



ADMINISTRATION OF PhD DEFENCE ON ADUM

PhD student tutorial

Contents

Preamble	1
PhD defence is administered from ADUM software package.....	1
The data you enter in ADUM must be correct (spelling of names, ranks of members of your committee, etc.) as this information is then printed on your diploma.	1
At least 2 months before the estimated date of your defense.....	2
.....	2
Once the reviewers have submitted their report	6
After your defense	7
...11	

Preamble

PhD defence is administered from ADUM software package.

Before launching your PhD defence on ADUM, you must discuss the reporter and committee member proposals and the defence date with your thesis supervisor. Then you will personally be in charge of entering these pieces of information into your personal ADUM space.

We strongly recommend that you have the assistance of your thesis supervisor throughout this procedure.

Warning

The data you enter in ADUM must be correct (spelling of names, ranks of members of your committee, etc.) as this information is then printed on your diploma.

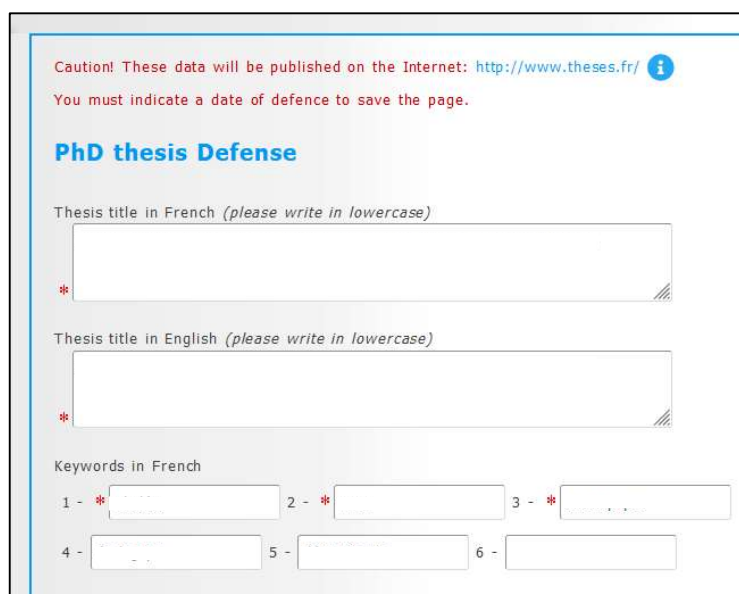
At least 2 months before the estimated date of your defense

You will have to log into your personal space (www.adum.fr/UBFC) and launch the procedure by clicking on “I wish to declare my PhD defense”.



If you defend before December 31st, you must not re-enroll.

You fill in all the details about the PhD defense :



*PLEASE MAKE GOOD NOTE
that it is very important for
you to fill in all the fields
because they will have an
impact on the dissemination
of your thesis.*

You must provide the requested details about your thesis reviewers :

The 'Reviewers' form is titled 'Reviewers' in blue. It features a tab labeled 'Ajouter'. Below the tab, there is a 'Reviewer' section with fields for 'Civility' (a dropdown menu), 'Last name', 'First name', and 'Title' (a dropdown menu). Below these fields is a section for 'Quality for the PhD Thesis defense' with a dropdown menu showing 'Rapporteur' and a note '--> Is one of the jury members' followed by radio buttons for 'oui' and 'non' (where 'non' is selected). Below this is an 'Affiliation Establishment' text field. The 'Contact details' section includes an 'Address' text field, 'Postcode' and 'City' text fields, a 'Country' dropdown menu, 'Email' and 'Phone' text fields, and an 'HDR' dropdown menu with a blue information icon. The form is enclosed in a light gray border.

You must fill in all the fields and then click on « Add » to be able to add a 2nd reviewer, etc.

If one of your reviewers is of foreign nationality, please give his/her CV to your doctoral school.

