



DRPI Webinar "How do I organise my thesis defence?"

Monday 12 June 2023

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1. Practical information

Web pages :

- Submission: <https://www.univ-nantes.fr/etudier-se-former/decouvrir-nos-formations/soutenir-son-doctorat>
- Videoconferencing: <https://www.univ-nantes.fr/etudier-se-former/decouvrir-nos-formations/procedure-pour-les-soutenances-de-these-avec-participation-dune-partie-du-jury-en-visio-conference>
- Publicity for thesis defences (except closed-door): <https://www.univ-nantes.fr/etudier-se-former/decouvrir-nos-formations/soutenances-de-theses>

Reference texts:

- The **decree of 25 May 2016** establishing the national framework for training and the procedures leading to the award of the national doctoral diploma, **amended by the drecree of 26 August 2022**
 - Articles 17, 18 and 19 set out the main provisions for the oral examination
 - Articles 24 and 25 concern the deposit, reporting, dissemination and conservation of theses or works presented (**affected by the amendment of 26 August 2022**)
- The **decree of 27 October 2020** on the use of video-conferencing for the presentation of work as part of a habilitation to direct research and a thesis defence (article 2)
- **Internal rules** of your doctoral school (DS)

Please note:

- Joint theses follow the same rules (deadlines, documents), only the composition of the jury is adapted.
- You must be registered with the school. A 22-23 registration allows you to support the project until 31/12/23.

2. What are the deadlines? 1/2

You set the date for the defence, in agreement with your thesis supervisor and depending on the availability of the members of the jury. Once the date has been set, here is the timetable:

Before the oral:

- no later than **3 months before** the defence: you send the **pre-proposal for the jury** to the DS (check the validity of the rapporteurs and jury so that you can be confident afterwards).
- no later than **9 weeks before** the defence: you send the **complete application** to the school with a copy to the DS
- no later than **6 weeks before** the defence: you send your **manuscript** to your referees
- no later than **3 weeks before** the defence: the DS receives the preliminary reports and sends them to you. You can then send **a copy of your thesis to each member of the jury**, taking into account the comments made by the rapporteurs.
- Approximately **2 weeks before** the viva: issue of the **viva authorisation** and dispatch of the **invitation to** the members of the jury



Remember to extend deadlines to allow for Christmas (+15 days) and summer holidays (+1 month).

2. What are the deadlines? 2/2

After the oral:

- as soon as possible: your thesis director sends the documents (minutes, jury's opinion, defence report) to the school. If there was a videoconference, you will need to complete the technical certificate.
- in the month following the defence: you send the **corrected manuscript** to the school in PDF format, together with the distribution contract and the BU registration form.
 - This period is extended to 3 months if the jury's opinion on the publication of the thesis is deferred.
 - Corrected manuscripts must be returned for archiving purposes.
 - Any late submission will prevent you from receiving your diploma certificate (*article 24 of the decree of 25 May 2016 amended by the decree of 26 August 2022: "The issue of the doctoral diploma is conditional upon submission of the corrected thesis"*).

3. Who do I talk to?

Your doctoral school site manager:

- For the D-3 months procedure: verification of rapporteurs and jury
- To send an e-mail to the referees about 6 weeks before the defence to request their preliminary reports 3 weeks before the defence.
- To send the invitation to the members of the jury by e-mail
- For advertising on the website
- To enter the examination date in AMETHIS and STEP

Your school administrator:

- To send your submission, including manuscript
- For printing blank defence documents (minutes, jury's opinion on the distribution of the thesis, defence report)
- For the receipt of post-submission documents
- For receipt of your corrected and finalised manuscript, with the jury chairman's name on the cover
- To print out the certificate of graduation and diploma

Your laboratory manager:

- To cover travel expenses for members of the jury (there is no specific funding for cotutelles)

The University Library (via the school administrator) :

- To check the conformity of documents for thesis archiving
- To put your thesis online (according to the scope of distribution you have agreed, after the term for confidential theses).

➤ Link to online theses (in progress and defended) : theses.fr



4. What documents should I prepare? 1/2

The application file contains many of the elements required to assess the application. All the documents can be found on the ["defending your doctorate" web page](#). Please fill them in electronically.

1. Request for **authorisation to defend** a thesis

- The defence must take place on the premises of Nantes Université or its partners. If this is not the case, a request for exemption must be made by the thesis director to the attention of the Vice-President for Doctoral Affairs and attached to the application. The defence is also possible by videoconference (partial or total).

2. Proposed **rapporteurs** and **jury**

- (do not return the document used for D-3 months, the signatories are not the same)

3. **First** (cover) and **last pages** (abstracts) of the thesis

- *A template is available on the web page, depending on your DS*

4. **External member files**

- To be completed by persons from outside Nantes University, rapporteurs and members of the jury

5. List of **scientific publications** (on plain paper) that comply with the internal regulations of your DS

6. List of **training courses attended** (to be downloaded from the AMETHIS personal space)

- Reminder: ethics training is compulsory to support (Decree of 25 May 2016)
- Training in the challenges of open science and the dissemination of research work in society has been required since the Decree of 26 August 2022. This provision will not be required for defence exams in 2023.

7. **Digital thesis** (full text) in PDF format

- Nantes Université does not require a paper copy, but jury members may request one. Please contact your laboratory for printing requirements.

