



DOCTORAL DEFENCE

Authorisation to defend a thesis is granted by the president of the community of universities and institutions (ComUE) Université Bourgogne - Franche-Comté (UBFC), upon the doctoral school (DS) director's recommendation, and on proposal from the thesis supervisor (*article 17 of the decree of 25 May 2016, modified 1 July 2016, setting the national framework of doctoral training and the modalities leading to the award of the national doctoral degree*).

The deadline for defending a thesis at UBFC in the academic year N without administrative re-enrollment is set to 10 November of year N+1. PhD students who defend their thesis between 10 November and 31 December of year N will have to re-enroll for year N+1. They will be exempted from paying registration fees and membership of student health insurance (only preventive medicine fees will have to be paid, *i.e.* 5.10 €).

AT LEAST 2 MONTHS BEFORE DEFENCE: DESIGNATION OF REPORTERS AND JURY MEMBER PROPOSAL

Information about defence is completed in the PhD student's ADUM profile by the PhD student and his/her thesis supervisor so as to generate a pre-filled request file for authorisation to defend.

The request file for authorisation to defend will be set up by the PhD student and his/her thesis supervisor. It will include the following documents:

- The "jury reporter proposal" form, stamped by the thesis supervisor and the Head of the research unit
- the thesis abstract
- a list of the publications issued from the thesis
- a record of the training courses attended by the PhD student, stamped by the DS director

The DS checks that the reporter proposal complies with current regulations and to the administrative co-supervision agreement if needs be.

DESIGNATION OF REPORTERS

Reporters will meet the following conditions:

- there will be two of them
- they will be external to UBFC
- they will be habilitated to direct research (HDR) or holders of equivalent qualification based on their scientific skills
- they will belong to different research units
- they will have no publication in common (whether published, under way or submitted) with the PhD student

If a foreign researcher is proposed, or a non-HDR reporter in exceptional circumstances, the thesis supervisor will submit the prospective reporter's CV to the DS director for approval.

The office of doctoral studies sends the reporters a letter, with a copy to the DS secretariat, to ask them to upload their signed report on ADUM, within one month from thesis reception and 14 days before defence at the latest, otherwise defence may be delayed.

DESIGNATION OF JURY MEMBERS

Jury composition will be as follows:

- 4 to 8 members
- at least half of them will be external to UBFC (co-supervisors will be considered as belonging to UBFC even if they come from another institution)
- at least half of them will be rank-A staff (professors or staff with equivalent ranking according to article 6 of the decree of 16 January 1992)
- at least one university professor or lecturer-researcher will be present.

Equal representation of men and women will be sought for.

In the light of the reports, authorisation to defend will be granted by the president of UBFC, upon the DS director's recommendation.

Then an official notification will be sent to the jury members, who will have access to the reporters' reports on ADUM.

MANUSCRIPT FILING

The PhD student will file the digital version of his/her thesis on his/her ADUM profile. This version, whose filing will comply with article 24 of the decree of 25 May 2016, will be the same as the one sent to the reporters and the jury.

The "thesis filing before defence" form stamped by the DS is one of the documents that the thesis supervisor will have with him/her on defence day.

ON DEFENCE DAY

Conditions :

- a president is designated by the jury members
- the president of the jury is compulsorily rank-A staff (a professor, a university professor-hospital practitioner, a director of research – *in compliance with the decree of 15 June 1992 establishing the list of civil servant corps equivalent to university professors*). The thesis supervisor, the thesis co-supervisor, an HDR lecturer-researcher or an HDR research fellow cannot be presidents of the jury
- except the president, jury members may take part to defence *via* videoconference or electronic communication means that allow for their identification and their effective participation to a collegial debate, provided that the required technical characteristics for ensuring simultaneous and uninterrupted transmission of the debate are met. Under these conditions, the president and the PhD student will have to be in a same room
- if one or several jury members happen to be unable to participate to defence, the composition of the remaining jury (at least 4 members) will have to meet the requirements described above, namely at least 50% of members external to UBFC and 50% of rank-A or rank-A-equivalent members
- the thesis supervisor participates to the jury's debate but does not take part to the final decision

The thesis supervisor brings all the forms indispensable for defence to take place.

The defence report:

- is written by the president of the jury
- includes the jury's evaluation, and potential honours
- is countersigned by all jury members, including the thesis supervisor

The defence transcript will be fully completed and will clearly mention:

- the thesis title, which will be identical in all documents (designation of reporters, memoir, defence report)
- the president of the jury's name
- the last names, first names, and exact ranks of all the jury members, including the thesis supervisor
- the signatures of all the jury members, except the thesis supervisor
- the jury's opinion about thesis dissemination
- "passed" or "failed"

If one or several members take part to defence *via* videoconference, the president of the jury will have previously received all the delegations of signature from the jury members in videoconference so that the report may effectively be signed by all members.

The defence transcript and full report will be sent to the office of doctoral studies 8 days after defence at the latest.

A certificate of achievement will be sent to the doctor by the ODS, once the ODS has received the original copies of the documents and checked their compliance with regulatory texts. The defence report will be sent to the doctor within the month following defence.

WITHIN THE THREE MONTHS FOLLOWING DEFENCE

After possibly correcting the thesis as required by the jury during defence, the PhD student will proceed with the electronic filing of the thesis. He/She will give the DS:

- the "defended thesis filing" form
- the corrected, final manuscript of his/her thesis (one pdf copy and one paper copy)

SPECIAL CASES

Closed thesis defense

In exceptional cases, defence may be held *in camera* for confidentiality reasons. In that case, the thesis supervisor will send the DS the request form for authorisation to defend a thesis *in camera*, for the DS director to give his/her opinion and the president of UBFC to make a decision.

Defense in videoconference

Please report to the specific sheet dealing with defense in videoconference.

Absent jury member not taken into account:

If the absence of a jury member has not been anticipated and is not justified, the jury member will not be taken into account.

Absent jury member allowed to take part to the jury:

The jury will comply with current regulations (at least half of its members rank-A staff in compliance with the decree of 16 January 1992, and half of them external to UBFC). The thesis supervisor will inform the DS about the absence of a jury member as soon as he/she knows about it so that the following procedure might be implemented:

- the jury member will send a report (if he/she is a reporter, his/her pre-report will be sufficient) and a list of questions he/she would have asked the student if he/she had been present
- the thesis supervisor will bring the "certificate of absent jury member" form, which will be signed by himself/herself and the president of the jury at the end of defence
- the report and the questions will be read by the president of the jury during defence
- the proof of absence will be annexed to the defence transcript

External guests will neither be mentioned in the documents nor sign the reports.

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| REGULATORY TEXTS |
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- decrees of 25 May and 1 July 2016 establishing the national training framework and the modalities leading to the award of the national doctoral degree
- decree of 15 June 1992 establishing the list of civil servant corps equivalent to university professors and lecturers-researchers to designate the members of the National Council of Universities.