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## WEBINAR AD LIVE DEFENSES – 20/10/22

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

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

Each manager has his or her own portfolio of graduate schools but are able to ensure the continuity of files in case of absence of one or the other.

Single contact to be used for defenses: [soutenances@univ-lille.fr](mailto:soutenances@univ-lille.fr)

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

As a reminder, a global scheme of procedure with deadlines and rules of composition of the jury are online on our website [Doctorat Université de Lille](https://www.univ-lille.fr/doctorat) and more specifically with your Graduate School (whose schedule can be adapted according to the prerequisites required to launch the defense process). In your ADUM space, an FAQ specific to the defense is also available, do not hesitate to consult these documents.

**Points discussed in the introduction (recurrent questions to the Doctoral Affairs service) and Questions/Answers during the live session (in blue):**

### **Procedure for the defense:**

- The defense process must be done under the condition of being REGISTERED. 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 is granted after 6 years. Since derogatory registrations require an additional level of validation, it is advisable to anticipate in order to organize the defense in time.

### **Questions/Answers during the webinar:**

*Q: Are there specific times when we need to defend? Or can it be done anytime as soon as the thesis is finished? I registered in December 2020 (half time with full time work) so my last deadline is December 2026?*

*A: You can defend all year as long as the registration is in order. In your situation, as of December 2026, if you have not supported, any new application for registration will be waived*

*Q: Is the registration process accelerated for doctoral students who are about to defend their thesis?*

*A: Registration files are validated daily by the institution (through the Doctoral Affairs Service), after validation by the Graduate School. This question will be more appropriate for the registration webinar on Tuesday, October 25. Nevertheless, in order to avoid calendar conflicts, we remind you that it is recommended to register in order to organize your defense within the deadline*

*Q: Personally, it is October 20th and I am still not registered administratively; such a late registration next year would not allow me to defend within the deadline*

*A: As previously mentioned, we insist that you register as soon as possible without delay. In your case, if you register in 2022/2023, you will be able to argue until the end of December 2023, without re-registering*

**Jury:**

- Can an HDR lecturer be the president of the jury? NO because he/she is not considered as a professor
- Beware of co-supervisors whose status is not officially recognized and whose role is not taken into account by some EGs 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 coherent. If you are in this situation, you should contact your EG who will tell you what to do

**Questions/Answers during the webinar:**

*Q: Can there be a guest member, who is therefore not part of the jury (so as not to alter the requirements of parity, status, etc)? Does he/she have to appear on the thesis manuscript even as a guest?*

*A: Yes, there can be guests and they can be on the manuscript*

*Q : Can the president of the jury be a reporter?*

*A : Yes, do not hesitate to consult the FAQ which deals with this question*

**Transmission of the dissertation to the referees:**

- The transmission of the dissertation to the rapporteurs is ensured by the doctoral student, it must take place within 8/7 weeks before the defense in order to leave enough time to the rapporteurs. Still, all too often, the latter discover the dissertation in PDF version when they are appointed, which we sometimes send late because we did not have all the necessary elements in time (jury validated, provisional dissertation submitted ...). This situation causes discontent on their part, and rightly so, and jeopardizes the return of the reports on time. These delays have a strong impact on the finalization of the defense and in particular on the obligation to publicize the notice of defense within acceptable deadlines

**Questions/Answers during the webinar:**

*Q: When is the secretariat closed for the Christmas vacations? I am defending at the very beginning of January (January 6), the examiners' report must be submitted 15 days before, which falls right in the middle of the vacations (December 23 precisely). What is the deadline for submitting the report to ensure that it is processed on time?*

*A: The service will be closed from 21/12 evening and will reopen on 2/01 morning (period of closure of the University). In your situation, it will be appropriate to request a return of the reports on 16/12. In general, when a closing period occurs in a defense schedule, it is advisable to adjust the calendar accordingly. Do not forget to take into consideration the possible vacations of the reporters and to inform yourself about the closing periods of your graduate school.*

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

- The decree indicates that they are the responsibility of the institution, as far as ULille is concerned, the cost is covered by the laboratory.

**Partial/full distance defenses:**

- The defense entirely at a distance remains possible but exceptionally. As a reminder, the president of the jury signs in place of the members in video.

