



ADMINISTRATION OF PhD DEFENCE ON ADUM

PhD student tutorial

Contents

1. PhD defence declaration.....	2
1.1 Defence details	2
1.2 Designation of the reporters	3
1.3 Jury member proposal.....	4
1.4 Information about guest jury members (if any)	4
1.5 Thesis abstracts	5
1.6 Thesis filing before defence.....	6
1.7 Completion of the procedure	6
2. Validation of the reporters and jury members by the Doctoral School.....	7
3. Thesis defence authorisation	10
4. Handing of the defence documents.....	11
5. Filing of the final version of the thesis manuscript.....	11
6. Collection of the certificate of doctoral degree achievement and doctor's diploma	11

Preamble

PhD defence is administered from ADUM software package.

Before launching your PhD defence on ADUM, you must discuss the reporter and committee member proposals and the defence date with your thesis supervisor. Then you will personally be in charge of entering these pieces of information into your personal ADUM space.

Warning

The data you enter in ADUM must be correct (spelling of names, ranks of members of your committee, etc.) as this information is then printed on your diploma.

1. PhD defence declaration

At least two months before the estimated date of your PhD defence, you will have to log into your personal space (www.adum.fr/UBFC) and launch the procedure by clicking on “I wish to declare my PhD defence within the next 3 months”.



If you defend before December 31st, you must not re-enroll.

1.1 Defence details

A screenshot of the 'PhD thesis Defense' form. At the top, there are tabs for 'Private space', 'My profile', 'My career', and 'Questions'. Below the tabs, there's a status bar with 'Validated', 'Ongoing', and 'To be done'. The form has a sidebar on the left with various menu items. The main content area is titled 'PhD thesis Defense' and includes a warning: 'Caution! These data will be published on the Internet: http://www.theses.fr/'. The form contains several text input fields for 'Thesis title in French' and 'Thesis title in English'. Below these are sections for 'Keywords in French' and 'Keywords in English', each with six numbered input fields. The French keywords are 'Drones', 'Bioinspiration', 'Fiabilité', 'sécurité', and two empty fields. The English keywords are 'Drones', 'Bioinspiration', 'Reliability', 'security', and two empty fields.

Then you will fill in all the details about your PhD defence.



PLEASE MAKE GOOD NOTE that it is very important for you to fill in the fields written in English because they will have an impact on the dissemination of your thesis.

I finalize the procedure

Date of the PhD thesis defense *

Location of PhD Defense (adress, postcode, city) *

Room of PhD Defense *

Time of PhD Defense h *

Do you apply for the European PhD Label? yes no

Articles Thesis yes no

Language of the the Thesis typescript

Code and title of the CNU section 61 - Génie informatique, automatique et traitement du signal *

Defense visibility public closed session

i Confidential thesis yes no

i Thesis under embargo requested yes no

1.2 Designation of the reporters

You must provide the requested details about your thesis reporters.

You must fill in all the fields and then click on « Add » to be able to add a 2nd reporter, etc.

Reviewers

Ajouter

Reviewer

Civility Last name First name

Title

Quality for the PhD Thesis defense **Rapporteur** --> **Is one of the jury members** oui non

Affiliation Establishment

Contact details

Address

Postcode City

Country

Email

Phone

HDR **i**

1.3 Jury member proposal

You must provide the requested details about each jury member.

You must fill in all the fields and then click on « Add » to be able to add a 2nd jury member, etc.

Jury members

Le nom et prénom sont obligatoires pour les quatre premier jury.

Directeur de these

Member 1

Civility * Last name * First name *

Title *

Quality for the PhD Thesis defense *

Affiliation Establishment *

Contact details

Address *

Postcode * City *

Country *

Email *

Phone

HDR *

Ask for videoconference oui non

1.4 Information about guest jury members (if any)

If needs be, you must provide the requested details about guest jury members.

