

## **WEBINAR AD LIVE SOUTENANCES - 06/09/23**

For doctoral students registered at the University of Lille

The Doctoral Affairs Department manages an average of 450 thesis and HDR defenses per year, organized by 2 managers who are your point of contact:

- Laure EVRAERE - ED ENGSYS, MADIS, SESAM, SHS
- Yvon BRUANT - ED BSL, SJPG, SMRE

Each manager has his or her own portfolio of graduate schools, but is able to ensure continuity in the event of absence.

Single contact for support: [soutenances@univ-lille.fr](mailto:soutenances@univ-lille.fr)

Each year, almost half of all defence exams take place between September and December, which represents a strong peak in activity for the last 4 months of the calendar year.

As a reminder, an overall outline of the procedure with deadlines and rules for jury composition is available online on our [Doctorat Université de Lille](https://www.univ-lille.fr/doctorat) website, and more specifically from your Doctoral School (whose timetable can be adapted according to the prerequisites required to launch the defense process). In your ADUM space, you'll also find a specific FAQ on defense proceedings. Please feel free to consult these documents.

During the webinar, you can ask your questions live in the Q&A section at the bottom of your screen.

### **Points to watch and frequently asked questions :**

#### **Approach to the defense :**

- You must be REGISTERED to defend your thesis. For full-time theses exceeding 3 years (4 years for the SHS sector), a derogatory re-registration is possible with justification and subject to the agreement of the Vice-President of Doctoral Affairs. For part-time theses, the derogation applies after 6 years. As derogatory registrations require an additional level of validation, it is advisable to plan ahead so as to be able to organize the defense in good time.
- You can defend your thesis at any time during the year, as long as your registration is in order. As a reminder, current registration allows you to defend until December, after which a new registration will be required.

### Webinar Q&A:

Q: With my directors and jury, we haven't found a date for my defense in December. So I'm going to defend in January, but I haven't taken any steps to re-register (I didn't meet my thesis monitoring committee or fill in the ADUM files, because we really thought I would be able to defend before the end of the year). Is it possible to re-register, and if so, how?

A: If you are defending after December, you must re-register. You also need to take into account the 7 to 8 weeks before the defense. Registrations have been open since the beginning of July, so please contact your doctoral school.

Q: Do the Christmas vacations count as part of the 8 weeks, or do I have to add two weeks?

A: Closure periods must be added to the procedural timeframe.

Q: Does the article have to be accepted in order to authorize a student to defend? Or is a submitted article in review sufficient?

A: These are the prerequisites for each doctoral school. Please contact your doctoral school.

Q: Do I have to re-register at the university if I want to defend my thesis in December 2023?

A: If you support in December, you won't have to re-register for 2023-2024.

Q: Is funding required for a special registration in fourth year, with a defense at the beginning of the year?

A: The derogatory registration is examined and validated by our vice-president for doctoral affairs. Financing is strongly recommended, but the decision remains at the discretion of our vice-president.

Q: Do the All Saints' vacations count as part of the 8 weeks?

A: As with all school vacation periods, the All Saints' Day vacation is not one of the school's closing periods. However, they are potential vacation periods for staff. It is advisable to ensure the presence of the departments concerned.

Q: When is the last possible date to launch the procedure and support this year?

A: As a reminder, the deadline is around 8 weeks, so to support before the closing period, you should aim to start the procedure at the end of October/beginning of November at the most (the closing takes place from the evening of December 22 to January 8).

Q: To obtain a second waiver, do we have to follow a similar process as for the first waiver? Thank you.

A: All derogatory registrations are subject to the same process, regardless of the year of registration.

Q: Concerning re-registration in the case of a defense, is it necessary to repeat a CSI/IMC (Individual Monitoring Committee)? Or is "administrative" re-registration sufficient?

A: For the CSI question, please contact your doctoral school.

Q: Will it be possible to have the paper/pdf support on the prerequisites for submitting a defense application (2024 for my part)?

A: The prerequisites are provided by the doctoral schools.

Q: Once the defense date has been announced in ADUM, can it still be changed afterwards?

A: You can always change your defense date, and defend later (please note the re-registration procedure described above). You can defend earlier if the 8-week deadline is still met.

In all cases, please keep us informed of any change of date.

