFERENCING

The members of the defence Jury may participate in the defence by **videoconference** provided that they have given a signature proxy to the President of the Jury, that the means used allow them to be identified and to participate effectively in a collegial deliberation, and that they satisfy the technical characteristics guaranteeing the continuous and simultaneous transmission of the debates and the confidentiality of the Jury's deliberations. A note on videoconferencing is provided below.

■ RECORDING OF THE DEFENCE

The doctoral defence may be filmed, provided that the defence is not held behind closed doors, at the initiative of the PhD candidate concerned. The resulting video can be disseminated, provided that all the necessary agreements have been obtained in terms of image rights and intellectual property. The PhD candidate retains ownership of the images of their thesis defence.

Download the form for authorisation to record and **broadcast the video of a defence.**

■ DESIGNATION OF THE JURY PRESIDENT

The Jury members usually meet briefly before the defence to appoint a President and organise the speeches during exchanges with the Jury. The President of the Jury must be a professor or equivalent. They can also be a rapporteur, although this is not recommended. They may be active in France or in a foreign university. A professor emeritus cannot preside the Jury. The same applies to secondments (see answers to frequently asked questions).

■ DEFENCE LANGUAGE

The defence may be in French or in English. If the presentation is in English, then the discussion and debates that follow are also in English with a medium in the language chosen for the defence. The PhD candidate is invited to verify that all the Jury members agree to the defence being conducted in English.



Download the sworn declaration of [mastery of the defence language](#).

In the event of the international co-supervision of a thesis, the language in which the thesis is written and defended is specified in the agreement. This language may, if necessary, be a language other than French or English. In this case, the Jury members may be asked to identify themselves when they sign the international co-supervision agreement and each member of the Jury will have to declare on their honour that they are sufficiently fluent in this language to read the manuscript and participate in the debates during the defence without difficulty.

PROCEEDINGS OF THE DEFENCE AND DEBATES

The defence generally lasts **45 minutes to one hour** and is followed by debates with the Jury. The duration of the debates with the Jury varies and is generally **one to two hours**.

Usually, the President of the Jury will first invite the two rapporteurs to ask their questions, and then turn the floor over to the other Jury members with voting rights, including the President. At the end, they give the floor to the thesis director and the other people involved in the management of the thesis or the supervision of the PhD candidate.

The PhD candidate's answers to the Jury's questions will allow it to verify their mastery of their subject, whether they have a broad scientific culture, their personal contribution in the event of joint work, and their didactic qualities.

In some disciplines, the President of the Jury may also suggest that members of the public who hold a PhD ask questions.

DELIBERATIONS

The Jury then isolates itself to deliberate. The President of the Jury may invite the thesis director and the other supervisors to inform the Jury members with voting rights about the way in which the thesis was prepared and, if necessary, ask them for advice and information, in particular to supplement the defence documents.

However, it is recommended that the Jury members with voting rights take a moment without the thesis director and the other supervisors to deliberate amongst themselves, assess the quality of the work, its innovative character, the PhD candidate's ability to place it in its scientific context, and their presentation skills, make their decision and prepare the defence report.



FORMALITIES

The President of the Jury signs the minutes and the defence report, as do all the Jury members involved in the decision.

The thesis director does not sign these documents, nor does any other person who has participated in the scientific management of the work and the supervision of the PhD candidate.

If one of the Jury members with voting rights has participated in the defence by videoconference, the President of the Jury signs the minutes and the defence report on behalf of the member who was not physically present and makes sure that they have a proxy to submit it at the same time as the minutes of the defence.

If the Jury asks the candidate to make major corrections to the thesis, the President of the Jury completes and signs the form designating the Jury member responsible for checking the modifications, and gives it to this Jury member, together with the corrections verification certificate.

PROCLAMATION OF RESULTS

The Jury returns to the defence room after its deliberations. The President then announces the results of the deliberation to the PhD candidate in front of the audience and concludes with a sentence such as:

"For all these reasons and after deliberation, the Jury unanimously proposes your admission to the degree of doctor of Université Paris-Saclay in [major] and invites you now to take the doctors' oath."

