

The defense preparation procedure is online which means that the doctoral student as well as the thesis director will have to enter the informations. Then it will be validate by the doctoral school and the defense office. Only forms from the online platform are now authorized.

The procedure must begin at least 3 months before the planned defense date. The thesis manuscript must be ready (no corrections to be made other than those requested by the reviewers).

### **First step : The thesis reviewers.**

In computer sciences, **you'll have to contact the PhD director Delia Kesner and the PhD school** (mails indicated at the end of the document) to propose two thesis reviewers and a provisional thesis jury.

Once your reviewers have been appointed, the doctoral school will send you **the link to the online entry platform so that you can constitute your jury :**

- **Be careful** to respect the rules for the composition of the jury (**doc on the doctoral school website**).
- Please do not contact the reviewers who have 5 weeks to work on your thesis: but you can contact them to set a defense date.

### **Second step : Use the defense application online.**

You will receive the link to the platform for your defense on your student email (please check that you have access to it) - You will have to :

- **Check your defense information and complete the information form** (on doctoral school website) in order to do the corrections if needed. **Note:** A request for co-supervision or a change of thesis direction must be reported to the administration if it's during the PhD (**form on doctoral school website**) with the registration office. *If your request is made too late, the co-director should appear as a guest member.*
- **To provide a composition of the jury respecting the rules of the university**
- **Add your thesis summaries:** one version in French and one in English.

The validation steps will be carried out on the platform: input by the doctoral student, validation by the thesis director, verification / validation of the PhD director then validation of the VP Research (university presidency).

If you have any questions, do not hesitate to contact the doctoral school or the defense office.

### **Third step : When you have your reports : submission to the SCD and defense information.**

- Once your reports authorize the defense, **you will have to make your deposit at the common documentation service (BU)** while respecting the instructions of this service, in particular the requirements regarding the presentation of the thesis manuscript. As a reminder, this deposit is mandatory, without it you will not be authorized to defend your thesis.

- **You will also have to fill the informations relating to your defense:** date, place, time and specify whether it will take place at the university, by videoconference or mixed. **Please note:** You'll have to ask the UFR or laboratory in order to book a room for your defense.

- **Your thesis supervisor must use the software and complete / sign the Compilatio certificate.**

- If you have validated all the preliminary steps, the defense office will be able to send you your convocation for the defense and contact your jury members.

### **Fourth step : After the defense.**

- Once you have your defense results, **it is important to send a scan copy to the defense office, specifying if you wish to obtain a certificate of achievement** (possibility to have it in English). **Please note:** the doctoral school has to be on copy of this email to follow up the process.

- **The originals documents must also be sent to the following postal address:**

Université Paris Cité  
DRIVE- Pôle CED&HDR  
A l'attention de Gislaine Montebello  
Bureau des soutenances  
Site Grands Moulins – 5 rue Thomas Mann  
75013 Paris

- If necessary, you will be contacted by the common documentation service **to make your second deposit after the defense** if there are any corrections to be made to the manuscript.

### **For reminder of important points :**

- Each step is the subject of an automatic email sent by the defense platform addressed to the recipient concerned. So be very careful about the emails entered in your jury composition.

- Please do not contact the rapporteurs during the report writing period, namely 5 weeks, unless it is to find out their availability for the defense.

- Do not forget to provide the information form on your defense. If there is a change in your PhD such as thesis title or direction of your research, you are responsible for informing the office.

- Mandatory to respect the rules of jury proposal
- The submission of your thesis to the common documentation service is mandatory.

Mails contacts :

- Mrs Amina HARITI (doctoral school secretary) : [ufr-ed386@math.univ-paris-diderot.fr](mailto:ufr-ed386@math.univ-paris-diderot.fr)
- Mrs Delia KESNER (PhD director) : [Delia.Kesner@irif.fr](mailto:Delia.Kesner@irif.fr)