



## PROCEDURE FOR PhD THESIS DEFENSE - IP PARIS

**REENROLLING ARE NOT NECESSARY FOR THE DEFENSES THAT TAKE PLACE BETWEEN 01/09 AND 31/12**

**JUSTIFICATION OF 100 HOURS of COMPLEMENTARY TRAINING ARE NECESSARY BEFORE THE DEFENSE**

### **3 months before the defense**

The doctoral student and his/her thesis supervisor agree on the composition of the jury and the rapporteurs in accordance with the rules in force (cf. composition of the jury and rapporteurs). From his/her ADUM space, the doctoral student informs his/her jury, downloads the documents designating the rapporteurs and the jury proposal and has them signed by his/her thesis supervisor. For ED IP Paris only: The PhD student contacts his / her domain responsible (list page 3) for advice. With the agreement of the domain responsible, the doctoral student sends the document by email to the person in charge of monitoring the defenses of his / her institution. The Monitoring Officer verifies compliance and has the document validated by email by the director of the Doctoral School and the President of IP Paris. After validation, the monitoring officer updates ADUM (validation date - report return date). If the thesis is confidential, a derogation from the public nature of the defense (in camera) may be requested. The doctoral student contacts the monitoring officer to find out the terms and conditions (request for confidentiality).

### **2 months before the defense**

The monitoring officer formally contacts the rapporteurs and requests a return of the reports 1 month before the defense. He / She notifies by email the doctoral student (Thesis Director is in copy) of the validation of his/her jury, of the official authorization to send the manuscript as well as the scheduled return date of the reports. The doctoral student is also informed of the room reservation formalities, of the procedure for the 1st deposit of his / her manuscript in ADUM and of the validation of his / her certificate of 1st deposit (ADUM space). He / She is informed of the modalities regarding the possibility of requesting the participation of a member of the Jury in a video conference defense.

### **1 months before the defense**

The rapporteurs forward their dissertation reports to the institution's defense officer. He / she forwards the reports and the defense authorization (doctoral student and the thesis director are in copy) to the Doctoral school director and the President of IP Paris which validate the defense authorization. In parallel, the doctoral student will have confirmed the reservation of his / her room and sent his / her certificate of 1st deposit signed by the representative of the library as well as his / her electronic distribution contract (ADUM space).

### **2 weeks before the defense**

The defense monitoring officer updates the data in ADUM (date of authorization) and formally convenes the jury (doctoral student is in copy). He / She invites the doctoral student to download the Minutes and the doctoral defense report (for Télécom SudParis and Télécom Paris, the file is sent directly by the monitoring officer to the thesis director) and informs him / her about the post-defense procedure. The doctoral student reads the note on the progress of the defense (attached to the report and defense report).

### **Defense**

Between 45 minutes and one hour of presentation – questions of the jury – deliberation

### **1 week after**

Delivery of the Minutes of the defense to the monitoring officer of the defense by the PhD student, the thesis director or a member of the jury.

### **1 month after**

Remise du rapport de soutenance au chargé du suivi par le Doctorant, le directeur de thèse ou un membre du jury. Pour Télécom Paris et Télécom SudParis, le Procès-verbal et le rapport de soutenance sont remis en même temps.

### **Between 1 month (minor corrections) and 3 months (major corrections) after the defense**

The doctor files the final version of his / her manuscript in ADUM. He / she downloads the second deposit certificate and the legal deposit conditions and has them endorsed by the library representative. The doctor forwards this document and his / her "application for the manufacture of a diploma" to the defense monitoring officer who updates ADUM and issues a certificate of success (Only the certificate of Second Filing and the application for the manufacture of the diploma trigger the diplomacy process).



## Composition of the jury and rapporteurs

### ED IP Paris

The jury is composed of:

- 2 reviewers (minimum) accredited to supervise research (HDR), professors or assimilated, who are external to the doctoral project, at IP Paris and HEC Paris, and who have not published with the doctoral student and the supervisors for at least 3 years
- 4 to 8 members, including the thesis supervisor, at least half of which are Professors or assimilated and at least half of which are external to the doctoral project, at the Doctoral School, IP Paris and HEC Paris. It is customary for the reviewers to be members of the jury, but this is not an obligation.

