

FAQ Defences

This document is intended to assist you in your preparations and includes the most frequently asked questions and answers regarding the defence process. For quick access, click on the question of your choice to view the answer.

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Preparing the administrative aspects of my defence

What is the deadline for registering my thesis defence?

I must register my thesis defence in ADUM between 8 and 10 weeks before the set date. This comes after I have completed the necessary steps at the Graduate School! To ensure that the procedure runs smoothly, it is important to take into account the University's mandatory closure periods:

The process will be blocked in ADUM if I do not meet the deadlines. In this case, I must contact the Graduate School.

- ➔ *I must be officially enrolled at the University before starting the procedure and submit a certificate to the Graduate School 10 weeks before the defence.*
- ➔ *The 8-week deadline starts from the date of validation by the panel, submission of the dissertation and transmission of the documents to the SAD (see question below).*
- ➔ *See the flowchart of the procedure.*

What documents must be provided in ADUM? To the SAD?

After completing my defence form and submitting my manuscript on ADUM, I must submit my certificate of enrolment and the Certificate of Compliance.

- ➔ *I must also submit any exemption requests at the same time using the **exemption form**.*
- ➔ *Apart from the certificate of enrolment that I must provide, the other documents can be downloaded from my ADUM account.*

What does the exemption relating to the thesis defence (excluding videoconferencing) allow?

The exemption allows me to request confidentiality, a closed-door session, or to request that my defence be held outside the University of Lille campus.

- ➔ *A single document can be used for several requests, provided that all of them are justified in the space provided for this purpose.*
- ➔ *This should not be confused with the exemption for videoconferencing, see the section "Organising a videoconference".*

- For **confidential theses (maximum duration of 5 years, renewable once)**, it is essential to make the request at the outset, and for security reasons, Zoom should not be used for entirely remote defences (see note).

For their part, the members of the jury must sign a confidentiality agreement. Another important point: confidentiality does not exempt you from publishing the defence notice, so particular care must be taken when writing the abstract.

To whom should I send my request for exemption from the defence?

The exemption request must be submitted on ADUM along with the other documents required for the defence declaration, duly completed and signed by my thesis supervisor and myself.

What is the difference between an embargo and confidentiality?

- Confidentiality means that the document cannot be consulted or distributed anywhere, whether on the internet, intranet or within the institution. (exemption to be completed)

- An embargo means that the document cannot be consulted or distributed outside the institution for a specified period of time. During the embargo period, this document may be consulted on site or via the institution's intranet. Once the embargo period has ended, it may be distributed outside the institution (internet, interlibrary loan, borrowing). (no exemption)

I am involved in an international joint supervision of a thesis. Which institution should I submit my defence file to?

International joint supervision of a thesis leads to a double degree awarded by each of the partner universities. The defence procedures must be carried out at both institutions. If there are too many differences between the rules of the two countries, and no exemption is stipulated in the joint supervision agreement, the French documents must comply with our regulations.

- All these documents can be downloaded from my ADUM space.

Is it possible to change a member of my jury during the application process?

The graduate school approves the jury. It is essential to have a compliant jury before continuing with the rest of the process (appointment of rapporteurs and convening of jury members, etc.).

- In any case, no changes can be made to the jury after the jury and rapporteurs have been convened.

Can I change my defence date during the procedure?

For obvious reasons related to meeting deadlines, once the procedure has begun, **the defence date cannot be brought forward (unless the 8-week deadline is still met)**. However, it can be postponed to a later date. The SAD must be informed no later than 4 weeks before the originally scheduled date, so that the examiners and the jury can be officially notified.

- The change must not be made directly in ADUM without informing the Doctoral Affairs Department and the Graduate School.

What should I do if I encounter a problem when entering my ADUM file?

If the entry is blocked, check that the file has not been entered after the deadline. All fields in the menu must be validated in order to finalise the file and submit the manuscript. If you encounter any problems, the graduate schools have tutorials available and can be contacted.

About the examiners

Do I have to provide my manuscript to the examiners myself?

To ensure that the defences run smoothly, it is essential that I provide my manuscript to the examiners and other members of my jury as soon as possible, either directly by email or by post.

- ➔ *An electronic copy (.pdf submitted by me) will be sent to them via ADUM when the jury is provisionally convened, but this is for reference and storage purposes only.*

What is the deadline for submitting reports?

Reports are expected on ADUM no later than 15 working days before the defence. A report is only admissible when submitted on ADUM and will not be validated if sent by email. The report must include a clearly expressed opinion on the dissertation and must be signed by the rapporteur.

Organising the defence (room, jury)

How do I find a room?

The Doctoral Affairs Department does not manage the organisational aspects of thesis defences. It is your responsibility to find and reserve a room, and to enter this information in ADUM. Some graduate schools provide information support to doctoral students (contact the graduate school administration).

What is the maximum number of people who can physically attend my defence?

You should contact the room managers to find out how many people can be accommodated on the day of the defence.

Who can be the chair of the jury?

The chair of the jury must hold the rank of university professor or equivalent (see rules on jury composition).

- ➔ *Please note that individuals involved in thesis supervision cannot be jury chairpersons.*

What should be done if a member of the jury is ultimately unable to attend?