THE DOCTORS' OATH

After being invited by the Jury President, the doctor pronounces, in front of the public, the following **doctors' oath** (French version):

"En présence de mes pairs. Parvenu(e) à l'issue de mon doctorat en [spécialité], et ayant ainsi pratiqué, dans ma quête du savoir, l'exercice d'une recherche scientifique exigeante, en cultivant la rigueur intellectuelle, la réflexivité éthique et dans le respect des principes de l'intégrité scientifique, je m'engage, pour ce qui dépendra de moi, dans la suite de ma carrière professionnelle quel qu'en soit le secteur ou le domaine d'activité, à maintenir une conduite intègre dans mon rapport au savoir, mes méthodes et mes résultats."

Non-French-speaking PhD candidates or PhD candidates defending their thesis, in the context of international co-supervision, before a non-French-speaking audience may take the oath in its English version:



"In the presence of my peers. With the completion of my doctorate in [research field], in my quest for knowledge, I have carried out demanding research, demonstrated intellectual rigour, ethical reflection, and respect for the principles of research integrity. As I pursue my professional career, whatever my chosen field, I pledge, to the greatest of my ability, to continue to maintain integrity in my relationship to knowledge, in my methods and in my results."

The President of the Jury then ticks the "has taken the oath" box on the defence minutes.

The following sentence can then also be used to conclude the defence report.

"For all these reasons and having observed that First name Last name has taken the doctors' oath, the Jury unanimously proposes admission to the degree of doctor of Université Paris-Saclay in 'major'"

If the doctor refuses to take the oath, the President of the Jury declares **"I take note that First Name Last Name, did not take the doctors' oat and I report this on the defence report"**. In this case, they do **not** tick the "has taken the oath" box on the defence report. They also mention on the defence report that the oath has not been taken and informs the doctoral school.

14. Submission of the signed defence documents

Deadline: at the latest 15 days before the defence

The thesis director or, when possible, the President of the Jury, submits to the Maison du Doctorat the original minutes of the defence and the defence report, duly completed and signed, accompanied, if necessary, by the signed proxies of the members who participated by videoconference. A scanned version of these documents is sent by the thesis director by email to the doctoral school or deposited directly in the ADUM space provided for this purpose.

If the space provided for the defence report in the printout issued by ADUM is too small, it is advisable to include the following sentence in the box, countersigned by all the Jury members: "The Jury entrusts the President of the Jury with the task of reporting the Jury's deliberations in a more detailed report to be provided later by the President of the Jury.

15. Finalisation of the legal deposit of the thesis

Within a maximum of three months after the defence, one month for minor corrections left to the responsibility of the author (i.e. the doctor) or three months for major corrections requested by the Jury, made by the author and verified by a designated member of the Jury, the author performs



to the second (and last) electronic deposit of their thesis and thus finalises the legal deposit of their thesis.

Even if the Jury has not requested corrections and even if the author has no corrections to make, **this second deposit is mandatory** to specify the name of the Jury President on the cover page of the thesis and add the NTN number.

If the Jury has requested major corrections to the thesis, the PhD candidate makes the modifications and submits the new version of the thesis to the Jury member responsible for checking them. The latter completes the verification certificate for major corrections and gives it to the PhD candidate.

The PhD candidate submits the final version of their thesis in PDF format in their personal ADUM space and makes an appointment with their documentation service.

If the dissemination version of the thesis is different from its archive version, the PhD candidate also deposits the electronic dissemination version of their thesis in their personal ADUM space in PDF format.

The doctor ensures that their doctoral tuition service has received and uploaded into ADUM the minutes of the defence and the defence report

The doctor contacts the documentary service in charge of the submission and reporting of the theses, by presenting the minutes of the defence and, if necessary, the verification certificate for major corrections.

