



PhD THESIS / HDR DEFENCE PROCEDURE
WITH PART OF THE JURY IN VIDEOCONFERENCE

REMINDER:

"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 and meet the technical characteristics required to ensure simultaneous and uninterrupted transmission of the debates" (decree of 25 May 2016 establishing the national training framework and the modalities leading to the award of the national doctoral degree; art. 19).

PhD thesis or HDR defence with participation of one or several jury members in videoconference is permitted **if** the following conditions are met:

- the PhD student / the HDR defendant is physically present in the defence room, which is located in higher education or research premises
- only a jury member physically present in the defence room can be chosen as president by the other jury members, so that at least the defendant and the president of the jury will be present in the defence room
- jury members in videoconference must be alone in the room. An audience is allowed only in the defence room.

Recourse to videoconference should remain exceptional to avoid technical problems likely to disturb defence as much as possible.

REQUIRED EQUIPMENT:

The videoconference will have to take place using professional material.

In case of technical failure of the equipment before defence starts (e.g. a prolonged power or informatics cut), defence will take place only if usual conditions for it to be valid are met and the jury composition is in compliance with regulatory texts (see PhD defence and HDR defence procedures). Compliance is established by the president of the jury.

The doctoral school (DS) will be informed about any potential malfunctioning by the president of the jury, even if defence conditions are met.

At least one jury member present in the room will have the possibility to connect himself/herself to an e-mail service to be able to exchange documents with the person(s) in the videoconference room(s) if necessary.

PRELIMINARY PROCEDURE:

When the jury designation form is submitted (**at least one month before the date of defence**), the thesis supervisor (or the HDR defendant) informs the DS about defence in videoconference, and mentions the jury members involved (see "jury designation" sheet).

The thesis supervisor (or the HDR defendant) is in charge of ensuring, with the help of the technical staff of the videoconference room, that the material conditions required for good videoconference functioning are met (in particular by performing preliminary tests).

ONE WEEK BEFORE DEFENCE:

The jury members taking part to defence in videoconference transmit the "delegation of signature" form received along with their notification to the thesis supervisor. These delegations will be handed to the president of the jury by the thesis supervisor (or the HDR defendant) at the beginning of defence.

ON DEFENCE DAY:

The PhD student (or the HDR defendant) sends the text and/or the slide presentation of his/her presentation, possibly with a list of manuscript errata, to all the jury members in videoconference.

As regards the defence transcript and report, and the signatures of the jury members, the following rules are applied:

- transcript writing follows usual defence rules. The transcript is completed at the end of defence by the president of the jury
- the transcript and report are signed by all the members physically present at defence (except the transcript that cannot be signed by the thesis supervisor), and the president of the jury signs them for the members in videoconference by delegation, mentioning "present by videoconference" in the transcript, according to the delegations of signature handed by the thesis supervisor (or the HDR defendant)
- the documents are deposited at the office of doctoral studies (ODS), following usual procedures
- the certificate of achievement is delivered by the ODS under the same conditions as classical defence.