

The PhD defense procedure

CHECK THE TITLE OF THE THESIS AND THE SPECIALIST FIELD OF STUDY.

UNDER NO CIRCUMSTANCES MAY THESE ELEMENTS BE CHANGED ONCE THE COMPOSITION OF THE JURY HAS BEEN VALIDATED

8 WEEKS BEFORE THE PhD DEFENSE

NB: the month of August does not count when calculating the 8-week requirement if the PhD Defense is held in September.

PhD student: Register the date of the PhD Defense and the composition of the jury on ADUM. See the [Order of 25 May 2016 on the organisation of PhD Defense](#)

NB! Indicate grades in full (e.g. Research Director not RD)

For international juries, download the list comparing the careers of lecturer-researchers from foreign countries from the ED SIE website.

The jury must comprise between 4 and 8 members:

- 50% professors (or research directors from CNRS, UGE, ENPC, CEMAGREF, etc.)
- 50% from outside EDSIE and the enrolling institution. People who have worked or participated in the supervision of the doctorate may not be considered as external members.
- Balanced representation of men and women as far as possible
- Two rapporteurs from outside the PhD student's enrolment institution – **MANDATORY Accreditation to Supervise Research (Habilitation à Diriger des Recherches - HDR)**
- A thesis supervisor (+ possibly co-supervisor) **MANDATORY HDR Accreditation** who may not be a rapporteur or jury president.
- The jury president must be a professor or equivalent, holding an HDR Accreditation (See [Order of 25 May 2016 on the organisation of PhD Defense](#))
- Guests do not count towards the validity of the jury and will not appear on the diploma.

EDSIE: The composition of the jury is checked by the Doctoral School management and validated by the head of the enrolling establishment.

7 WEEKS BEFORE THE PhD DEFENSE

PhD student: Save the draft thesis in ADUM and send it to the rapporteurs. NB! Only 2 submissions possible: the 1st before the PhD Defense and the 2nd after the PhD Defense.

ED SIE: Once the composition of the jury has been validated, the Doctoral School sends an email to the two rapporteurs, requesting their report of the thesis with a deadline for feedback no later than three weeks before the scheduled defense date.

PhD student: Send the draft thesis to the rapporteurs – NB! The rapporteurs must have the thesis **for a minimum of 4 weeks** to have time to write their report.

4 WEEKS BEFORE THE PhD Defense

Rapporteurs: Pre-reports to be sent by the rapporteurs to ed-sie@paris-est-sup.fr

3 WEEKS BEFORE THE PhD Defense

ED SIE: Invitation and pre-reports sent to all members of the jury (with a copy to the PhD student)

D Day - THE PhD Defense

Good luck!

AFTER THE PhD Defense

Thesis supervisor: Send the minutes of the PhD Defense, dated, completed and signed (two weeks after the Defense of the thesis) and the PhD Defense report (one month after the Defense of the thesis at the latest) signed by all the members of the jury to the ED SIE.

PhD: Save the final thesis in ADUM within 3 months of the PhD Defense - Download the authorisation for electronic distribution of the thesis (final version of the thesis) from ADUM and submit it signed to the ED SIE - Update the professional situation on ADUM.

NB! Until you have completed the above procedure in full, the enrolling establishment cannot issue you with the diploma certificate, which is required for the CNU.