The doctor downloads into their personal ADUM space the "conditions of legal deposit and dissemination of the thesis" form, fills it in, signs one original copy and either transmits it for signature to the documentary service in charge of the submission of the theses, or downloads it into their ADUM space.

16. Certificate of completion

Within a maximum of three weeks after finalisation of the legal deposit of the thesis.

In accordance with the provisions of the circular of 1 March 2000 on the organisation of examinations, a certificate of completion must be provided to students who request it no later than three weeks after the announcement of the results. The final degree must be awarded within six months.

The doctor can download a certificate of completion of the doctoral degree via their personal ADUM space, **provided that they have finalised the legal deposit** of their thesis with the library to which they belong.



The doctor uploads the diploma request form into their ADUM space. This form is used to verify that all the information required for the diploma is correct. If this is not the case, the new doctor must request corrections from their tuition service in the ADUM database.

The tuition service informs the new doctors of the conditions for the editing and withdrawal of the degrees.

17. Doctoral degree

After verifying that all the information is correct, the doctor will forward the request to produce their degree to their tuition service. This step is important, as it is the data available in ADUM that is transferred to the national printing house for the preparation of the degrees, so it is imperative that the doctor checks carefully that it is accurate.

The degree of doctor is conferred by right to holders of the doctoral degree of Université Paris-Saclay. The degree of doctor can only be conferred to PhD candidates who are duly registered in the year of their defence. No retroactive award is allowed.

A diploma supplement presenting the content of the education and the skills acquired will also be issued, upon request, in accordance with Article D123-13 of the Education Code.

Doctoral degrees no longer include a 'mention'. If the Jury so wishes, it is the responsibility of the President of the Jury to announce, in the defence report and during the proclamation of the results, the Jury's congratulations to the new doctor.

ANSWERS TO FREQUENTLY ASKED QUESTIONS AND RECOMMENDATIONS

1. Why can ISC members not be rapporteurs?

Authorisation to defend a thesis is granted by the head of the institution, after consultation with the director of the doctoral school, on the proposal of the thesis director, **based on the rapporteurs' reports**.

The PhD candidate and their supervisors receive advice and recommendations from the monitoring committee and make the best possible use of them. However, they must also retain their freedom of research and be able, if necessary, to choose scientific directions other than those recommended by



the monitoring committee, without this subsequently influencing the authorisation to defend, through the report of a member of the monitoring committee who could also be the rapporteur.

This provision had been included in Université Paris-Saclay's doctoral rules of procedure, before the 2022 revision, following feedback from concrete examples and difficulties encountered by PhD candidate. It is important for limiting the risk of confusion of roles between the thesis director and the members of the monitoring committee.

It also allows the rapporteurs to take a fresh look at the thesis and not rely on the monitoring they performed during the PhD, at the risk of being less attentive to the thesis manuscript.

2. Can the doctoral school add criteria in support?

The doctoral school may add criteria specific to the doctoral school that a PhD candidate must meet to be allowed to defend. To do this, the doctoral school must indicate these criteria in its internal regulations, which must be approved by the doctoral policy council. It is also required to make these criteria public. Lastly, these specific criteria must be compatible with the "San Francisco Declaration on Research Assessment" signed by Université Paris-Saclay, and in particular its Articles 4 and 5.

3. Are there times when a defence is not allowed or is postponed?

From the moment the defence process has started with the approval of the thesis management that proposed the defence, it is very rare (it has happened twice in five years at Université Paris-Saclay) that defence authorisation is refused definitively. On the other hand, although it is not frequent, it happens quite regularly that rapporteurs ask, in their report, for significant revisions to the thesis manuscript, or even condition their favourable opinion for the defence on these revisions being made. In this case, the defence may have to be postponed for a few days to allow time to make the required revisions. It also happens that the doctoral school brings in a third rapporteur, notably when one of the rapporteurs gives a favourable opinion without reservations, while the other gives an unfavourable opinion but without sufficiently specifying the reasons.