- Hybrid: in person at least the doctoral student, supervisors, and also the president of the jury strongly recommended

- Any change (change of a jury member to visio or face-to-face) must be reported as soon as possible to the EG and to the Doctoral Affairs Service? in order to make the modifications in ADUM and to be able to produce conforming defense documents

**Questions/Answers during the webinar:**

*Q: When you say to let you know as soon as possible when members will be in visio, what are the deadlines? Because I am submitting in April but I already know that one of my referees will be remote?*

*A: It is advisable to declare as soon as possible the members in videoconference, this can be done as soon as the jury is seized and as the process unfolds, preferably before the confirmation of the defense (when the reports of the rapporteurs are returned)*

*Q: Sometimes we know it on the morning of the day of the defense: strike, SNCF problem, illness. What to do in this case?*

*A: We are aware that cases of force majeure can occur even on the day of the defense and we are able to be reactive in these situations. The important thing is to inform us and the graduate school immediately, so that we can make the modification in ADUM and transmit the proxies to the concerned members. This will allow you to download the modified and therefore compliant defense documents*

**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) which will send you a request for authorization to distribute it (to be filed on Adum). No exemption request is required.

- Confidentiality: The thesis is no longer visible, intranet, internet, paper. The request is made via the waiver request (in your Adum space) you transmit it to the doctoral affairs department for validation or not by the Vice-President of Doctoral Affairs.

Please note that the request for confidentiality must be made well in advance!

**Questions/Answers during the webinar:**

*Q: Concerning the composition of the jury, are there any exceptions regarding the role of the rapporteurs in the project in case of confidentiality of the project (patent application in progress for example)?*

*A: Any request for confidentiality must be the subject of a waiver request as indicated above. For their part, the jury members must sign a confidentiality agreement. Another important point: the confidentiality does not exempt from the diffusion of the notice of defense, a particular vigilance will thus have to be brought at the level of the drafting of the summary.*

**Oath (introduced by the decree of August 26, 2022):**

- For theses defended before December without re-registration in 2022/2023, the taking of the oath is done on a voluntary basis. The mention must appear in the defense report. The PV form has been updated in ADUM in this sense, the text of the oath is integrated in the note attached to the defense documents.

**Filing of documents after the defense:**

- The thesis director must deposit the defense documents on his ADUM profile (tab in the left menu "To do"). It is important to respect the instructions for the conformity of the documents (note attached to the defense documents)

**Obtaining the diploma and the certificate of success:**

- When the defense procedure is finalized (see FAQ) the certificate of success will be sent (validation by the doctoral student) and the edition of the diploma will be launched (delay of a few weeks) - A particular vigilance must be brought in particular concerning the seizure of the specialty in ADUM

**Changing the title of the thesis afterwards:**

- It is not possible to modify the title of the thesis once the defense is done because all the official documents will include the title as it was indicated beforehand. If it is a request from the jury, it should be indicated on the defense report and the certificate of correction.

**Questions/Answers during the webinar:**

*Q: After the certificate of conformity with the defense version has been deposited on ADUM, one can no longer change in the title or summary of the thesis? (if the change takes place before the manuscript is sent to the rapporteurs)*

*A : On the provisional copy, it is possible to make minor changes. For the final version, see paragraph above*

**Document translations:**

- Possibility of obtaining a certificate of achievement in English on request from the Doctoral Affairs Department
- No English version of the diploma
- The defense report, if written in English, must be translated into French
- Translation costs are the responsibility of the doctoral students

**Questions/Answers during the webinar:**

*Q: I am surprised that the thesis must necessarily be written in French, especially since one of my supervisors is English-speaking and I have done my CSI in English until now. I would like to do a thesis*

*of articles. These articles are therefore written in English. They are not required to be translated? Do I have to write an introduction in both languages?*

*A: Do not confuse the thesis with the administrative documents: the thesis can be written in English without a waiver. For a writing other than English, a request for exemption is necessary. On the other hand, the administrative documents (defense reports, PV...), must imperatively include a French version even if there may be a version in English*

*Q: For the defense reports in French, is there a particularity for students who are in a PEARL program? I'm asking for a colleague who is PEARL and who will have a jury that is almost entirely English-speaking*

*A: There is no particularity for PEARL PhD students. Generally speaking, if the jury is almost entirely English-speaking, you should plan to write in French anyway because the awarding of a French diploma requires administrative documents to be written in French.*

*Q: Are there any additional steps or deadlines to respect for writing the manuscript in English, defending it in English and the presence of at least one international member in the jury (without a European label since "only" 2 months of stay in a German partner lab)*

*A: No specific steps or time limit for a writing and/or defense in English except the requirement of a French version for the documents after the defense and to ensure, of course, that the course of the defense is understandable by the whole jury*

#### **Requests for authentication of diplomas with a view to recruitment after the thesis:**

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

#### **Qualifications:**

- Registration on the lists of qualifications for the functions of lecturer or university professor is open from Tuesday, September 20, 2022 to November 8, 2022 - 4:00 pm (Paris time);