You fill in the requested details about each jury member (and guest members if needed) :

The 'Jury members' form is titled 'Jury members' in blue. It features a tab labeled 'Ajouter' with a green checkmark icon and the text 'Directeur de these'. Below the tab, there is a note 'Le nom et prénom sont obligatoires pour les quatre premier jury.' followed by an 'Add' button. Below this is a 'Member 1' section with fields for 'Civility' (a dropdown menu with 'M.' selected), 'Last name', 'First name', and 'Title' (a dropdown menu). Below these fields is a section for 'Quality for the PhD Thesis defense' with a dropdown menu. Below this is an 'Affiliation Establishment' text field. The 'Contact details' section includes an 'Address' text field, 'Postcode' and 'City' text fields, a 'Country' dropdown menu, 'Email' and 'Phone' text fields, and an 'HDR' dropdown menu with a blue information icon. At the bottom, there is a section for 'Ask for videoconference' with radio buttons for 'oui' and 'non'. The form is enclosed in a light gray border.

You must fill in the following fields: “Thesis abstract in French”, and “Thesis abstract in English” (4,000 characters maximum each).

Thesis summary in French

No more than 4000 characters.
French and English summaries must be contained on the thesis back cover, and the summaries you set here must be the same as the ones of your thesis typescript.

Thesis summary in English

No more than 4000 characters.
French and English summaries must be contained on the thesis back cover, and the summaries you set here must be the same as the ones of your thesis typescript.

Depending on your doctoral school, you may also have to submit, on a single PDF document, additional documents.

To complete your procedure, you must proceed to the electronic deposit of your thesis manuscript.

Electronic filing of theses before defense was made compulsory by the decree of 25 May 2016, whether theses are confidential or not. You must deposit a pdf file, and **first check that it is valid using FACILE**.

Validated Ongoing To be done

STAR Deposit

Display management

Competencies and portfolio

Professional situation

Publications

Deposit Space for the digital file of the thesis manuscript, identical to the version before defense.

To download the required documents to get the authorization to defend your thesis, you must (*caution! check the deposit deadline with your establishment*) upload the PDF version of your thesis, and define the dissemination rights accorded to the establishment. It is compulsory to deposit this file before the defense, according to the *Order of 25 May 2016*. This will also allow the BU (University Library) to check the format of the file.

You have to check the validity of your PDF file with the tool **FACILE** of the CINES. If your file is declared invalid, please do not hesitate to contact the CINES Support service, by clicking on the link on the top of the page: "*demande une analyse de second niveau*". If you encounter difficulties with the FACILE tool, you can write to the following address: bibliotheque@ubfc.fr.

No later than 3 months after the defense, you will have to upload in your Private space the definitive file of your thesis, which must comply with the corrections requested by the jury.

Thesis Archiving version

Glisser un document sur cette zone, ou cliquer sur le bouton en bas droite

Visualiser le fichier déjà déposé >>

Is the archiving version the same that the dissemination version? ☐ non ☒ oui

Dissemination area of your thesis:

- Do you want your thesis to be disseminated by your establishment via the Internet network? ☒ yes ☐ no
- Do you assign the ESTABLISHMENT the Reproduction rights, including the Printing and the Copying rights on any medium? ☐ yes ☒ no

By saving the page, YOU DECLARE YOU HAVE UPLOADED your PhD Thesis digital version, and YOU HAVE CHECKED the PDF validity with the CINES "FACILE" tool.

SAVE

PLEASE MAKE GOOD NOTE that it will not be possible to modify the PDF pre-defence version once the choice of reporters has been accepted by the DS. After defence, you will perform a second, final filing that will include the corrections requested by the jury.

