

PHD THESIS DEFENSE PROCEDURE

INSTITUT POLYTECHNIQUE DE PARIS

The thesis defense is carried out digitally, with all interactions handled via ADUM. Re-enrollment is not required for defenses taking place between September 1 and December 31.

Mandatory training

- **IP PARIS DOCTORAL SCHOOL:** Mandatory proof of at least 100 hours of training before the defense. The course *“Ethics of Scientific Research”* is compulsory.
- **HADAMARD DOCTORAL SCHOOL OF MATHEMATICS (EDMH):** Mandatory proof of 120 hours of disciplinary and transversal training (equivalent to 24 credits), distributed as follows:
 - 60 hours of disciplinary training (12 credits)
 - 60 hours of transversal training (12 credits), including the following 4 compulsory courses:
 - Ethics and scientific integrity
 - Issues of open science
 - Sustainable development
 - Gender-based and sexual violence

🔒 A confidential thesis and/or a defense outside IP Paris premises must be declared using the documents available on the IP Paris website: [IP Paris - Doctorat](#)

DEADLINES AND DEFENSE STEPS

3 months before the defense

- The PhD candidate and thesis supervisor define the defense jury (see “*Composition of the jury and reviewers*”).
- From their personal ADUM account, the candidate enters the jury members and uploads the manuscript (first submission), which may be updated later if necessary.

2 months before the defense

- Validation of the jury and reviewers by the different actors via ADUM:
 - Thesis supervisor
 - Field coordinators
 - Doctoral school administrator
 - Doctoral School Director
 - IP Paris Head of Institution
- The thesis supervisor uploads the anti-plagiarism report (Turnitin) in ADUM.
- The library representative validates the thesis submission.
- After approval by the Head of Institution, the doctoral school administrator officially contacts the reviewers and pre-notifies the jury (subject to the manuscript being uploaded in ADUM).

1 month before the defense

- Reviewers upload their reports on ADUM.
- The field coordinator and the Doctoral School Director give their opinion on the authorization to defend.
- The IP Paris Head of Institution authorizes the defense.
- The doctoral school administrator sends the official jury summons and grants the candidate access to the defense documents (minutes, defense report).

Day of the defense

- Oral presentation (45 minutes to 1 hour)
- Questions from the jury
- Jury deliberation

COMPOSITION OF THE JURY AND REVIEWERS

IP PARIS DOCTORAL SCHOOL

The jury is composed of:

- **At least two reviewers**, qualified to supervise research (HDR) or full professors (or equivalent), **external** to the doctoral project, IP Paris and HEC Paris, and **with no joint publications** with the candidate or supervisors for **at least three years**.
- **Between 4 and 8 members**, including the thesis supervisor, with **at least half being professors (or equivalent) and at least half external** to the doctoral project, the Doctoral School, IP Paris and HEC Paris.
- It is customary, though **not mandatory**, for reviewers to be part of the jury.

The jury may not include **more than two members** involved in the thesis supervision, or **only one** if the jury has no more than **five members**.

A CSI member **cannot** serve as a reviewer.


Gender balance **must be considered** when composing the jury, in line with the representation of the relevant scientific community.

The jury president, chosen by mutual agreement, **must be a professor or equivalent**. The proposed jury must provide **at least one option** for this role.

Guests may be included, though they are **not jury members**.

The composition of the jury is **validated** by the Doctoral School after review by the field coordinator, who may **request changes**.


It appears **both on the PhD diploma and on the thesis cover**.

 More information and updates: [IP Paris Doctorat](#)

HADAMARD DOCTORAL SCHOOL OF MATHEMATICS (EDMH)

- **At least two reviewers**, with the possibility of **a third if needed** (industrial thesis, interdisciplinary work, etc.).
- Reviewers **must hold an HDR or equivalent** (in accordance with Article 17 of the May 25, 2016 Decree on Doctoral Training).
- They must be **external to EDMH and the enrolling institution** (Université Paris Saclay, Institut Polytechnique de Paris or Université Paris Sciences et Lettres), except in justified cases for disciplinary or thematic reasons.
- If it proves exceptionally difficult to find a competent external reviewer, it is preferable to add an **internal reviewer** in addition to the two official reviewers.

The jury is composed of **4 to 8 members**, and in certain specific cases (industrial theses, cotutelle, interdisciplinary work, etc.), the number may be **limited to 6 members** with the approval of the EDMH steering committee.

- Except in exceptional cases, the jury must include **at least one member from the institution** responsible for enrollment and defenses, other than the thesis supervisor.
- A CSI member **cannot** serve as a reviewer.
- It is **strongly recommended** (but not mandatory) that at least one of the reviewers also be a member of the defense jury.
- In accordance with **Article 18 of the Decree of May 25, 2016**, half of the jury must be **external to EDMH and to the institution awarding the degree**.
- The jury must reflect a **balanced representation of women and men**, considering disciplinary realities (example: in 2010, 14% of women were Associate Professors or Professors in section 25, and 27% in section 26).
-  More information and updates: [EDMH Doctorat](#)

POST-DEFENSE

Within 1 month after the defense (maximum):

- Send the original minutes and defense report to the academic affairs officer.
- Send a digital version by email.

Within 3 months after the defense (maximum):

- Final deposit of the thesis manuscript in ADUM.
- Validation of the final deposit certificate and authorization for dissemination by the library representative.
- Submission of the diploma production request to the academic affairs officer.
- The academic affairs officer issues the certificate of completion and schedules the diploma edition (maximum processing time: 3 months).

BOOKING THE THESIS DEFENSE ROOM

École Polytechnique campus

- Prefer Tuesday mornings and Thursday afternoons.
- Booking: [Moyens Polytechnique](#)
- Default duration: 3 hours.

Télécom SudParis campus

- For a room in Évry: send an email to point-accueil@imtbs-tsp.eu
- For a room in Palaiseau: contact the Administrative Officer of the host department.

Télécom Paris campus

- Amphitheater booking: florence.besnard@telecom-paris.fr
- Requests for thesis reception rooms and Zoom links: julia.lopez@ip-paris.fr

ENSTA campus

- Booking via the intranet.

Septembre 2025

IP PARIS DOCTORAL SCHOOL SCIENTIFIC FIELDS SUPERVISORS

- **Physics**
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