



Defense procedure Doctorate from PSL University prepared at the Ecole normale supérieure – PSL

REGULATIONS

[Decree of 26 August 2022](#) amending the Decree of 25 May 2016 setting the national framework for training and the procedures leading to the award of the national doctoral diploma

APPOINTMENT OF REVIEWERS

"(...) The doctoral student's work is previously examined by at least 2 reviewers appointed by the head of the institution, authorized to supervise research or belonging to one of the categories mentioned in 1° and 2° of Article 16 of this decree on the proposal of the director of the doctoral school, after consultation with the thesis director. In the case of work involving people from the socio-economic world who do not belong to the academic world, a 3rd reviewer, recognized for his or her skills in the field, may be appointed (...)»

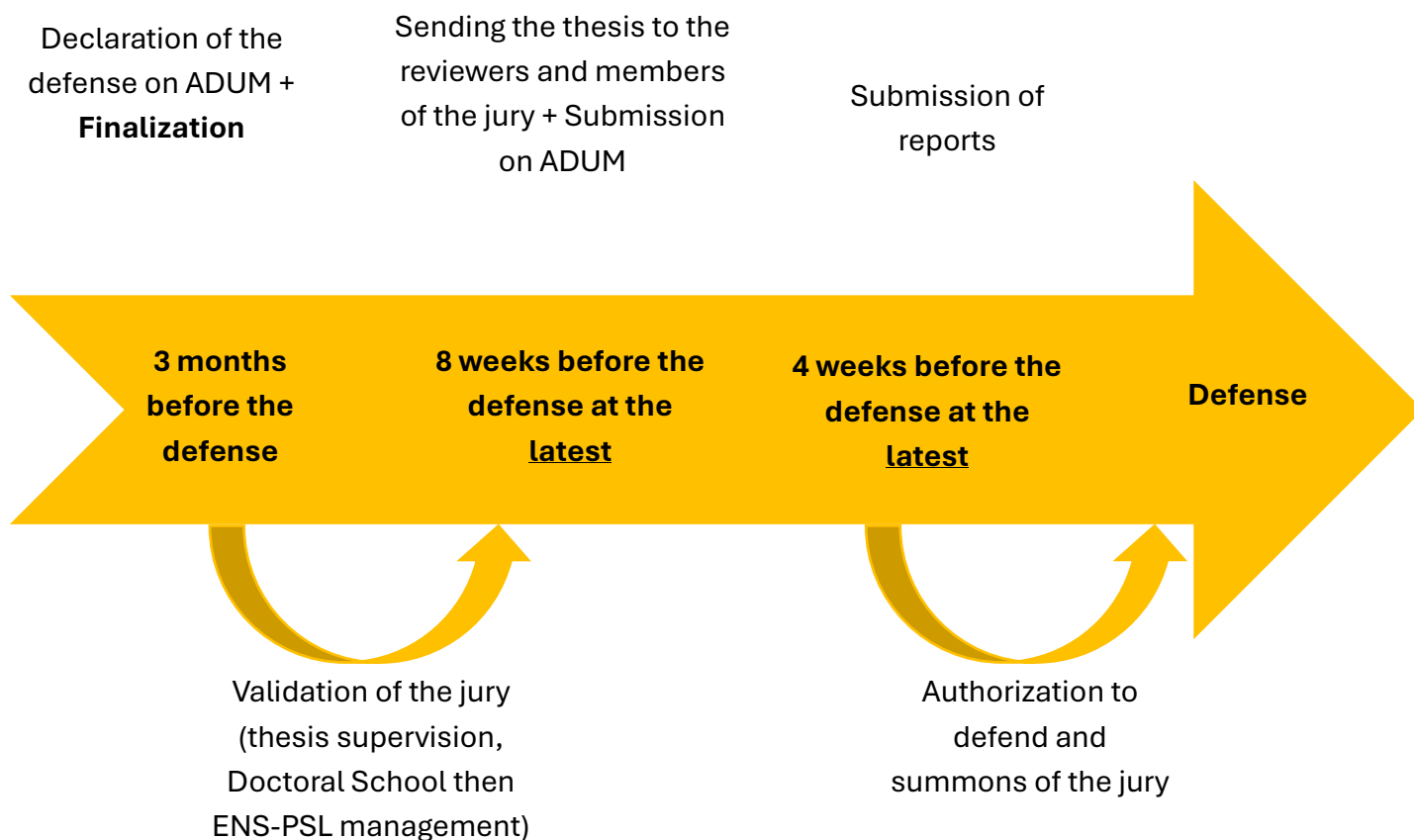
Unless the disciplinary field or the content of the work does not allow it, the two reviewers are external to the doctoral school and to PSL. They may belong to foreign higher education or research institutions or other foreign bodies. The referees are not involved in the work of the doctoral student."