At last, you finalize your procedure by clicking on “Transmission des données pour instruction du dossier » :

The screenshot displays the ADUM (Assistance Doctorale Université de Montpellier) portal interface. On the left, a vertical sidebar lists various administrative steps, each preceded by a green checkmark icon, indicating they have been completed. These steps include: Etat civil, Coordonnées, Rattachement administratif, Statut et Financement, Déroulement Doctorat, Langues vivantes, Soutenance, Dépôt du pdf de la thèse, Documents à joindre, Gestion affichage, Compétences et portfolio, Situation professionnelle, and Publications. At the bottom of this sidebar, a blue button with a right-pointing arrow and the text 'Je finalise la procédure' is highlighted. The main content area on the right is titled 'Je finalise la procédure' in blue. Below this title, a large, light blue button with a right-pointing arrow and the text 'TRANSMISSION DES DONNÉES POUR INSTRUCTION DU DOSSIER' is prominently displayed. At the bottom of the page, a footer contains several links: 'Assistance technique', 'Politique d'utilisation des données', 'Mentions légales', 'Espace personnel', 'Mise à jour du profil', and 'À propos de l'ADUM'.

What happens next :

- Your thesis supervisor receives an e-mail asking him to give his opinion on your jury and reviewers.
- If his opinion is favorable : your doctoral school checks your file, contacts you if it is not complete or if any clarifications are needed, and the doctoral school's director indicates if agrees on the jury and reviewers.
- If the doctoral school's director is in favor : the UBFC President validates your jury and reviewers.
- Reviewers receive their letter of designation and your thesis manuscript.
- Jury members receive an invitation letter and your thesis manuscript.

Once the reviewers have submitted their report

The director of your doctoral school is informed of the reports submission, he gives his opinion on the defense authorization.

If his opinion is favorable, UBFC President gives the authorization to defend.

Yourself, your thesis supervisor and the director of your unit research receive an e-mail informing you that you have the authorization to defend. Jury members receive a confirmation e-mail.

Yourself and your thesis supervisor have now access to the defense documents to be given to the jury members on the defense day.

After your defense

The President of your defense jury or your thesis supervisor shall bring, as soon as possible, the original defense documents to your doctoral school.

In a maximum 3-month-delay, you have to submit the final version of your thesis manuscript. PLEASE NOTE :

- You must use the UBFC manuscript front page template (available at your doctoral school secretary or on the Doctoral College website : <https://collegedoctoral.ubfc.fr/ressources-faq/documents/?lang=en>).
- You must indicate which jury members was designed president.
- You must make the corrections suggested by the jury if applicable.

The screenshot shows a web interface for submitting a thesis manuscript. On the left is a sidebar with navigation links: 'Coordonnées', 'Dépôt du pdf de la thèse' (highlighted with a blue arrow), 'Gestion affichage', 'Compétences et portfolio', 'Situation professionnelle', and 'Publications'. The main content area is titled 'Espace de dépôt du fichier électronique du manuscrit définitif de la thèse, comprenant les demandes éventuelles de corrections faites par le jury.' Below this title, there are instructions: '(N'oubliez pas que la page de couverture doit indiquer le nom du président du jury).', a note about downloading documents for the diploma, and a reminder to verify the PDF with the 'FACILE du CINES' tool. A section titled 'Mémoire de thèse version archivage' contains a file upload area with a 'Choisir un fichier' button and a 'Visualiser le fichier déjà déposé >>' link. Below this is a form with radio buttons for 'Est-ce que la version d'archivage est aussi la version de diffusion ?' (non/oui) and a 'Périmètre de diffusion de la thèse' section with checkboxes for internet diffusion and reproduction rights. At the bottom, a declaration states: 'En sauvegardant la page, VOUS DECLAREZ AVOIR DEPOSÉ la version électronique de votre manuscrit de thèse conforme aux demandes éventuelles du jury, et avoir vérifié sa validité en testant le pdf dans l'outil « FACILE » du CINES.' An 'ENREGISTRER' button is at the bottom right.

Coordonnées

➔ Dépôt du pdf de la thèse

Gestion affichage

Compétences et portfolio

Situation professionnelle

Publications

Espace de dépôt du fichier électronique du manuscrit définitif de la thèse, comprenant les demandes éventuelles de corrections faites par le jury.

