

Les informations de référence sur la soutenance de thèse sont à consulter sur le site de l'IFD. Cette traduction réalisée en interne n'engage que l'Ecole Doctorale

The PhD Defense at UPMC

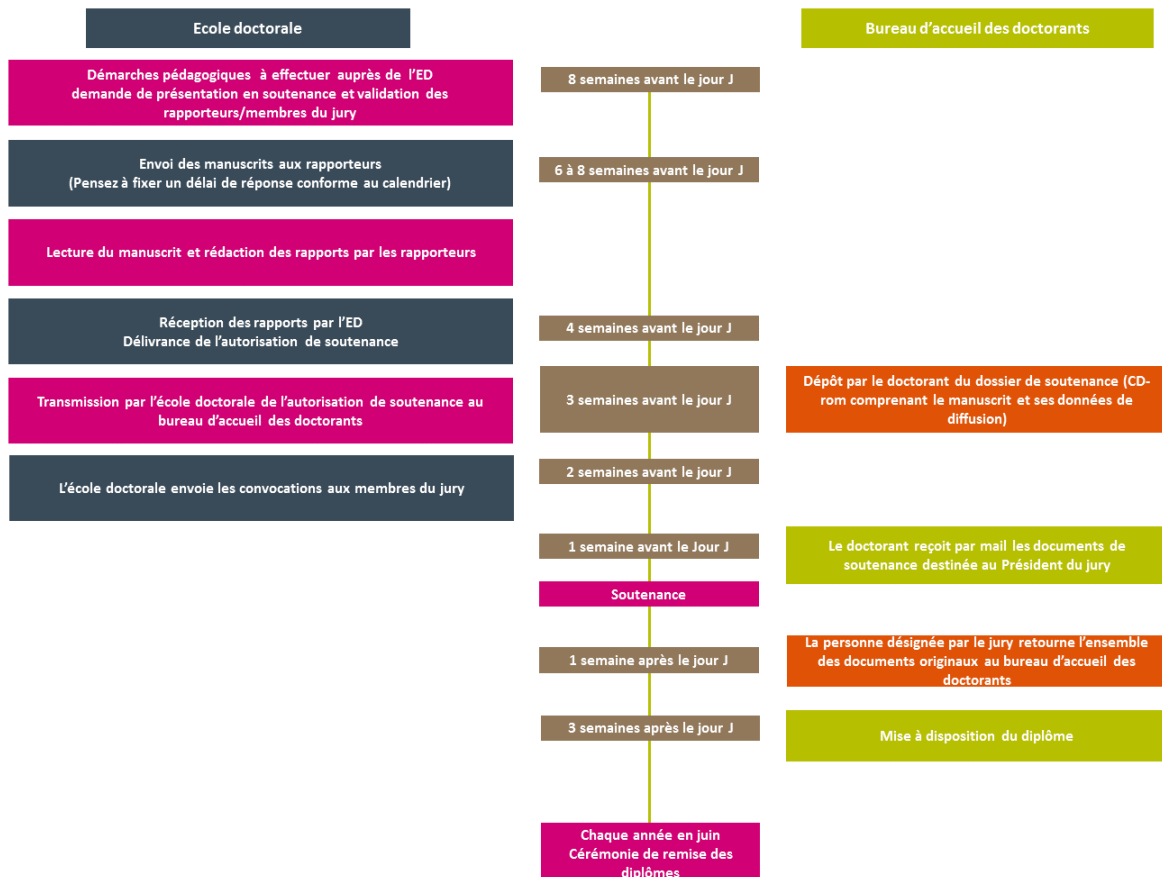
<http://www.ifd.upmc.fr/fr/la-soutenance.html>

The defense

The defense is one of the most important moments of the PhD project. Witnessing three years of efforts and joys, it is an important step in terms of identity and professional recognition.

It allows to show the quality of the work carried out and to demonstrate the involvement. The defense is also a moment of sharing with colleagues and the relatives who supported the candidate during this period and who then become concretely aware of the work accomplished.

Find the detailed steps of the defense:



Redaction of the thesis

To help you in the redaction of your manuscript, UPMC provides you with a guide for the writing and presentation of theses, as well as two style sheets, of which, one is for **international theses in co-supervision** (co-tutelle).

[Guide for the redaction and the presentation of the PhD theses](#)

[Classic style sheet](#)

[Style sheet for international theses in co-supervision \(co-tutelle\)](#)

Training courses in communication especially for the preparation of your manuscript but also for the purpose of defense are organized by the Training and Careers Department. Find these trainings in the training catalog of Sorbonne Universités.

[Training Catalog](#)

[Language of the manuscript](#)

The thesis leading to a French national diploma is normally written in French. However, it is possible that for scientific reasons the subject may require the introduction of a language other than French. By decision of the Scientific Council of UPMC on 4 March 2013, it is now up to the PhD school directors, competent to judge questions of scientific priority, to decide.

In accordance with the recommendation of the Ministry, if the thesis manuscript is not written in French, a **long summary written in French** will be required.

