



DOCTORAL DEFENCE

Authorisation to defend a thesis is granted by the president of the community of universities and institutions (ComUE) Université Bourgogne - Franche-Comté (UBFC), upon the doctoral school (DS) head's recommendation, and on proposal from the thesis supervisor (*article 17 of the decree of 25 May 2016, modified 1 July 2016, setting the national framework of doctoral training and the modalities leading to the deliverance of the French doctoral degree*).

The deadline for defending a thesis at UBFC in the academic year 2018-2019 without administrative re-enrollment is set to 31 December 2019.

AT LEAST 2 MONTHS BEFORE DEFENCE: DESIGNATION OF REPORTERS, COMMITTEE MEMBER PROPOSAL AND BEFORE DEFENCE MANUSCRIPT ELECTRONIC SUBMISSION

Information about defence and manuscript electronic submission are completed in the PhD student's ADUM profile by the PhD student and his/her thesis supervisor so as to generate a pre-filled request file for authorisation to defend.

To guide the PhD student, a tutorial is available on his/her ADUM profile.

DESIGNATION OF REPORTERS

Reporters will meet the following conditions:

- there will be two of them
- they will be external to UBFC
- they will be habilitated to direct research (HDR) or holders of equivalent qualification based on their academic achievements
- they will belong to different research units
- they will have no publication in common (whether published, under way or submitted) with the PhD student

If a researcher from a foreign Higher education institution is proposed, or a non-HDR reporter in exceptional circumstances, the thesis supervisor submits the prospective reporter's CV to the DS head for approval.

The office of doctoral studies sends the reporters a letter, with a copy to the DS office, to require them to upload their signed report on ADUM, within one month from thesis reception and 14 days before defence at the latest, otherwise defence may be delayed.

DESIGNATION OF COMMITTEE MEMBERS

Committee composition will be as follows:

- 4 to 8 members
- at least half of them will be external to UBFC (co-supervisors will be considered as belonging to UBFC even if they come from another institution)
- at least half of them will be professors or staff with equivalent ranking according to article 6 of the decree of 16 January 1992
- at least one university professor or lecturer will be present.

Equal gender representation should be sought for.

In the light of the reports, authorisation to defend will be granted by the president of UBFC, upon the DS director's recommendation.

Then an official notification will be sent to the jury members, who will have access to the reporters' reports on ADUM website.

MANUSCRIPT SUBMISSION

The PhD candidate uploads the digital version of his/her thesis on his/her ADUM personal web page. This version, whose submission complies with article 24 of the decree of 25 May 2016, is the same as the one sent to the reporters and the jury.

The "thesis submission before defence" form stamped by the DS is one of the documents that the thesis supervisor should have with him/her on defence day.

Once these steps are completed, the PhD student save and validate.

His/her thesis supervisor is informed that he has to check and validate the file.

The DS receives and checks the file. If it is valid, the PhD student receives a mail, informing him/her he/she can print the following documents :

- Request for authorization to defend a thesis
- Electronic filing of a thesis before defence

The thesis supervisor, unit director and PhD student must sign the forms.

PhD student must complete the file by adding the following documents and take it to the DS:

- Thesis summary
- List of publications
- The summary of the trainings he/she has followed (with the thesis supervisor signature)

AT LEAST 14 DAYS BEFORE DEFENCE : AUTHORIZATION TO DEFEND

Once your doctoral school has received the reports and provided that they are favorable, the head of your doctoral school signs the authorization to defend. The file is then transmitted to UBFC President, who issues the final authorization.

An official notice is sent to the members of the jury, who have access to the reports on ADUM.

ON DEFENCE DAY

Conditions :

- a president is designated by the committee members

- the president of the committee must be a professor, a director of research – *in compliance with the decree of 15 June 1992 establishing the list of civil servant corps equivalent to university professors*). The thesis supervisor, the thesis co-supervisor, an HDR lecturer or an HDR research fellow cannot be presidents of the committee
- except the president, committee members may take part to defence *via* videoconference or electronic communication means that allow for their identification and their effective participation to a collegial debate, provided that the required technical characteristics for ensuring simultaneous and uninterrupted transmission of the debate are met. Under these conditions, the president and the PhD student must be in a same room
- if one or several jury members happen to be unable to participate to defence, the composition of the remaining committee members (at least 4 members) should meet the requirements described above, namely at least 50% of members external to UBFC and 50% of Professors or equivalent academics
- the thesis supervisor participates to the jury's debate but does not take part to the final decision

The thesis supervisor brings all the forms indispensable for defence to take place.

The defence report:

- is written by the president of the committee
- includes the committee's assessment, and potential honours
- is countersigned by all committee members, including the thesis supervisor

The defence transcript will be fully completed and will clearly mention:

- the thesis title, which will be identical in all documents (designation of reporters, memoir, defence report)
- the name of the president of the name of the committee members
- the last, first names, and exact titles of all the committee members, including the thesis supervisor
- the signatures of all the committee members, except the thesis supervisor
- the committee's decision as to about thesis publication
- "passed" or "failed"

If one or several members take part to defence *via* videoconference, the president of the jury will have previously received all the proxies (delegations of signature) from the jury members in videoconference so that the report may effectively be signed by all members.

The defence transcript will be sent to the office of doctoral studies 15 days after defence at the latest. The full report will be sent to the office of doctoral studies as soon as possible.

WITHIN THE THREE MONTHS FOLLOWING DEFENCE

After revising the thesis as required by the committee during defence, the doctor will proceed with the electronic submission of the thesis on his ADUM profile. He/She will give the DS:

- the "defended thesis submission" form
- the corrected, final manuscript of his/her thesis (one hard-bound copy)

Your diploma can then be printed.

SPECIAL CASES

In camera thesis defense

In exceptional cases, defence may be held *in camera* for confidentiality reasons. In that case, the thesis supervisor will send the DS the request form for authorisation to defend a thesis *in camera*, for the DS director to give his/her recommendation and the president of UBFC to make a decision.

Defense in videoconference

Please report to the specific document dealing with defense in videoconference.

Absent committee member not taken into account:

If the absence of a committee member has not been anticipated and is not justified, the committee member will not be taken into account.

Absent committee member allowed to take part to the jury:

The committee complies with current regulations (at least half of its members Professors in compliance with the decree of 16 January 1992, and half of them external to UBFC). The thesis supervisor informs the DS about the absence of a committee member as soon as he/she knows about it so that the following procedure might be implemented:

- the committee member will send a report (if he/she is a reporter, his/her pre-report will be sufficient) and a list of questions he/she would have asked the student if he/she had been present
- the thesis supervisor will bring the "certificate of absent committee member" form, which will be signed by himself/herself and the president of the committee at the end of defence
- the report and the questions will be read by the president of the jury during defence
- the proof of absence will be added to the defence transcript

External guests will neither be mentioned in the documents nor sign the reports.

REFERENCE TEXTS

- decrees of 25 May and 1 July 2016 establishing the national training framework and the modalities leading to the deliverance of the French doctoral degree
- decree of 15 June 1992 establishing the list of civil servant corps equivalent to university professors and lecturers as designated by the members of the CNU (National Council of Universities).