If it is essential to first fix the date of the defence with the prospective Jury and reserve the premises for the defence for this date, it is preferable to announce the defence publicly only after receipt of the rapporteurs' reports, or to announce it with a sentence such as "subject to the authorisation of the defence, this will take place on such a day at such a time". When arrangements absolutely must be made prior to receiving the reporters' reports (e.g. transport reservations), it is advisable to incorporate the risk of a possible postponement (e.g. flexible tickets).

4. What does "equivalent to" a professor mean?

At least half the Jury members must be professors or equivalent.



The status of professor or equivalent for a PhD defence Jury at Université Paris-Saclay is defined on the basis of:

- the Decree of 15 June 1992 establishing the list of bodies of officials equivalent to professors and lecturers for the appointment of members of the National Council of Universities,
- the decree of 10 February 2011 on the equivalence grid of titles, works and positions of academic staff mentioned in Articles 22 and 43 of Decree no. 84-431 of 6 June 1984 establishing the common statutory provisions applicable to academic staff and on the specific status of professors and the body of lecturers, which allows a comparison of international titles,
- Decree no. 2019-1131 of 5 November 2019 creating Université Paris-Saclay and approving its statutes and agreements with the CEA and ONERA.

In particular, **CEA and ONERA personnel** who, due to the statutes of the institution, may be part of College A of professors and equivalent personnel for elections to the bodies of Université Paris-Saclay or for the elections of another university or institution authorised to award the national doctoral degree, are assimilated to professors for the doctoral defence juries at Université Paris-Saclay.

Emeritus professors and researchers are not included in the 50% quota for professors or equivalent and cannot be the President of a doctoral defence Jury.

Professors and researchers on secondment outside their original corps do not qualify for the 50% quota of professors or equivalent and cannot be Presidents of doctoral defence juries, except when they are seconded to a corps whose members are equivalent to professors.

When the Decree of 10 February 2011 on the equivalence grid of titles, works and positions does not provide all the information required to judge the equivalence between a job held in a foreign country and a position as a professor, the request for authorisation from the Jury must be accompanied by arguments and a CV of the person approached to participate in the PhD defence Jury as a professor or equivalent.

5. Does a member of Université Paris-Saclay have to be on the Jury?

Université Paris-Saclay does not require that one of the Jury members with voting rights be a lecturer or a researcher of Université Paris-Saclay. However, if the Jury members with voting rights are all external, it is recommended that at least one person knowledgeable about the university's procedures and criteria for doctoral defence be available to the Jury to inform and support them if necessary.



6. Balanced gender representation?

The Decree of 25 March 2016 requires that the composition of the Jury allows balanced gender representation. To implement this provision, it is requested that each Jury includes at least one man and at least one woman.

As far as possible, it is requested that gender parity be sought on the Jury. In the event of an imbalance in the number of men and women in the field of research concerned, it is requested that the representation be close to that which exists among the PhD candidates of the Graduate School concerned at Université Paris-Saclay.

As an indication, in 2022, the proportions are as follows:

Graduate School	♀ (%)	♂ (%)	Graduate School	♀ (%)	♂ (%)
Public Health	63%	37%	Sociology and Political Science	49%	51%
Life Science and Health	60%	40%	Law	46%	54%
Health and Drug Sciences	59%	41%	Sport, Movement & Human Factors	43%	57%
Geosciences, Climate, Environment, Planets	54%	46%	Humanities - Heritage Sciences	43%	57%
BioSpheRA	53%	47%	Engineering and Systems Sciences	29%	71%
Economics & Management	49%	51%	Physics	28%	72%
Chemistry	49%	51%	Computer Sciences	25%	75%
Total	41%	59%	Mathematics	19%	81%

7. Can a rapporteur be the President of the Jury?

A rapporteur can also be President of the Jury provided that they are also a professor or equivalent. But it is not recommended.

8. What are the recommendations for selecting rapporteurs?

It is recommended that the two rapporteurs do not both belong to the same research unit or institution.

It is also recommended that in the event of the international co-supervision of a thesis, the rapporteurs be external to the two institutions where the thesis is registered.