8. **Registration form** for defended thesis

9. **Broadcasting contract**

4. What documents should I prepare? 2/2

Special cases:

- request for authorisation to defend a thesis with **confidentiality** of the thesis paper
 - Confidentiality, often expressed in the context of patents, means that the thesis cannot be made visible for a specific period of time (max. 10 years). However, archiving the thesis remains compulsory (especially to obtain the diploma certificate).
- request for authorisation to defend a thesis in **closed-door**
 - If the thesis is sensitive, information about the defence will not be shown on the website. On the other hand, the confidentiality undertakings for the members of the jury and the people present must be managed by yourself.
- for the MaSTIC DS only, a dispatch note signed by the thesis director and the laboratory director (to be requested from your laboratory)



5. How do I set up my jury? 1/3

The rapporteurs

Number: **at least 2**. A third rapporteur from the socio-economic world may be appointed.

- If only one rapporteur gives an unfavourable opinion on the defence, it will be postponed. You will have to make corrections based on the comments made.

Qualifications: the candidate must have a **qualification to direct research (HDR)**. If a member is foreign, the HDR will be given by equivalence, after studying the CV.

External: **outside the doctoral school** and the doctoral student's **institution** (the University).

- A member of Centrale Nantes who is not from your DS will be considered external.
- The DS covers the Pays de la Loire region.
- The supervisors of your thesis, even external supervisors, may not act as referees.

Can a member of my ISC be rapporteur?

- Members of the ISC may sit on the thesis jury, as examiners or guests, but may not act as rapporteur for thesis work (see doctoral charter).

5. How do I set up my jury? 2/3

The members of the jury

The thesis jury is chosen by the supervisor and the doctoral student, subject to certain rules.

Number: **between 4 and 8 members** (supervisor(s) + rapporteurs + other member(s)). Any additional members will be considered as guests (without taking part in the deliberations and without signing the documents).

Quality: **at least half of the members must be professors or equivalent**. If a member is a foreigner, equivalence may be granted after studying the CV.

External : at least **half of the members must be from outside the doctoral school** and the doctoral student's **institution** (the University)..

- A member of Centrale Nantes who is not from your DS will be considered external.
- The DS covers the Pays de la Loire region.
- The supervisors of your thesis, even if they are not from Nantes, are considered as interns.
- Research fellows and directors (CNRS, INSERM, etc.) in joint research units supervised by the University are considered to be part of Nantes University.

5. How do I set up my jury? 3/3

Other provisions

- Have at least one member who is a professor or person qualified to supervise research at Nantes University (*to be taken in the sense of the University as the registration establishment; Centrale Nantes staff are part of another registration establishment*).
 - This rule may seem obvious, but the University enrolls doctoral students from partner organisations (INRAE, IFREMER, Université Gustave Eiffel-ex IFSTTAR, AUDENCIA).
 - The thesis director, if a member of Nantes Université, fulfils this role. It is therefore not necessary to have another member of Nantes Université.
- A balanced representation of men and women. **No single-sex juries.**
- **Chair of the jury:** a professor or equivalent, or a teacher of equivalent rank. A rapporteur may chair the jury. It is not possible for supervisors to chair the jury.
- The thesis supervisor takes part in the jury, but does not take part in the decision.
- **Co-supervision:** the same rules apply, unless specifically provided for in the agreement.
 - It is important to submit a defence dossier to both institutions
- It is possible to have non-doctoral members on the jury, but some DSs do not allow this (see internal regulations).



6. Contacts

Your doctoral school site manager:

Contact details updated on <https://www.univ-nantes.fr/exceller-par-la-recherche/doctorat>

ED ALL : Dongmei LACROIX - ed-all.nantes@doctorat-paysdelaloire.fr - 02 40 99 84 82

ED BS (Nantes Université and ONIRIS) : Nathalie PINÇONNET - ed-bs.nantes@doctorat-paysdelaloire.fr - 02 40 41 11 02

ED DSP PL : Sylvie ROUSSEAU - ed-dsp.nantes@doctorat-paysdelaloire.fr - 02 40 41 11 15

ED ECLIS : Elodie CHASSAGNE - ed-eclis@doctorat-paysdelaloire.fr - 02 72 64 11 75

ED EDGE : Hélène TOURIGNY - ed-edge@doctorat-paysdelaloire.fr - 02 40 41 11 19

ED MaSTIC (Nantes Université and Centrale Nantes) : Sylvie GUILBAUD - ed-mastic.nantes@doctorat-paysdelaloire.fr - 02 72 64 88 47

ED 3MG (Nantes Université and IMTA) : Céline BRELET - ed-3mg.nantes@doctorat-paysdelaloire.fr - 02 72 64 88 42

ED SIS (Nantes Université, Centrale Nantes and ONIRIS) : Edith DAUVÉ - ed-sis.nantes@doctorat-paysdelaloire.fr - 02 40 37 25 30

ED STT: Dongmei LACROIX - ed-stt.nantes@doctorat-paysdelaloire.fr - 02 40 99 84 82

ED VAAME (Nantes Université and ONIRIS): Anne HUET - ed-vaame.nantes@doctorat-paysdelaloire.fr - 02 40 68 40 09

Your School administrator:

(see your school certificate to see the registration component)

Contact details at <https://www.univ-nantes.fr/sinscrire/les-services-scolaire>

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