- The deposit of the constituent documents will depend on the date of defense of the candidates:

- 1st wave: candidates who have graduated or will graduate no later than 21/11/2022 must submit their file from 20/09/2022 to 15/12/2022 - 4 pm (Paris time) ;

- 2nd wave: candidates who will defend their thesis or HDR between 22/11/2022 and 07/01/2023 must submit their application from 20/09/2022 to 12/01/2023 - 16 hours (Paris time)

- In particular for the 2nd wave, it is strongly recommended to schedule a defense date that will reasonably allow to obtain the certificate of success within the required timeframe, taking into account the formalities after the defense (PV reports, submission of the thesis with possible corrections). Indeed, even if the procedure allows the candidates to defend until 7/01/23, it is not at all realistic to hope to be able to carry out the steps after the defense and to obtain the certificate of success for 12/01/23, that is to say in 5 days

- Particular attention must be paid to the points of vigilance and in particular to the conformity of the defense report and its compulsory French version (see attached documents)

#### **European label:**

- In order to obtain it, you must be able to justify, among other things, a 3-month stay in another country. The accumulation of 3 months in multiple short stays should be avoided in order to maintain continuity and consistency in the application.

#### Questions/Answers during the webinar:

*Q: Is it three months in a row or over the entire duration of the thesis?*

*A: As mentioned above, fragmented stays should be avoided, it is necessary to favor a coherence and a continuity in the stay. For example, it is possible to do it in two times, but the important thing is that the project is well constructed*

#### A few words about co-tutelles:

- It is important to review the cotutelle agreement and identify if there are specific provisions concerning the defense (place, jury...)

- As a reminder, the procedures must be carried out in each of the partner countries and the candidates must be regularly 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 PV, the jury president must be a professor and be part of the jury (cannot be the thesis director), the thesis director cannot be the rapporteur... If necessary, each of the two institutions will have to produce documents in accordance with their respective regulations, which will require planning ahead. It is nevertheless imperative to inform the doctoral school and the Doctoral Affairs Department as soon as possible, without waiting for the defense to take place

- If the place of defense changes from the one indicated in the agreement: derogation to be requested with justification

#### CSI:

#### Questions/Answers during the webinar:

*Q: Q: Can an ISC member serve on the jury?*

*A: For questions about the constitution of a jury, your main contact is the graduate school. In a jury composition, there is a proportion of external members to be respected and conditions, particularly for the role of rapporteur. If a member of the ISC is proposed for the jury, it is above all imperative to propose a jury that complies with the various rules*

*Q: For the CSI member, the EDBSL told me that he could be a rapporteur as long as there was no involvement in my work (no joint publications, etc...)? What is the final situation?*

*A: As explained before, it is imperative to propose a jury that conforms and indeed the rapporteurs must not have any involvement in the doctoral student's work*

*Q1: If a defense is planned in May 2023, I understood that you have to re-register for 2022-2023, but is a CSI report necessary for this re-registration because it is a re-registration for a quick defense (not end of year 2023)? Q2: I'm bouncing back from the ISC on re-enrollment. I am re-enrolling in 4th year*

*since I have funding until January, but I am expected to defend before March 31. In the FAQ, it is indicated that the ISC is not mandatory for a defense before March 31, is this still the case?*

*A: We are currently working on the implementation of the provisions concerning the new decree and the update of the FAQ will follow. Some provisions will be implemented progressively. Unless your EG advises otherwise on these two questions concerning the ISC's opinion, no change is reported at this time.*

**2023 doctoral ceremony (concerns 2022 defenses):**

The 2023 Doctoral Ceremony (University of Lille, Centrale Lille Institute, IMT Lille Douai) will take place on March 16, 2023. If you are graduating in 2022, mark your calendars, we will be delighted to share this convivial moment with you!

Important note: the diplomas that will be given on the day of the ceremony are purely symbolic and fictitious, the delivery of authentic parchments on that day is not feasible for reasons of heaviness of management and security. The procedure for obtaining the real diploma, which is conditioned by the procedure after the defense, remains in force.

**Additional information not mentioned during the webinar:**

Please do not forget to invite your funders to the defense and to mention them in your thesis (e.g. the Conseil Régional asks that the logo appear on the cover page). If you are concerned by one or the other specific financing, it is advisable to inquire, with the help of your thesis director, about the requirements of the financiers as regards communication.

**ATTACHED APPENDICES:**

- Points of vigilance and supporting documents for qualifications
- Examples of inadmissibility grounds for qualifications