You must fill in all the fields and then click on « Add » to be able to add a 2nd guest jury member.

Invited members

Invited member

Civility Last name First name

Title

Quality for the PhD Thesis defense

Affiliation Establishment

Contact details

Address

Postcode City

Country

Email

Phone

HDR

1.5 Thesis abstracts

You must fill in the following fields: “Thesis abstract in French”, and “Thesis abstract in English” (4,000 characters maximum each).

Thesis summary in French

No more than 4000 characters.
French and English summaries must be contained on the thesis back cover, and the summaries you set here must be the same as the ones of your thesis typescript.

Thesis summary in English

No more than 4000 characters.
French and English summaries must be contained on the thesis back cover, and the summaries you set here must be the same as the ones of your thesis typescript.



PLEASE MAKE GOOD NOTE that it is very important for you to fill in the fields written in English because they will have an impact on the dissemination of your thesis.

If you wish so or if your Doctoral School (DS) requires you to do so, you can also enter popularized versions of your thesis abstracts in the following fields:

Popularized summary for the general public, in French

No more than 1000 characters!

Popularized summary for the general public, in English

No more than 1000 characters!

1.6 Thesis filing before defence

Electronic filing of theses before defence was made compulsory by the decree of 25 May 2016, whether theses are confidential or not. You must file in a pdf file, and **first check that it is valid using FACILE**.

The screenshot shows the 'STAR Deposit' section of a web interface. On the left is a navigation menu with items: Contact information, STAR Deposit (highlighted), Display management, Competencies and portfolio, Professional situation, and Publications. The main content area contains instructions for depositing the thesis manuscript. It includes a 'Thesis Archiving version' section with a file upload area and a 'SAVE' button. Below this are radio button options for 'Is the archiving version the same that the dissemination version?' and 'Dissemination area of your thesis:'. A 'SAVE' button is at the bottom right.



PLEASE MAKE GOOD NOTE that it will not be possible to modify the PDF pre-defence version once the choice of reporters has been accepted by the DS. After defence, you will perform a second, final filing that will include the corrections requested by the jury.

1.7 Completion of the procedure

Once all pages have been updated (indicated by the  symbol), you will complete the defence procedure by clicking on "The information relating to the jury is finalized> transmission to the thesis director for approval" (if you wish to interrupt your entry before having completed all the information, you can click on "The elements of the defense are in progress, recording items entered "and resume later).

The screenshot shows two buttons at the bottom of a page. The top button is highlighted and has an arrow pointing to it: 'LES INFORMATIONS RELATIVES AU JURY SONT FINALISÉES --> TRANSMISSION AU DIRECTEUR DE THÈSE POUR ACCORD'. The bottom button is 'LES ÉLÉMENTS DE LA SOUTENANCE SONT EN COURS, ENREGISTREMENT DES ÉLÉMENTS SAISIS'. Below the buttons is a red text line: '(Les documents administratifs relatifs à la soutenance seront téléchargeables après accord. Vous devez dès à présent finaliser la procédure de soutenance)'. A green checkmark icon is visible in the background.

2. Approval by your thesis supervisor

Once you have completed, an email is automatically sent to your thesis supervisor, inviting him/her to connect on his/her ADUM profile and validate the information you have entered.

If he/she validates, your doctoral school is informed.

3. Validation of the reporters and jury members by the Doctoral School

The DS checks your file, and more particularly compliance of your jury. If necessary, it corrects data by performing necessary modifications.

> Then you and your thesis supervisor receive the following email:

Object of the email: Request for authorisation to defend from PhD student's family name and Christian name – DS name

Dear Madam, Dear Sir,

We are glad to inform you that your doctoral school validated your request for authorisation to defend your thesis. As of now you can go to the home page of your personal space, then to the "Administrative Documents" heading, and print the following forms: "Request for authorisation to defend", "Electronic filing of thesis manuscripts before defence", and, if needs be, "Request for authorisation to defend *in camera*". We thank you for collecting the requested signatures and bringing the documents to the administration office of your ED.

