

At least two months before the thesis defence

The thesis director sends the [jury composition proposal](#) to the [ABIES correspondent person](#) . If the doctoral school agrees with the composition, the doctoral candidate will be asked to declare the thesis defence on ADUM. Once the composition of the jury is approved, the doctoral candidate or the thesis director will contact the jury members to decide on the defence date.

Doctoral candidates defending after the 31st of December must re-enrol for the next university year and the re-enrolment process must have been completed before starting to declare the thesis defence. The doctoral candidate must update the ADUM profile, especially the training and the accepted publications, as well as give a permanent email address.

For a thesis defence at Paris-Saclay university

The doctoral candidate must use the cover page model found in [this page](#) .

The defence process is entirely online. The doctoral candidate declares the thesis defence on ADUM

- The doctoral candidate indicates the expected defence date, the jury members (including the thesis director), with their titles and employing institution (which includes the research campus for national institutions but is different from the postal address) as validated by the doctoral school. The doctoral candidate must also validate the titles, keywords, summaries (both in French and in English) and the [specialty](#) .
- In the meantime, the doctoral candidate sends the manuscript cover pages to the ABIES correspondent, Christine Duvaux-Ponter and Corinne Fiers for validation, using the Paris-Saclay model (<https://www.universite-paris-saclay.fr/en/research/textes-de-referenc-e/reference-documents-related-defense-thesis>)
- The thesis director indicates on ADUM his/her opinion on the jury composition, then the head of the doctoral school and the Graduate school Biosphera, before it is signed by Paris-Saclay university.
- Once the thesis manuscript is finished, the doctoral candidate uploads it on his/her ADUM

profile after ensuring it passes the FACILE test (<https://facile.cines.fr/?media=HTML>).

- Thesis reviewers will receive by email the official letter designating them as reviewers, including a link to the electronic version of the thesis and a link to submit their report, with the doctoral candidate and the thesis director in copy.
- The doctoral candidate will directly discuss with the jury members about the need to send or not a hard copy of the manuscript.
- Jury members will be sent the convocation letter under the condition of the defence authorization, and will receive a link to the thesis electronic version with the doctoral candidate and the thesis director in copy.

Once the 1st manuscript deposit has been checked and the official request for the report sent, the doctoral candidate will be contacted by AgroParisTech for the thesis submission.

For a thesis defence at AgroParisTech

The doctoral candidate must use the cover pages model found in [here](#)

The doctoral candidate declares his/her thesis defence on ADUM

- The doctoral candidate indicates the expected defence date, the jury members (including the thesis director), with their titles and employing institution (which includes the research campus for national institutions but is different from the postal address) as validated by the doctoral school. The doctoral candidate must also validate the titles, keywords, summaries (both in French and in English) and the [specialty](#) he will graduate in.
- The doctoral candidate prints the "Jury composition" form, the thesis director signs it and forwards it to the doctoral school direction for validation, then the head of doctoral training (Christine Duvaux-Ponter) validates it.
- In the meantime, the doctoral candidate sends the manuscript cover pages to the ABIES correspondent, Christine Duvaux-Ponter and Corinne Fiers for validation using the model (<http://www2.agroparistech.fr/abies/index.php/en/phd-student/documents-to-download>)
- Once the thesis manuscript is finished, the doctoral candidate uploads it on his/her ADUM

profile after ensuring it passes the FACILE test (<https://facile.cines.fr/?media=HTML>). He/she also needs to send it by email to the reviewers and jury members. He/she will directly discuss with the jury members about the need to send or not a hard copy of the manuscript

- The reviewers will directly receive by email the letter designating them as reviewers, as well as the [report template](#) .

Once the 1st manuscript deposit has been checked and the official request for the report sent, the doctoral candidate will be contacted by AgroParisTech for the thesis submission.