(N'oubliez pas que la page de couverture doit indiquer le nom du président du jury).

❗ Pour télécharger les documents nécessaires pour obtenir l'attestation de réussite et par la suite votre diplôme, vous devez déposer la version pdf définitive de votre manuscrit de thèse conforme aux demandes de corrections faites par les membres de votre jury de thèse, dans les 3 mois après votre soutenance. Ce dépôt de fichier est obligatoire, de par l'arrêté du 25 mai 2016.

Vous devez vérifier la validité de votre fichier PDF avec l'outil FACILE du CINES.
Si votre fichier est déclaré non valide, n'hésitez pas à contacter le service d'aide du CINES en cliquant sur le lien en haut de page : "demander une analyse de second niveau".

Mémoire de thèse version archivage

Glisser un document sur cette zone, ou cliquer sur le bouton en bas droite

Visualiser le fichier déjà déposé >>

Choisir un fichier Aucun fichier choisi

Est-ce que la version d'archivage est aussi la version de diffusion ? ☐ non ☒ oui

Périmètre de diffusion de la thèse :

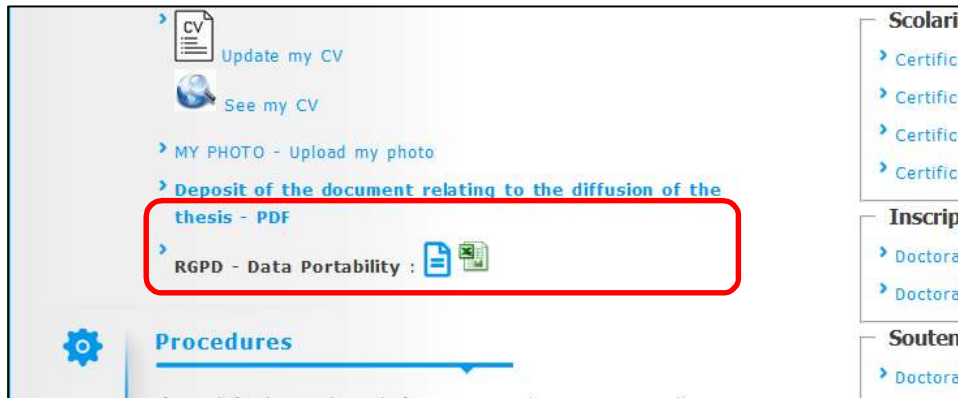
- Souhaitez-vous que l'établissement diffuse votre thèse via le réseau Internet ? ☒ oui ☐ non
- Cédez-vous à l'ETABLISSEMENT le droit de reproduction incluant notamment le droit d'impression et le droit de copie sur tout support ? ☒ oui ☐ non

En sauvegardant la page, **VOUS DECLAREZ AVOIR DEPOSÉ** la version électronique de votre manuscrit de thèse conforme aux demandes éventuelles du jury, et avoir vérifié sa validité en testant le pdf dans l'outil « FACILE » du CINES.

➔ ENREGISTRER

You must as well :

- deposit a hard copy of your thesis manuscript at your doctoral school secretary
- deposit on ADUM the “Submission of a defended thesis” form, that you received with the e-mail sent to you the day after your defense (also available on the Administrative documents section of your personal space and on the Doctoral College website) :



PLEASE NOTE :

- Your certificate of achievement will be available shortly after the defense documents are received by your doctoral school. No duplicate can be edited.
- Your diploma can only be printed after you have deposit the electronic definitive version of your thesis manuscript and the “Submission of a defended thesis” form
- Once your diploma is edited, there is a 3 to 6 months delay before it can be delivered to you. This delay is due to the following steps :
 - The university library must allocate the National Number of Thesis
 - Your diploma has to be signed by the Rectorate