Sincerely,

ADUM software package

You now have access to the documents related to your PhD defence in your ADUM profile.

You must print them and have your thesis supervisor and the Head of your research unit sign them. Then you must bring these documents to your DS.

The secretary of your DS will then have the DS Director sign the documents, and forward them to the President of UBFC for him to sign his agreement with the reporter and jury proposal.



NB: If the DS cannot validate your document as such (e.g. if the proposed jury is not in compliance with rules and regulations), it will cancel your file completion and give you access to your ADUM file again for you to make the required corrections before having the DS Director and the President of UBFC sign the documents.

Once the President of UBFC has granted his approval, the DS will be in charge of sending your reporters (i) their official designation letter, (ii) a link that will allow them access to your thesis manuscript (the version filed in ADUM), and (iii) another link for them to file in their report.

> You and your thesis supervisor will be informed by the following email:

Object of the email: Thesis report of PhD student's family name and Christian name – DS name

Dear Madam, Dear Sir,

We are glad to inform you that the letters of official designation have been sent to your PhD thesis reporters.

We have also made the electronic version of your thesis manuscript available to them. You can send them a hard copy of it if you wish to.

We have invited the reporters to hand their reports before **deadline**.

Sincerely,

The Bureau of Doctoral Studies

Once the reporter has filed in his/her report, an email is sent to you to inform you that the report has been filed and give you a link for you to view it:

Object of the email: Filed report, PhD student's family name and Christian name – DS name

Dear Madam, Dear Sir,

We hereby inform you that **reporter's title, family name and Christian name**, reporter of **PhD student's title, family name and Christian name's** thesis, has filed in his/her report. You are invited to view it by clicking on the following link: **link**.

We are at your disposal for any further information.

Sincerely,

The Bureau of Doctoral Studies

The DS will also be in charge of informing the jury members about their designation. The email below contains their notifications and a link for them to view your thesis manuscript:

Object of the email: PhD student's family name and Christian name's PhD thesis defence – DS name

Dear Madam, Dear Sir,

We are glad to attach to the present email your letter of notification as a jury member of **PhD student's title, family name and Christian name's** defence, provided that defence is authorised.

The electronic version of the thesis manuscript, which has been transmitted to the reporters for them to examine it, is available at the following link: **link**

We thank you for your collaboration, and remain at your disposal for any further information.

Sincerely,

The Bureau of Doctoral Studies

Attached file: letter of notification

If a video-conference is requested, the proxy is attached in PDF format to the email:

Object of the email: PhD student's family name and Christian name's thesis defence – DS name

Dear Madam, Dear Sir

We are glad to attach to the present email your letter of notification as a jury member of PhD student's title, family name and Christian name's defence, provided that defence is authorised.

You chose to take part to that PhD thesis defence in video-conference. Therefore you will also find attached the "Delegation of signature" form, to be completed and sent to the thesis supervisor.

The electronic version of the thesis manuscript, which has been transmitted to the reporters for them to examine it, is available at the following link: [link](#)

We thank you for your collaboration, and remain at your disposal for any further information.

Sincerely,

The Bureau of Doctoral Studies

Attached files: letter of notification + "delegation of signature" form for jury members in video-conference

At the same time, you are informed by the following email:

Object of the email: PhD student's family name and Christian name's thesis report – DS name

Dear Madam, Dear Sir,

We are glad to inform you that we have transmitted the letters of notification to your PhD thesis defence to the jury members, provided that defence is authorised.

We have also made the electronic version of your thesis manuscript available to them. You can send them a hard copy of it if you wish to.

Sincerely,

The Bureau of Doctoral Studies

4. Thesis defence authorisation

Once the 2nd report has been received, the DS secretary can ask for the DS director's opinion and, based on the reports, have him/her sign the "Authorisation to defend" form.

