



## DOCTOR'S DEGREE DIPLOMA ISSUANCE

A certificate of achievement is sent to the doctor by the office of doctoral studies (ODS) once it has received the original copies of the defence transcript and report, and after their compliance with regulatory texts has been checked.

Diplomas are issued to doctors on request throughout the year, according to the following procedures:

- **If you come and collect your diploma yourself**

You must present yourself at the secretariat, with a proof of identity.

- **If you cannot collect your diploma yourself**

By proxy:

Send a written request in which you will specify the full name and date of birth of the person who will come and collect your diploma. He/She will have to present himself/herself at the secretariat with the proxy, a proof of ID and a copy of your proof of ID.

*Via diplomatic pouch (for residents abroad only):*

Send a written request, along with a copy of your proof of ID or your passport, on which you will write legibly:

- your personal address
- the full address of the nearest consulate to your home
- your telephone number and your e-mail address for the embassy to contact you as soon as your diploma is available.

For information, the ODS keeps a copy of all the diplomas it sends.

### **IMPORTANT NOTE**

Prior to any request to collect the diploma:

The ODS will check by the DS that all the procedures relative to electronic thesis filing have been successfully carried out. Otherwise, diploma issuance will be delayed until the missing documents are transmitted.

Please note:

The doctor will keep a copy of his/her defence report, as it will be an essential element for the evolution of his/her career.