Lastly, the rapporteurs are those who will spend the most time on the thesis. If the PhD candidate plans to apply for an academic position in the future, it may be useful to call on recognised members of the PhD candidate's preferred research units as rapporteurs. The same applies to the other Jury members.

9. What diversity should there be among Jury members?



It is recommended that there be some diversity among the Jury members. Even if they are external, they do not all have to come from the same research unit or the same institution.

It is also recommended that, for the awarding of a degree, the Jury include at least one professor and not be composed solely of researchers from the bodies.

Lastly, it is recommended that each Jury include, as far as possible, at least one professor from a foreign university. If necessary, they may participate by videoconference or take advantage of a guest professor's stay to participate in one or more defence juries in France.

10. How is the notion of external defined?

At least half the Jury members with voting rights must be external to the research unit where the thesis was prepared, the doctoral school and Université Paris-Saclay, and must not have co-published work with the PhD candidate. It is recommended that Jury members complete the self-assessment questionnaire on links of interest.

Note: the notion of external is not defined as being opposed to internal. There are a series of intermediate situations where a person is neither internal nor external.

For example, a professor who has recently changed institutions and research units and who meets the formal criteria to be external at the time of the defence, but who was in the same research unit as the PhD candidate during the preparation of the dissertation should not be counted as external.

Note: a doctor or person with accreditation to supervise research (HDR) from a **company** may participate in the Jury with voting rights, if they were not involved in the management of the thesis, but should **not** be counted among the **external** Jury members, since, except in special cases (e.g. CNRS/Thales joint unit), companies are not formally attached to a particular university and may be in partnership with all of them. Similarly, except in special cases, which must be discussed in advance between the doctoral school and the institution's presidency, a person from a company with accreditation to supervise research (HDR) must not be chosen as **rapporteur**.

These recommendations follow concrete and repeated cases of misunderstandings regarding the definition of the notion of external, which led to back-and-forths on the proposals for juries and rapporteurs and delays before arriving at a compliant proposal, which caused stress to the PhD candidates concerned. For example, industrialists who were partners in the PhD candidate's CIFRE, counted as external. Another example: the PhD candidate's direct supervisor in the company where the candidate was recruited a few months before their defence.



Similarly, if a PhD candidate has a main professional activity other than the preparation of their thesis at a university, a person from that university should not be included as an external member of the Jury.

11. Why would an affiliation be ambiguous?

When entering the Jury members, and in particular the external members, it is necessary to make sure that any person who will consult the national portal of theses can be convinced that the Jury is compliant and includes at least half external members without asking Université Paris-Saclay for more information (which happens regularly...).

The "external" box in ADUM is very useful but is not relayed in theses.fr. To avoid possible post-defence requests (or appeals) regarding the composition of the Juries, when the Jury is appointed, if an appointment was ambiguous and did not allow confirmation of the external nature of a member, the doctoral school or the presidency would then deduct the member whose affiliation is ambiguous when verifying the quota of 50% external Jury members.

Clear and accurate appointments will also help the library to easily find the IDREF of the Jury member when the thesis is legally deposited.

The acronym or the name of the laboratory is not enough for this. On the other hand, except in cases of homonymy within the same institution, it is sufficient to indicate the name of the university or institution awarding the doctoral degree in which the PhD candidates supervised or co-supervised by this member of the Jury are registered. This information can often be found on www.theses.fr and is used by those who request details on Jury compositions. It is not necessary to specify details such as the full postal address.

- Example of ambiguous affiliation: "SPIM"
- Example of appropriate affiliation: "SPIM, Université de Bourgogne Franche Comté"

Similarly, when the member of the Jury is a researcher from a **national organisation** (CNRS, for example), providing the name of their employer is not sufficient to judge their externality. In this case, or in other cases where there is uncertainty of this nature, in addition to the name of the organisation, it is essential to specify the university or institution awarding the doctoral degree where the member of the Jury usually registers their own PhD candidates.