- ➔ *A jury member who is unable to attend the defence at all must be declared absent. In this case, it is essential to contact the graduate school as a matter of urgency.*

Organising a videoconference

How do I request a videoconference for some of the jury members?

In consultation with my thesis supervisor, I indicate which members will be participating via videoconference when I enter the jury details. Approval by the thesis supervisor, the graduate school and the institution is done directly via ADUM.

- ➔ *For a partial video defence, the doctoral student must be present on site, as well as, preferably, the chair of the jury or, failing that, another member of the jury (including the thesis supervisor).*

What should be done if a jury member changes their videoconference status?

If travel is impossible (e.g. cancelled train, minor illness, etc.), it is possible to switch the jury member concerned to video. The Doctoral Affairs Department should be notified as soon as possible so that the necessary adjustments can be made.

- ➔ *The "yes/no" videoconference status appears on the official defence documents (report and minutes) and implies different regulations regarding signatures.*

What to do in the event of a fully remote defence (all jury members and the doctoral candidate)?

If no member of the jury can be physically present, you must submit a special request to your graduate school for a fully remote defence. The conditions are set out in the guidelines available on the [doctoral website](#).

In this case, in consultation with my thesis supervisor, I will place all members of the jury in a videoconference when entering my jury. As with requests for partial videoconferencing, approvals are made via ADUM.

What is the purpose of the proxy document?

The proxy document is used for jury members participating via videoconference and allows them to delegate their signature to the jury chair, who signs the defence documents on their behalf. Once the information has been validated by the SAD in ADUM, the proxy document will be generated.

- ➔ *Each member concerned will receive the proxy by email for completion, signature, and transmission to the thesis supervisor, who will forward the document to the jury chair. The proxy form can also be downloaded from the doctoral student's account.*
- ➔ *The completed and signed proxy document must be returned to the Doctoral Affairs Department once the defence has taken place, together with the report, minutes, and other documents.*

Follow up properly after the defence

Where can I find my defence documents (report + minutes)?

Once the reports have been submitted to ADUM and validated by the EG, the SAD can authorise the defence. At this point, the defence documents are released and I can download them from my account. The thesis supervisor can also download them.

In which language should the defence report be written?

As the University of Lille awards French degrees, the defence report must include a French version.

Are electronic signatures accepted?

In the case of remote jury members, electronic signatures are accepted.

Who signs the defence documents?

The supervisory team does not sign the minutes but signs the defence report.

Guests do not sign any documents.

In the case of a partial video conference, the chair of the jury signs on behalf of themselves and the members participating in the video conference, while the members present sign for themselves.

- ➔ *In the case of a full video conference, the chair of the jury signs for everyone, including themselves.*
- ➔ *The signing procedures are outlined in the Signing Guide for the jury, which is generated following the defence documents in the case of a videoconference.*

How to submit defence documents?

- ➔ *The scanned and signed version of the defence documents must be submitted to ADUM by the thesis supervisor. There are two submission areas in ADUM (one for the report and the other for the rest of the documents).*
- ➔ *Once the SAD has validated the documents, they will be available in my space. The originals must be sent to the SAD (University of Lille - Doctoral Affairs Department - Cité Scientifique, Bât A3, 59655 Villeneuve d'Ascq).*

Certificate of completion and degree

How do I obtain my certificate of completion? ([See online information](#))

Once the defence documents (minutes and report) have been validated and my final dissertation has been submitted to ADUM (no later than three months after my defence), I must contact the SCD to validate the process.

The SCD informs the SAD, which completes the process. The SAD will contact me to provide me with my certificate and ensure that it is sent to a valid email address.

- ➔ *The certificate of completion is a document that serves as a provisional certificate proving the doctoral student's success while awaiting the preparation of the degree. It does not mean that the degree is ready immediately.*
- ➔ *The Doctoral Affairs Department can provide certificates of completion in English upon request.*

Who should I contact to have my degree certificate issued?

After receiving and confirming the validity of my certificate of completion with the SAD, the SAD will forward my request to the relevant department. The SAD's role ends after this step.

- ➔ *I will be notified by email when my diploma is ready.*
- ➔ *If I change my email address, I must notify my registrar's office accordingly.*
- ➔ *Diplomas are issued in French. To obtain an English version, the doctoral candidate must use a certified translator.*

How long does it take on average to obtain my degree once all the steps have been completed?

On average, it takes eight weeks for the relevant department to issue the degree, starting from the date of validation of the certificate of completion.

- ➔ *The SAD does not issue diplomas. It only forwards the request once the file has been finalised.*
- ➔ *The University of Lille only issues diplomas in French.*
- ➔ *It is very important to collect your degree, as it may be requested as proof at any time during your future professional career, so it is best not to wait.*

I live far away/I have left the region/France... How can I collect my diploma?

I am in France, I can:

- Give power of attorney to a friend. He or she will need to bring a letter from me, a copy of my identity card, and his or her own identity card.
- Receive the diploma by post, by filling in the form provided for this purpose and providing a stamped A4 envelope with my full name and address.

I am abroad:

- The diploma cannot be sent to my home address. It will be sent to the French Embassy closest to my home address via the French Ministry of Foreign Affairs (diplomatic pouch). I will be contacted by the embassy as soon as the diploma is received.

If my diploma is lost, stolen or destroyed, who can I contact to request a duplicate?

I must submit the request to the education office.