APPOINTMENT OF THE MEMBERS OF THE JURY

The thesis jury is appointed by the head of the institution after consultation with the director of the doctoral school and the thesis director. The number of members of the jury is between four and eight. It is composed of at least half French or foreign personalities, external to the research unit where the doctorate was prepared, to the doctoral school and to the institution of registration of the doctoral student and chosen because of their scientific or professional competence in the field of research concerned, subject to the provisions relating to international co-supervision of doctorates defined in Title III of this decree.

Its composition must allow for a balanced representation of women and men. At least half of the jury must be composed of professors or equivalent staff within the meaning of Article 6 of Decree No. 92-70 relating to the National Council of Universities and Article 5 of Decree No. 87-31 for health disciplines, or teachers of equivalent rank who do not report to the Ministry of Higher Education and Research.

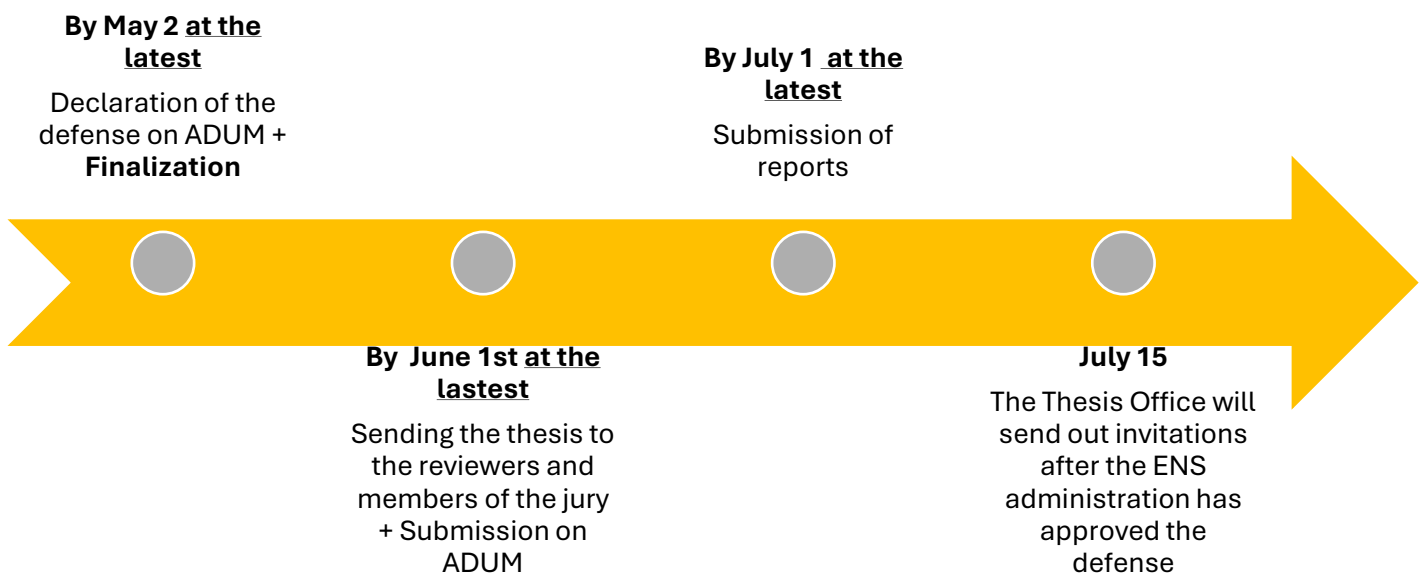
Deadlines to be respected



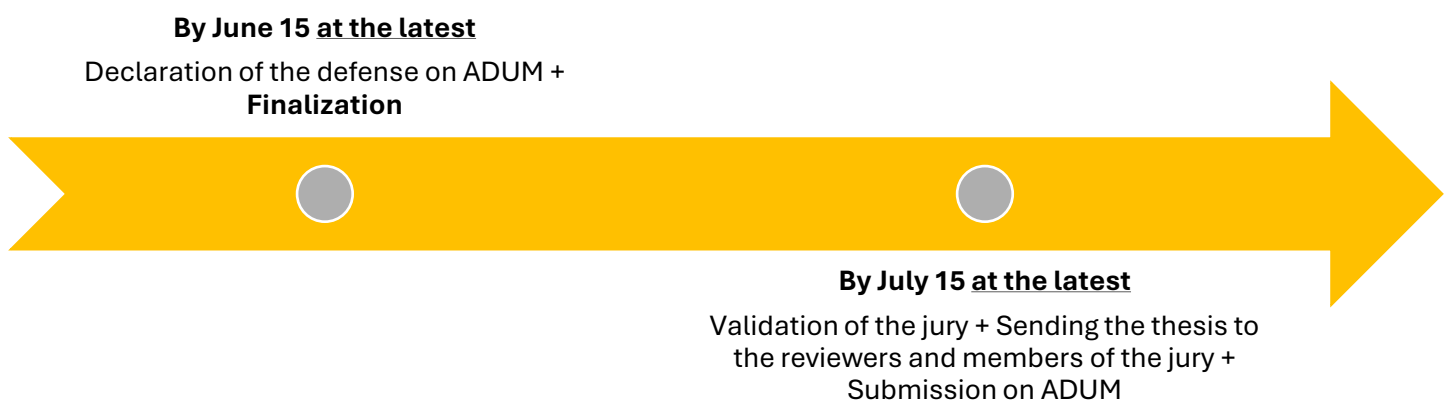
Deadlines to be respected for the defenses in September and October

Provisional dates may change slightly depending on the year

Defense date in the first 3 weeks of September.



Defense date in the last week of September or the first 3 weeks of October.



Before the defense

The defense statement must be finalized 10 weeks before the defense date. Any delay in the submission of the file may result in a postponement of the defense.

3 months before the defense at the latest:

Go to your ADUM profile and declare your defense by clicking on "*I wish to declare my PhD defense*" (**Private Space > Procedures**)

- Update the tabs: Civil status, contact details, administrative attachment, etc. and **save**.
- Complete the tab entitled defense: date of defense, reviewers, members of the jury...

The PhD student and the thesis director are responsible for the veracity and accuracy of the information provided.

- Submit the PDF of the thesis:
 - Use the templates for the cover and the back cover downloadable on your ADUM profile (**Administrative Documents > Defense**)
 - For theses written in a language other than French, include in the body of the thesis a **substantial summary in French** (see FAQ)
 - Testing your PDF via easy <http://facile.cines.fr>

If the thesis manuscript is not finished at the time of the defense statement, contact doctorat@ens.psl.eu

- Download the certificate of conformity and the distribution charter, sign them and submit them to ADUM **in a single PDF**.