The jury must not include more than two (2) members involved in the management of the thesis, one if the jury does not exceed 5 members.

Parity must be taken into account in the composition of the jury in proportionate relation to the scientific field in question. Furthermore, the president, who is appointed by consultation of the jury, must be a professor or assimilated. The jury's proposal must provide at least one nomination for the role of president.

The jury may be completed by guests, who are not jury members.

The composition of the jury is validated by the DS, further to its examination by the field head, who may request modifications. Le jury est composé de :

More information can be found here: <https://www.ip-paris.fr/formation/doctorats/ecole-doctorale-ip-paris/>

### EDMH

The minimum and usual number of designated rapporteurs will be two, with the possibility of adding a third if necessary (industrial thesis, multidisciplinary, etc.). Rapporteurs must hold an HDR or equivalent (within the meaning of Article 17 of the Order of 25 May 2016 on doctoral training). Unless the disciplinary field or the content of the work does not allow it, they must be external to the EDMH and the institution of registration (Université Paris-Saclay, Institut Polytechnique de Paris or Université Paris Sciences et Lettres) of the candidate (see Article 17 of the Order of 25 May 2016 on doctoral training). In case of exceptional difficulties in finding a competent evaluator for the verification of the thesis outside the partner institutions of the EDMH, the EDMH recommends that the defense jury may contain, in addition to the two official rapporteurs, an internal rapporteur.

The number of members of the jury is between 4 and 8, and except in special cases, submitted by agreement of the EDMH steering committee (industrial, co-supervised, interdisciplinary) limited to 6.

Except in special cases, it must contain at least one member of the institution (or component) operating the registrations and defenses other than the thesis supervisor.

It is strongly recommended (but not required) that at least one of the rapporteurs be a member of the jury.

By Article 18 of the Order of 25 May 2016 on doctoral training, it must be composed of half of members outside the EDMH and the Université Paris-Saclay or the Institut Polytechnique de Paris or the Université Paris Sciences et Lettres, depending on the institution issuing the diploma, and for half of the professors or similar. It must allow for a balanced representation of women and men.

More information can be found here: <https://www.universite-paris-saclay.fr/fr/formation/doctorat/ecole-doctorale-de-mathematiques-hadamard-edmh#l-ecole-doctorale>

## Reservation of the defense room

### For Télécom Paris the defense monitoring office is in charge of the room booking

#### For the defenses at Ecole polytechnique

#### Suggestion to book for 1/2 day: Tuesday morning or Thursday afternoon

As soon as date of the defense is known the doctoral student needs to connect to: <https://moyens.polytechnique.fr/login/index.php>

If he/she wishes to download the documents (jury-reporters) before having confirmation from the amphitheater, the doctoral student will indicate: room: "to be determined" - when entering ADUM. Once the reservation has been confirmed by return mail, the doctoral student enters the elements in ADUM or notifies the person in charge of monitoring the defenses of his/her institution. By default, the booking period is 3 hours from the start of the defense.



**Responsible of the domains:**

**ED IP Paris**

**Physics**

Davide Boschetto (ENSTA Paris)

Olivier Drapier (École polytechnique)

Marie-Claire Schanne-Klein (École polytechnique)

**Biology and Chemistry**

Nicolas David (École polytechnique)

Cédric Tard (École polytechnique)

**Engineering, Mechanics and Energy**

Michel Jabbour (École polytechnique)

Lutz Lesshafft (École polytechnique)

Habibou Maitournam (ENSTA Paris)

**Computing, Data and Artificial Intelligence**

Thomas Bonald (Télécom Paris)

Amel Bouzeghoub (Télécom SudParis)

Benjamin Doerr (École polytechnique)

**Information, Communications and Electronics**

Catherine Lepers (Télécom SudParis)

Alain Sibille (Télécom Paris)

**Economics, Management and Social Sciences**

Christophe Prieur (Télécom Paris)

Kristine de Valck (HEC Paris)

Thibaud Vergé (ENSAE Paris)