- Example of ambiguous affiliation: "CNRS"
- Example of appropriate affiliation: "CNRS, Université de Toulouse"

Note that it is useful to specify the name of the employing organisation, as this, along with the title of the person, allows us to verify whether the member of the Jury is a professor.



12. What about emeritus or retired professors and researchers?

Emeritus or retired professors can be part of the Jury and, on the basis of their accreditation to supervise research, be rapporteurs, but they are no longer part of the professors and equivalent. Consequently, they cannot preside the Jury. The number of emeritus or retired professors should not exceed 25% of the Jury members

13. What if there is no one to preside the Jury?

If the Jury has been correctly composed, this situation should not occur. However, to avoid problems relating to unsuitable designation by the Jury members on the day of the defence, it is recommended that the prospective President, respecting the regulatory conditions, be specified when the Jury is constituted.

Also, since the regulations require that at least half of the members be external, it is recommended that one more external member be included than is required by the regulations so as not to have to postpone the defence if an external member of the Jury cannot participate. The same is true for professors and equivalent positions.

14. Is it possible to postpone the taking of the oath

Doctors who defended their thesis before 31/12/2022 and have not taken the doctors' oath may do so at the swearing in of a new doctor. On the day of the defence, they may accompany the new doctor and take the oath with them.

15. Where can you find the "major" of the doctors' oath?

The doctors' oath begins with "In the presence of my peers. With the completion of my doctorate in [research field], ..." The doctoral major can be found in the individual education agreement, in Article 2, just after the name of the doctoral school. It appears on each of the defence documents, from the designation of the Jury and the rapporteurs to the certificate of completion.

The doctoral majors are degree majors; they designate the field in which the doctor has developed a broad scientific culture with an interdisciplinary outlook. This field is normally broader than their area of expertise related to the field of research conducted for the preparation of the thesis and which is specified, on www.theses.fr, using the keywords of the thesis.

The major can be modified, if necessary, up to the authorisation of defence, upon request to the doctoral school, supported by the thesis director. A change of major can still be made if the authorisation to defend has been granted for a given major, upon explicit request of the Jury (for example by a sentence in the defence report).



OTHER RESOURCES

1. Thesis cover template

A template for the thesis cover, and recommendations and instructions for the composition of the cover page and the second page which includes titles, keywords and thesis summaries in French and English is provided below.

Download the [thesis cover template](#) and useful information for the graphic composition

2. Self-assessment questionnaire on links of interest

A situation in which there is interference between various interests of such a nature as to **influence or appear to influence** the **independent, impartial and objective exercise of a function** constitutes a **conflict of interest**. The notion of a link of interest is broader and covers all professional, financial, institutional, family, intellectual or moral links between two people. **Links of interest do not mean conflicts of interest.**

A self-assessment questionnaire on links of interest is provided on the link below to allow each member of a defence Jury and in particular external members to take stock of this issue. PhD candidates are also invited to take note of this questionnaire.

Download the self-assessment [questionnaire on links of interest](#) for a member of a doctoral defence Jury

3. Dissemination of the thesis, information and practical sheets

The thesis is also subject to **conditions of electronic dissemination** on HAL-theses via the portal **theses.fr** managed by the ABES (higher education bibliographic agency), then on the **Europe E-theses Portal - DartEurope**. The **electronic file of the thesis** is deposited in **Adum** in PDF format. The **metadata** necessary for the description, management, distribution and archiving of the thesis, as well as for the production of the degree, is extracted from the doctor's **Adum** file.



Please note: The author of the thesis (the doctor) can only **distribute what belongs to them**; the PhD candidate must check that they have the rights to distribute the figures and articles, and verification is possible on the **Sherpa Romeo website**.

Embargo: The distribution of the thesis on the **theses.fr** portal and on the **Europe E-theses Portal - DartEurope** can be deferred for a maximum of five years, to be specified in the general and specific conditions for the distribution of the thesis on **theses.fr**. This embargo only concerns distribution on **theses.fr** and on **Europe E-theses Portal - DartEurope**.