- Privacy and embargo: Contact doctorat@ens.psl.eu for information and implementation.

Click on "*I finalize the procedure*" then "*Transmission of data for assessment of your request*" to start the signature circuit.

Signature circuit visible on the doctoral student's profile :



8 weeks before the defense at the latest:

- The doctoral student submits his thesis **before the deadline** on ADUM.
- The Thesis Office appoints reviewers and indicates the date of return of the reports, i.e. 4 weeks before the date of the defense. Each reviewer receives a link to download the thesis as well as a secure link to submit their report.

The doctoral student ensures that the thesis is well received by the reviewers and members of the jury.

4 weeks before the defense at the latest:

Receipt of pre-reports:

- The reviewers submit their report on ADUM. The doctoral student can access it on his ADUM profile.

When the last report is filed, the signature circuit includes:



The defense is authorized:

- The Thesis Office sends the invitations to the members of the jury and the proxies in the event of a videoconference.
- The Thesis Office transmits all the instructions to the doctoral student and his supervisor.

The thesis director and/or the doctoral student downloads the defense documents from ADUM.

After the defense

1 month after the defense at the latest:

The thesis director is responsible for submitting to the Thesis Department the ORIGINAL defense documents duly completed and signed:

- The defense report
- The minutes of the defense
- The jury's opinion on the digital reproduction of the thesis
- Proxies for each member of the jury by videoconference

After receiving all the compliant documents, the Thesis Office issues a certificate of achievement.

If these documents are not submitted, no certificate of achievement will be issued.

In the event that the jury requests the validation of the manuscript by the President of the jury, the certificate of achievement will only be issued after the final submission of the thesis manuscript on ADUM and the signing by the President of the jury of the certificate of conformity after the defense.

3 months after the defense at the latest:

The doctor:

- Indicates the name of the President of the jury on the 1st page of the manuscript and makes any corrections requested by the jury
- Submits the final manuscript in ADUM.
- Sends the following signed documents to the Thesis Office: " Dépôt électronique – Certificat de conformité" and " Autorisation de mise en ligne". The documents can be downloaded from his/her ADUM profile.

The Thesis Office contacts the doctor when the diploma is available.

**The final deposit of the thesis manuscript on ADUM is essential for the delivery of the
Doctoral degree.**