Q: For SMRE, in the document to be completed concerning the organization of the defense procedure. I understand that it must be sent to the doctoral school 3 months before the planned date. Is this a definitive date that cannot be changed afterwards on ADUM?

A: This question concerns prerequisites and is a matter for your doctoral school.

Q: What is the deadline for re-enrolling in 4th year?

A: The closing date for administrative registrations is December 15, 2023. However, you will need to validate your pedagogical registration with your doctoral school beforehand.

Jury :

- Can an HDR lecturer act as jury chairman? NO, because he or she is not considered a professor.
- Beware of co-supervisors whose status is not officially recognized, and whose role some doctoral schools do not take into account when composing the jury : in this case, there is no satisfactory solution to date, but placing them as examiners will lead them to sign the minutes, unlike thesis directors, which is not consistent. If you find yourself in this situation, you should contact your doctoral school, which will advise you on the best practice to adopt.

Q: Can a professor emeritus be a rapporteur on the thesis jury?

A: The department is currently working on this issue. In the meantime, it is recommended to avoid entrusting the role of rapporteur to a professor emeritus.

Q: Can members of the CSI/IMC be thesis referees? A: Yes, thank you.

A: As a reminder, referees must be external to the thesis. For further details, please contact your doctoral school. As a general rule, please contact your doctoral school if you have any questions about the IMC.

Q: What is the minimum number of jury members and their status?

A: As things stand at present, here are the [Jury Constitution Rules](#). Please note that this document is subject to change.

Q: Who selects the rapporteurs for the jury? How many of them are there?

A: There must be two referees, and the composition of the jury is agreed with your thesis supervisor. They will be officially designated by the establishment when they are convened, after validation by the doctoral school.

Q: Concerning the composition of the jury and guest members: do they have to be academics (doctor, MCF, PU) or not? I understand that guest members are part of the 4 to 8-member jury. Thank you.

A: Guests are not counted as jury members. Their status is therefore irrelevant.

Q: For SMRE, only one co-supervisor is allowed on the application form. Is it a problem if I have two co-supervisors for my thesis?

A: You need to contact the SMRE doctoral school.

Q: Is the jury chairman necessarily one of the rapporteurs?

A: The department is currently reviewing the matter. In the meantime, it is strongly discouraged that the president of the jury be a rapporteur. Nor can he or she be a member of the supervisory team.

Q: Are jury members necessarily specialists in the discipline? Can they come from another university?

A: This question should be discussed with your thesis supervisor. In all cases, a jury is partly made up of external members.

#### Transmitting the brief to the rapporteurs :

- The doctoral student is responsible for sending the dissertation to the referees, who must receive it 8/7 weeks before the defense, to allow the referees sufficient time. All too often, the rapporteurs discover the PDF version of the dissertation at the time of their appointment, which we sometimes send late because we have not had all the necessary information in time (jury validated, provisional dissertation submitted, etc.). This situation quite rightly causes dissatisfaction on their part, and jeopardizes the timely return of reports. These delays have a major impact on the finalization of the defense, and in particular on the obligation to publish the defense notice within an acceptable timeframe.
- It is also important to take into account any shutdown periods that need to be added to the procedural timeframe.

Q: Does the thesis have to be written in French, or can it be written in English? What about the defense? If the thesis is written in English, can it be defended in French?

A: As mentioned above, the dissertation can be written in English. As far as the oral presentation is concerned, you need to make sure you are understood by everyone. You'll need to discuss with your thesis director and the members of your jury any difference in language between the thesis and the defense. Whichever language you choose, the jury report must be in French.

Q: If a thesis is submitted 8 weeks before the defense, is it possible to submit a new version some time later if the referees have not yet received it?

A: You must submit the brief ready to be examined by the rapporteurs. If updating is absolutely necessary, it must be done before the rapporteurs are convened, otherwise it will not be possible.

Q: I can't make a pdf of my thesis manuscript eligible for archiving on ADUM. I contacted CINES who advised me to download the Ghostscript software and put my pdf in it. However, this software is only available on PC and I'm on MAC. Do you know if this step of depositing the pdf of the manuscript for archiving blocks the progress of the defense file on ADUM? Thank you for your help.

A : Indeed, the submission process is an essential part of the defense process. For us to be able to move forward with your application, it's imperative that your manuscript is properly filed on ADUM.