Then your file is transmitted to the president of UBFC for him to sign it and grant final authorisation to defend.

Then an email is sent to you and your thesis supervisor to let you know that defence is authorised, and that you can go to your personal ADUM space to download and print the defence documents to be handed to the jury on defence day:

Object of the email: Authorised PhD defence, PhD student's title, family name and Christian name

Addressees: PhD student, thesis supervisor, thesis co-supervisor if appropriate

Copy: DS/BDS

Dear Madam, Dear Sir,

The president of UBFC grants approval of PhD student's title, family name and Christian name's PhD thesis defence on defence date at defence time.

We invite you to download the defence file from your personal space. The file includes the defence notice, the defence transcript, the defence report, the "Filing of a thesis before defence" form, and the "Note for the jury". The file will have to be imperatively handed to the jury at the beginning of defence.

We thank you for your collaboration, and remain at your disposal for any further information.

Sincerely,

ADUM software package

In parallel, the DS sends the jury members an email to confirm that authorisation to defend has been granted, and sends them the reports:

Object of the email: Confirmation of PhD student's title, family name and Christian name's PhD defence

Addressees: jury members

Dear Madam, Dear Sir,

The president of UBFC has approved of PhD student's title, family name and Christian name's thesis defence on defence date at defence time.

You will find attached the reports from first reporter's title, family name and Christian name and second reporter's title, family name and Christian name.

We thank you for your collaboration, and remain at your disposal for any further information.

Sincerely,

The Bureau of Doctoral Studies

Attached files: reporters' reports

5. Handing of the defence documents

Fifteen days after defence at most, your thesis supervisor shall bring the original PhD Defence transcript, duly completed and signed, to the DS. He shall bring the Defence report as soon as possible.

6. Filing in of the final version of the thesis manuscript

A few days after defence, an email is automatically sent to you to remind you that you must file in the final version of your manuscript (**once its validity has been checked using FACILE**) and fill in the “Filing of a defended thesis” form. The maximum delay is 3 months after defence.

Object of the email: Filing in of the final version of the thesis manuscript of PhD holder’s title, family name and name

Dear PhD holder’s name,

Receive our congratulations for your PhD.

Now that your defence has passed, you must submit the final electronic version of your thesis, **within a maximum of three months** after defence, once you have made the corrections suggested by the jury if applicable, and indicate the name of the jury president on the front page of the manuscript.

We invite you to file it online in ADUM in PDF format, after checking its validity with FACILE (<https://facile.cines.fr>). If your document is not declared valid by FACILE, you will be able to correct your PDF file at that same address. If you have any questions, please contact the libraries (bibliotheque@ubfc.fr).

You must also print the attached “Filing of a defended thesis” form, sign it, have your thesis supervisor sign it, and go to your DS for it to fill it in and sign its part. Then you must bring the following documents to your doctoral school :

- the “Filing of a defended thesis” form
- a hard copy of your thesis manuscript.

This electronic filing is **compulsory** for the doctoral diploma to be delivered.

Sincerely,

The Bureau of Doctoral Studies

Attached file: “Filing of a defended thesis” form

7. Collection of the certificate of doctoral degree achievement and diploma

Your certificate of achievement will be available from your doctoral school (or the Office of Doctoral Studies if you prepare your thesis within the University of Burgundy) quickly after your defense. However, it is only once you have made your 2nd deposit that the doctoral school (or the Office of Doctoral Studies if you prepare your thesis within the University of Burgundy) can start printing your diploma. You will be contacted as soon as you can receive it.

Depending on the deadline for receiving your final deposit, printing and signing your diploma by the Rectorate, the delivery of your diploma may take some time. Your doctoral school (or the Office of Doctoral Studies if you prepare your thesis within the University of Burgundy) can inform you about it.

To find out how to withdraw your diploma, please consult the corresponding procedure on the UBFC website.