

## **PROCEDURE RELATIVE A LA SOUTENANCE DE THESE**

*(Validated by the Council of the Doctoral College – University of Strasbourg, meeting on October 26, 2022 , the Research Commission on November 16, 2022 and the Board of Directors on December 13, 2022)*

*For the sake of conciseness, wherever the forms “he/him” and “his” appear, they are to be understood in the generic sense that includes “she” and its related forms. In this document, the terms to describe people are used in the generic sense, including both men and women.*

### **2 months before the defense date or according to the calendar set up by the doctoral school**

#### **The PhD supervisor**

- sends the proposal of the rapporteurs (2) and jury to the doctoral college of the site (specify or to its branch) on the forms provided for this purpose.

#### **Jury composition:** 4 to 8 members.

- at least half of the jury must be composed of professors or equivalent
- half of the jury must be composed of personalities from outside the research unit, the Doctoral College of the site, i.e. from outside the candidate’s doctoral school and all the institutions of the “Université de Strasbourg” site,
- the jury must have a balanced representation of women and men.
- any invited persons (in very limited numbers) are not officially part of the jury.

#### **The PhD student**

- sends to the Doctoral College an electronic copy of the thesis summary in French (3 to 4 typed pages). At the end of the summary, the student must list all his work, published or in progress (including patents) and the communications to which his work has already given rise (with the names of all authors). If not, he should indicate “no publication/patent” and/or “no communication”.
- sends a copy of his thesis to each reporter and each member of the jury after validation by the management of the Doctoral School and the President of the University

**Attention: For the defenses scheduled between August 20 and September 7, the submission of the jury proposal must be made by June 15.**

### **3 weeks before the date of defense**

#### **The PhD student**

- sends an electronic copy of his thesis to the doctoral college on site
- informs the doctoral college of the date, time and place of the defense in agreement with the thesis director.

### **At least 14 days before the defence**

#### **The reporters**

- send their reports, together with the form that has been sent to them, to the Doctoral College of the site.
- The authorization to defend the thesis is given by the president of the university on the advice of the Doctoral School management and in view of the favorable reports of the rapporteurs.

**Attention: For defenses scheduled between August 20 and September 1, the reports of the rapporteurs must reach the doctoral college no later than July 16.**

## Defense

**The president of the jury** is designated by the members of the jury. The president must be a professor or equivalent and cannot be the thesis director. An emeritus cannot chair a thesis jury.

A defense can include video-conferencing means. In this case, the members of the jury can participate in the defense by these means, according to a procedure set up in the institution:

- partial: the doctoral student, the thesis supervisor(s) and the jury president must be present at least once a year
- total: all the members of the jury are in videoconference.

In the case of a defense including videoconferencing, the designation of the president of the jury is necessarily done before the date of the defense.

This type of defense must be requested and justified to the president of the university as soon as possible and according to the procedure set up in the institution.

At the end of the presentation by the doctoral student, the president of the jury distributes the floor according to the practices of the field.

**The deliberation** (discussion, decision, report, signatures)

All members of the jury (including the thesis director(s)) participate in the discussion phase (the invited members are not official members of the jury, they do not participate in the deliberation and do not sign the defense record). The thesis director(s) does (do) not participate in the decision phase (evaluation of levels, final decision to award or not the doctorate). However, they do sign the defense report.

## After the defense

*At the end of the defense and after admission, the doctor is encouraged to take an individual oath. The text is provided by the Doctoral College.*

**The president of the jury**

- sends the defense report to the Collège doctoral - Université de Strasbourg, **no later than one month after the defense.**

**The PhD student**

- submits the abstracts in French and English, the thesis with corrections if any, the electronic publishing contract of the thesis completed and signed, and the thesis registration form on the Ecrin platform (via ERNEST tab "Mon dossier") within one month if there are no corrections to be made to the manuscript, within three months if there are corrections to be made .

**The validation of the corrections must be certified by the jury president or the thesis director.**

**The Doctoral College – University of Strasbourg**

- sends a certificate of graduation (on request of the interested party) if the final copy, taking into account the opinion of the defense jury, has been submitted - via ERNEST