#### **Additional "paper" copies of the thesis :**

- The decree states that they are to be paid for by the establishment; as far as ULille is concerned, payment is made via the laboratory.

Q : How much thesis paper do I need to print?

A: In general, jury members prefer to have a paper copy. To be on the safe side, we advise you to consult your jury members on this matter.

#### **Partial/full distance support :**

- It is still possible to defend a project entirely at a distance, but only in exceptional circumstances. As a reminder, the chairman of the jury signs in place of the members of the videoconference panel.
- Hybrid: at least the doctoral student, supervisors and jury president are present.
- Any changes, including last-minute ones (e.g., a member of the jury changing to videoconferencing or face-to-face), must be reported as soon as possible to the EG and the Doctoral Affairs Department, so that the changes can be made in ADUM and the correct defense documents can be produced.

We are aware that cases of force majeure may arise, including on the day of the defense, and we are able to react quickly in such situations. The important thing is to notify us and the doctoral school immediately, so that we can make the change in ADUM and forward the proxies to the members concerned. You will then be able to download the amended and therefore compliant defense documents.

Q: How do I set up a partial videoconference with a remote chairman of the jury (on-site presence of the director and an examiner)?

A: The chairman of the jury should not be remote. In all cases, the president of the jury will have to sign on behalf of the members who took part in the videoconference defense on the defense documents and for himself.

#### **The difference between embargo and confidentiality :**

- Embargo: Your thesis can be consulted on the intranet but not on the Internet. You can indicate this in ADUM and contact the SCD (Service Commun de Documentation/ Common Documentation Service, our University Library), which will send you a request for authorization to distribute (to be submitted on ADUM). No exemption is required.
- Confidentiality: The thesis is no longer visible on the intranet, internet or on paper. The request is made via a derogation request form (in your ADUM space), which is forwarded to the Doctoral Affairs department for approval or rejection by the Vice-President of Doctoral Affairs.

Please note that confidentiality requests must be made well in advance!

NB: Any request for confidentiality must be the subject of a waiver request as indicated above. For their part, jury members must sign a confidentiality agreement. Another important point is that confidentiality does not exempt you from distributing the notice of defense, so special care must be taken when writing the abstract.

#### **Submission of documents after defense :**

- The thesis director must upload the defense documents to his or her ADUM profile ("To do" tab in the left-hand menu). It is important to follow the instructions for document conformity (note appended to the defense documents).
- Support documents must be written in French, but may be translated into another language.

#### **Diploma and certificate of achievement :**

Once the defense procedure has been finalized (see FAQ), the attestation of success will be sent (validation by the doctoral student beforehand) and the diploma will be issued (this may take a few weeks) - Particular care must be taken when entering the specialization in ADUM.

Q: What's involved in a specialty problem? My thesis is multidisciplinary and no single specialty proposed is totally in line with my work.

- A: The specialty is selected when you register. This same specialty is indicated on your diploma. To help you, you can consult your doctoral school and your thesis supervisor.

#### **Subsequent change of thesis title :**

- It is not possible to change the title of the thesis once the defense has taken place, as all official documents will bear the title as indicated beforehand. If this is a request from the jury, it should be indicated on the defense report and the correction certificate.

**Diploma, certificate of achievement :**

- A certificate of achievement in English can be obtained on request from the Doctoral Affairs Department.
- No English version of the diploma
- If the report is written in English, it must be translated into French.
- Translation costs are borne by the doctors.

**Requests for authentication of diplomas for post-thesis recruitment :**

- These should be sent to the Education Department ([scolarite-direction@univ-lille.fr](mailto:scolarite-direction@univ-lille.fr)).

**Qualifications :**

- Registration for the lists of qualified lecturers and university professors will be open from September 21, 2023 to November 10, 2023 - 4 p.m. (Paris time);
- The submission of the documents will depend on the date of the candidate's defense:
  - 1<sup>st</sup> wave: candidates who have graduated or who will have defended their thesis no later than 23/11/2023 must submit their application between 21/09/2023 and 15/12/2023 - 4 p.m. (Paris time);
  - 2<sup>nd</sup> wave: candidates who will be submitting their applications between 24/11/2023 and 12/01/2024 must submit their applications by 19/01/2024 - 4 p.m. (Paris time).
- Particularly for the 2<sup>nd</sup> wave, it is strongly recommended that you schedule a defense date that will reasonably enable you to obtain the attestation of success within the required timeframe, given the post-defense formalities (Minutes reports, submission of dissertation with any corrections). Indeed, even if the procedure allows candidates to defend up to 12/01/24, it is not at all realistic to expect to be able to complete the post-defense formalities and obtain the attestation of success by 19/01/24, i.e. in 5 days.
- Particular attention should be paid to points of vigilance, especially with regard to the conformity of the defense report and its compulsory French version.