Three weeks before the thesis defence

For a thesis defence at Paris-Saclay university

- Reviewers upload their report on ADUM using the link sent to them
- The thesis director gives his/her opinion about the thesis defence on his/her own ADUM profile, followed by the head of the doctoral school, then the Graduate School Biosphera will validate it and the University Paris-Saclay will authorize the thesis defence
 - Invitations will be sent by email to all jury members
 - The doctoral candidate must download the minutes (PV, Procès Verbal) and defence report models on his/her ADUM profile and send them to his/her thesis director. These documents must be given to the president of the jury on the day of the defence.
 - In the case of a fully or partial remote thesis defence, the doctoral candidate must contact as soon as possible his/her ABIES correspondent to ensure all the conditions are met, and needs to use the document from Paris-Saclay about virtual defences https://www.universite-paris-saclay.fr/sites/default/files/media/2020-12/note_sur_la_visio_fr_0.pdf

For a thesis defence at AgroParisTech

- The reviewers send their reports to the doctoral school. These reports will be forwarded to the doctoral candidate and the thesis director
 - The doctoral candidate prints and sends the "Defence authorization" to his/her thesis director who signs it and sends it to the head of the doctoral school who will sign it and forward it to Christine Duvaux-Ponter, director of AgroParisTech doctoral training who will authorize the

thesis defence based on the reports of the reviewers.

- The official invitation will be sent to all jury members and the thesis director will receive the minutes (PV, Procès Verbal) and defence report models to forward them to the jury president at the beginning of the defence.

- In the case of a fully or partial remote thesis defence, the doctoral candidate must contact as soon as possible his/her ABIES correspondent to ensure all the conditions are met.

Some rules about the thesis defence

Jury Composition

Reviewers must:

- Have the HDR (habilitation à diriger des recherches), or provide a curriculum including their publications and their thesis supervisions if they are foreigners and do not have a professor equivalence.

- Be external to the doctoral school ABIES and to the institution awarding the doctoral degree

- Have no publication co-authored with the doctoral candidate

- Be external to the individual monitoring committee

The jury is composed of

- 4 to 8 members (including the thesis director)

- At least 50% of members external to the doctoral school and the institution awarding the doctoral degree

- At least 50% of professors or equivalent (only Research directors from EPST (National research and technic institutions such as INRAE or CNRS) have direct equivalence)

- Strictly less than 50% of the members must have been involved at some point in the thesis project (supervision, individual monitoring committee)

The thesis director participates in the jury but must not be involved in the decision. Therefore, the thesis director does not sign the PV.

On the day of the thesis defence

Jury members nominate a president. If one of the jury members cannot participate at the last minute, the president ensures that the jury composition is still valid and otherwise postpones the defence.

The president must be Professor or equivalent. HDR is not enough for professor equivalence, thus a Maître de Conférences or a Chargé de Recherche with HDR cannot be president. The thesis director and the supervisors cannot be president. The "procès-verbal de soutenance" (PV, defence minutes) is not signed by the thesis director.

The president writes a thesis defence report that is signed by all jury members, including the thesis director and the co-director.

Invited members can ask questions during the thesis defence but cannot take part in the deliberation and do not sign the documents.

Minutes and defence report

For Paris-Saclay University

The thesis director or the president collects the signed documents and the proxies (for a remote defence) and

- Sends them by email to AgroParisTech doctoral studies direction
- Sends the original paperwork by post to the Maison du Doctorat-Université Paris-Saclay - Documents de soutenance - ENS Paris-Saclay 4 avenue des sciences 91190 Gif-Sur-Yvette

For AgroParisTech

The thesis director or the president collects the signed documents and the proxies (for a remote defence) and sends them to AgroPARISTech doctoral studies direction by email and by post (Direction des Formations doctorales d'AgroParisTech 19 avenue du Maine 75732 PARIS cedex 15)

After the thesis defence

Within THREE MONTHS, the doctor must modify the manuscript as requested by the jury members and add the president and the NNT number on his/her thesis manuscript cover page. If the thesis is written in English, he/she must add a substantial summary in French (less than 15 pages). He/she then uploads his/her manuscript on ADUM (second submission).

Documents and forms to be sent or uploaded on Adum:

For Paris-Saclay University on his/her ADUM personal account

- Request to produce the diploma
- Legal deposit and thesis diffusion conditions

For AgroParisTech, by email to the doctoral school

- Contract to authorize the institution to communicate an electronic thesis
- Certificate to comply with the image rights.

If the submission is correctly fulfilled, the diploma production and the thesis dissemination can be rapidly done. No success certificate or diploma will be delivered without the second submission.

After the thesis

About 90 thesis are defended each year at ABIES. An individual follow-up is done every year and up to five years after the thesis defence. Doctors are requested to update their ADUM profile with their professional activities during 5 years after their PhD awarding.

A database including all doctors and doctoral candidates since 1999 allows a follow-up of the employment situation of doctors.