[Composition of the Jury](#)

[Appointment of the referees](#)

The President of UPMC delegates the Director of the doctoral school the appointment of the referees, the composition of the jury as well as the authorization to defend.

The President appoints two referees having the habilitation grade or an analogous grade, upon proposition of the Director of the PhD school, and after receiving the opinion of the thesis supervisor.

- The referees must be outside the PhD school and outside the Institution of the PhD student.
- They must have no involvement in the PhD student's work.
- They may belong to foreign higher education or research institutions or to other foreign institutions.

The referees will give their opinion by written reports on the basis of which the President shall authorize the defense. These reports are communicated to the jury and to the candidate before the defense.

In the event of disagreement between the two referees, the Director of the Doctoral school shall appoint a third referee.

[Appointment of the jury](#)

The thesis jury is appointed by the president after consulting the director of the doctoral school and the supervisor of the thesis.

The number of members of the jury is between 4 and 8.

It is composed by at least half of (French or foreign) personalities outside the doctoral school and the institution of the candidate and chosen because of their scientific competence, subject to the provisions relative to international co-supervision of thesis.

At least half of the jury must be composed of professors or scientists of equivalent rank not reporting to the ministry for higher education.

Its composition should allow a balanced representation of women and men.

The thesis supervisor is a member of the jury, but does not take part in the decision.

In case the PhD diploma will be delivered by UPMC, it must include a professor or research associate from UPMC holder of the habilitation grade, besides the thesis supervisor.

Request for defense

Two applications at two UPMC structures have to be done: one at the PhD school and the other at the PhD reception desk!

For a better follow-up, we offer you a small tool: the defense calendar. Enter your date of defense and the deadlines to be respected will be indicated to you!

[Download the defense schedule](#)

As to the PhD school:

At least 8 weeks before the defense, the candidate must contact the director of the PhD school and, according to what is indicated on the website of the PhD school, submit the documents entitled *demande d'autorisation de présentation en soutenance*¹ and *autorisation de soutenance*² duly completed and signed by the thesis supervisor.

Download the document [demande d'autorisation de présentation en soutenance](#)

Download the document [authorization for defense](#)

Once the jury is accepted by the PhD school, **the candidate sends with his/her manuscript the documents entitled "manuscript accompanying letters" and "thesis reports" to his/her referees**, specifying the name, e-mail address and physical address of the head of the PhD school to which they must be returned.

The reports and the authorization form must be sent by the PhD school to the PhD reception office at least three weeks before the date scheduled for the defense. It is up to the candidate to inquire if the receiving office has received his documents.

Download the document ["manuscript accompanying letters"](#)

Download the document ["thesis reports"](#)

As to the PhD reception desk:

At least 1 month before the defense, the candidate must deposit his/her manuscript on **CD-Rom** AND the **documents** necessary for the dissemination of his/her thesis.

¹ Application for authorization to the defense.

² Authorization for the defense.

The defense folder

The defense folder includes a CD-ROM and documents to be completed.

The CD-ROM

Several documents are to be inserted into the CD-ROM! This may seem tedious but it will be very useful for the library and the archiving of your thesis. Your work will be valued.

The CD-ROM containing your NAME, FIRST NAME and FOLDER NUMBER contains the 7 following files (9 in the case of redacted texts).

It is advisable to use the style sheets proposed by UPMC ([standard \(215 KB\)](#)) or for [thesis in co-supervision \(cotutelle\) \(254 KB\)](#).

- 1 file.txt or .doc with the title of the thesis in lower case, named: sujet_N°dossier (N° dossier = folder number)
- 1 file.txt or .doc with the translated title of the thesis (in English for example) in lowercase named: subject_traduit_N°dossier
- 1 file (or folder) containing the full text of the thesis in source format (word, latex, open office) named: these_archivage_N°dossier
- 1 file including the full text of the thesis in PDF format named: these_archivage_N°dossier.pdf
- 1 file.txt or .doc containing the French summary of the thesis (1700 characters including spaces maximum) named: resume_en_N°dossier.doc
- 1 file.txt or .doc containing the English summary of the thesis (1700 characters including spaces maximum) named: resume_en_N°dossier.doc
- 1 .txt or .doc file containing the 6 keywords in French, in lowercase, separated by semicolons named: motscles_N°dossier.doc

+ where applicable

- 1 file (or folder) including the text of the thesis (without the documents subjected to copyright not acquired) in the source format named these_diffusion_N°dossier
- 1 file in pdf format named these_diffusion_N°dossier.pdf

Optional

- Special font files used (i.e. Greek, Hebrew, phonetic...)

The documents

The report of the application "FACILE" indicating that the analysis is valid (just print the page of the browser).

The validity of the .pdf files burned (memorized) on the CD must be checked on the application [FACILE](#).

The requested pdf files must be valid. If this is not the case, they will be refused by the PhD reception desk. You will then need to provide another CDROM with a new validated version.