**Q: If there is no possibility of qualifying on these dates, does this mean that the qualification will be postponed until the following year?**

**A: Any defense after January 12 will have to wait until the following year.**

**European label :**

To obtain it, you must be able to prove, among other things, a 3-months stay in another country. In order to maintain continuity and consistency in your application, you should avoid accumulating the 3 months in multiple short stays.

Q : Isn't it possible to apply for the European label for cotutelle mobility in Switzerland (which is not in the European Union)?

A: The European label only applies to countries in [the European Economic Area](#). Click here to consult the [European label procedure](#).

Q : Concerning the European label, can we value a stay in England, before Brexit?

A: This is a special case that should be referred to the Vice-President of Doctoral Affairs.

#### A few words about cotutelles:

- It is important to review the cotutelle agreement and identify whether there are any specific provisions concerning the defense (venue, jury, etc.).
- As a reminder, procedures must be carried out in each of the partner countries, and candidates must be duly registered.
- If there is too much disparity between the rules of the two countries, and no derogation is stipulated in the cotutelle agreement, the documents on the French side must imperatively comply with our regulations. For example: the thesis director must not sign the minutes, the jury president must be a professor and a member of the jury (cannot be the thesis director), the thesis director cannot be the rapporteur... If necessary, each of the two establishments will have to produce documents in compliance with their respective regulations, which will require advance planning. However, it is imperative to inform the doctoral school and the Doctoral Affairs Department as soon as possible, without waiting for the thesis to be defended.
- If the place of defense changes from that indicated in the agreement: exemption to be requested with justification.

Q: I started my thesis as a cotutelle, which was abandoned due to a lack of response and follow-up from the Belgian supervisor.

In agreement with my French supervisor and the CSI, the cotutelle was abandoned. Are there any particular steps I need to take with regard to the University of Lille? The last article of the cotutelle specified that the cotutelle could be terminated at the doctoral student's request. Thank you in advance

A: International Relations and your doctoral school must be notified in order to proceed with the denunciation. Termination puts an end to the double degree. Only the diploma from the university of registration will be issued.

Q: In the case of a cotutelle thesis with a non-French-speaking university, can the thesis be written in English? The cotutelle document is in English, but the language in which the thesis will be written is not specified.

A: Yes, the English language for the manuscript is possible without a derogation request. For any other language, a waiver must be requested (unless indicated in the cotutelle document).



### **2024 Doctoral Ceremony (for 2023 graduations) :**

The 2024 Doctors' Ceremony (Université de Lille, Centrale Lille Institut, IMT Lille Douai) will take place on March 28, 2024. If you are supporting in 2023, mark your calendars, we'll be delighted to share this convivial moment with you!

Please note that the diplomas awarded on the day of the ceremony are purely symbolic and fictitious, and that it is not possible to award genuine parchments on this day for reasons of administrative complexity and security. The procedure for obtaining the real diploma, conditional on the completion of the post-defence process, therefore remains in force.

#### **Additional information:**

Please **don't forget to invite your funders to the defense** and to **mention them in your thesis** (e.g. the Conseil Régional asks for their logo to appear on the cover page). If you are eligible for specific funding, you should ask your thesis supervisor about the funding bodies' communication requirements.

**Q: Are there any special procedures for theses co-financed by the Hauts-de-France region?**

A : The procedure remains the same for all. For theses co-financed by the Region, it is important to invite the Region to your defense and to comply with the rules of communication (example: logos on your thesis...).

**Q: Does this mean that Health PhD funders have to be invited to the thesis?**

A: Not all funders require to be invited to the presentation, but you can inform them so that they can at least attend as an audience if they wish. However, don't forget to mention them in the acknowledgements.