Distribution version: A distribution version, different from the archive version of the thesis, can be provided and distributed.

Creative Commons licences are in addition to copyright. These licences facilitate the distribution and use of works by authorising in advance the exercise of certain rights for which copyright requires authorisation and a more substantial administrative and contractual process. Consult the document service in charge of the legal deposit of theses to find out how to affix them to your thesis.

Practical information sheets:

- [Legal deposit of the thesis](#)
- [Practical sheet on the dissemination of the thesis](#)
- [Intellectual property sheet](#)
- [Legal deposit of a thesis](#)
- [How-to Sheet: Dissemination of the thesis](#)
- [How-to-Sheet: Intellectual property](#)

4. Copyright and legal deposit

The thesis is subject to **legal deposit**. The doctor is the sole **author** of the thesis. **Legal deposit** legally establishes **copyright** and, for copyright to be properly protected, must take place **before** the thesis is released (i.e. before sending the thesis to the rapporteurs). A **national thesis number NTN** is assigned to the thesis at the time of the first legal deposit.

The deposit takes place in two steps. The first deposit is made before starting the defence procedure. The second deposit is made after the defence and allows for either **minor revisions** (e.g. specifying who was the President of the Jury on the cover page), entrusted to the doctor, or **major revisions**, requested by the Jury, which will be verified by a member of the Jury designated for this purpose.

- More information, consult: **I am publishing: what are my rights?**
- Everything you need to know about copyright: **the guide to copyright**.
- Intellectual property and copyright: **check the INPI website**.
- Regulatory framework for **legal deposit** on Légifrance.



5. The language in which the thesis is written and defended

The point of view of the management of the Doctoral College on this issue.

The **language** of the thesis is **French**, except for **justified exceptions**. The choice of **English** is considered to be always **justifiable** by the need for the **international distribution** of the thesis, provided that the thesis is distributed on www.theses.fr.

This provision is made:

- In application of **Article L121-3 of the Education Code** (resulting from the Toubon Law) ("The language of education, examinations and competitive exams, as well as theses and dissertations in public and private educational institutions is French. Exceptions may be justified [...]").
- Pursuant to **Article L123-7 of the Education Code**: The public higher education service contributes, within the international scientific and cultural community, to the debate of ideas, the progress of research and the meeting of cultures. It promotes, at the European and international levels, a better **sharing of knowledge** and **its dissemination among civil societies**.
- In application of **Article 21 of the Decree of 25 May 2016** (The co-supervision agreement specifies the "language in which the thesis is written; when this language is not French, the writing is supplemented by a substantial abstract in French").

The choice of a language other than French or English for the writing of the thesis, when the thesis is published on www.theses.fr, is therefore an exception, which must be **agreed upon beforehand** by the parties involved in a doctoral education project.

Each PhD candidate, whether French or foreign, of Université Paris-Saclay is required, if they have written their thesis in **a language other than French**, to accompany it with a **substantial abstract in French**, the **length of which is defined by each doctoral school**, and which remains between 4,000 characters, including spaces, and 20 pages, and which may vary according to the choice of the language in which the thesis is written (if the thesis is written in English, the substantial abstract in French requested may be the 4,000 word minimum abstract already provided for). The substantial abstract of the thesis will appear as an appendix to the thesis, for consultation in the library and/or distribution on the Internet.

In all cases, the choices made (choice of language for writing the thesis, format of the substantial abstract) must allow the entire French-speaking scientific community to access the research work presented for the doctoral degree.



Please note: If the language in which the thesis is written is neither French nor English, each member of the Jury must make a sworn declaration that they are fluent in the language in which the thesis is written and that they agree to examine the thesis submitted.

Furthermore, although the **use of English** is widely established, it is nevertheless advisable to consult each member of the Jury informally beforehand, to ensure that none of them has any objection in principle to examining a thesis written in a language other than French.

6. Note on the functioning of the juries

This note is given to the Jury members to answer any practical questions they may have on the day of the defence.

Consult the note on the [functioning of doctoral defence juries](#)