For technical questions, contact the [BUPMC](#)

For more information on theses in electronic form, go to the page "[Thèse UPMC](#)". You will find, for example, a lot of information about [EASY](#).

- The [electronic thesis distribution chart](#), for download and printing.
- The [bulletin of defended thesis](#), to complete and print.
+ where applicable
- The [declaration of modification of manuscript after defense](#).

Authorization form to defend outside UPMC estate

If necessary, complete and print the [authorization form of defense outside UPMC estate](#).

Warning: the thesis subject must have the same wording on all documents and copies

Submission and diffusion of the thesis

The final manuscripts must be submitted in digital format (CD-Rom) at the reception desk of doctoral students 1 month before the date of defense, without waiting for the corrections requested by the referees. It may seem strange, but this is the rule!

This CD-Rom is accompanied by an administrative file. In practice: see the [defense folder](#).

The defense is subordinated to submission to the president of the jury of a document concerning filing of the thesis and of the completed electronic form.

If the jury or the referees requested corrections, the new doctor has a period of three months to submit his/her corrected thesis in electronic format, accompanied by a certificate from the jury that the corrections have been made.

Dissemination of the thesis

UPMC submits the validated version of the thesis in its formats for dissemination and archiving, as well as the electronic form, in the national application STAR managed by the agence bibliographique de l'enseignement supérieur - ABES.

The training and careers department (DFC) proposes a training course entitled "Biblio@doctorate". (This training is not yet in the training catalog in this form but under the title "Electronic Thesis" you can register by writing to med-formations@lists.upmc.fr
[Training Catalog](#)

Confidentiality or embargo

You have filed the final version of your manuscript. It will be transmitted to the university library to be reported and disseminated. However, the diffusion of the manuscript may be delayed either by the doctor (embargo) or by the university (confidentiality).

EMBARGO

When you submit your manuscript, you can ask to delay it, for example when results are awaiting publication. This is a request for an embargo. You

will have to specify an end date of the embargo, that is to say the date on which you wish your thesis to be diffused.

To request an embargo, simply indicate it on the [form](#) for the library.

CONFIDENTIALITY

The application does not come from you but from your supervisor, laboratory director or partner institution. Only the President of UPMC can grant it.

It is a question of prohibiting the communication, the reproduction and the diffusion of the thesis over a given period. This request is generally associated to the existence of a contract or a research agreement signed between the partners of the doctoral research project to define the objectives of the study, the contributions of each and the intellectual property rules of the results.

The thesis is then only indicated but cannot be communicated, reproduced or disseminated before the end of the confidentiality granted. How do I apply?

Before the defense

- For PhD students whose research contract³ is managed by UPMC, the thesis supervisor completes the [demande de confidentialité spécifique à l'UPMC](#).
- For PhD students whose research contract³ is managed by another institution, the thesis supervisor completes the [demande de confidentialité spécifique aux autres établissements](#)

This document is deposited before the presentation at the reception desk of the PhD students.

For research contracts managed by UPMC

All the "readers" of the manuscript must keep the data confidential and appropriately fill in the form [engagement de confidentialité](#). It is therefore important to transmit it to the referees at the same time as the manuscript.

The members of the jury will be able to complete it at the latest during the oral presentation.

If the confidential results were presented during the defense, the commitment of confidentiality will be signed by each person present. A list will be drawn up by the chairman of the jury on the [list prepared for this purpose](#).

If they have not been presented, the doctor, the thesis supervisor and the chairman of the jury complete this [statement of confidentiality](#).

Application for closed session

The physical organization of a closed session is the responsibility of the president of the jury. The latter will complete the [list of present persons](#).

³Not to be confused with the employment contract.

At the end of the defense

Once the defense has been passed, all the documents must be submitted to the PhD reception desk. The diploma certificate will be given only after check of the full confidentiality record.

For research contracts not managed by UPMC

The equivalent of this procedure may be organized by the institution managing the research contract.

Functioning of a PhD defense

The thesis defense takes place in two stages: first, the PhD student presents his/her research work followed by a question-and-answer exchange with the members of the jury. At the end of the defense, the jury meets to deliberate and then announces its decision to grant or not the doctoral thesis.

The defense is public, unless an exception is granted exceptionally by the President (Rector) of the University if the subject of the thesis is of proven confidentiality.

→ In practice: see [Filing and distribution of the thesis](#), section Confidentiality

The defense is traditionally followed by a party organized at the discretion of the PhD student.

Regulatory aspects

Appointment of the chairman of the jury

Just before the defense, the members of the jury shall designate a chairman and, if necessary, a referee for the defense. The President shall be a professor or equivalent or a researcher of equivalent rank.

The thesis supervisor cannot be chosen as a referee or as chairman of the jury. The supervisor does not take part to the decision.

Issue of Doctoral Degree

Admission or adjournment shall be decided after deliberation by the jury. The president signs the report of defense which is countersigned by all the members of the jury.

The report of defense is communicated to the candidate in the month following the defense.

In accordance with the present regulations, the diploma of doctor is issued without mention of a mark.