

Thesis defence procedure

Appendix 6 of the Academic Regulations

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1/ AT LEAST 60 DAYS before the scheduled defence date (August is neutralised), the candidate sends to poledoctoral@ehesp.fr, the request for a defence examination ([Annex 1 to be downloaded here](#)), it includes:

- ➔ The date and place of the defence as well as the addresses of the members of the jury
- ➔ The choice of rapporteurs and the selection board proposal ([Article 18/Decree 2016](#) as amended by [Article 15/Decree 2022](#)). If necessary, it must be accompanied by the request for confidentiality ([Annex 1a](#)), the request for derogation for external defence ([Annex 1b](#)) and, if necessary and exceptionally, the request for defence in camera ([Annex 1c](#))

All these documents must be signed, before they are sent to poledoctoral@ehesp.fr, by the Director of Thesis and by the Director of the Doctoral School.

The date of submission of the thesis to the jury shall be at least 20 days after the date on which the defence authorisation was granted by the Director of the EHESP. (Time limit allowing normal publicity measures and guaranteeing the public nature of the defence, unless a reasoned exception is made).

2/ AT LEAST 50 DAYS before the date of the defence, the candidate sends to the rapporteurs and juries with copy to poledoctoral@ehesp.fr

- ➔ A digital copy (and, if requested, a paper copy, at the expense of the research unit)

3/ AT LESS THAN 30 DAYS before the date of the defence, the thesis supervisor shall forward the doctoral centre:

- ➔ The report of the juries
- ➔ The Defence Authorisation Application (Annex 2) signed by the applicant and ED.

The doctoral centre forwards this authorisation, signed by the EHESP management, to the thesis director responsible for forwarding the reports to the members of the jury and the doctoral student and for ensuring that Annexes 7 (PV) .8 (emergency).9 (repro notice) and 10 (front page of the report) are completed on the day of the defence.

4/ AT LEAST 30 DAYS before the scheduled defence date (August is neutralised), the candidate:

- ➔ **Check with FACILE**, the online format validation tool, that its PDF (full version, including annexes) comply with the requirements for archiving at CINES (centre that archives theses on a permanent and mandatory basis)
- ➔ Sends it to depot-these@ehesp.fr or if the file is too heavy connects to the ENT and downloads.
 - The PDF of the initial version of the thesis must be sent via FileSender. The candidate must copy and paste the download link and send it by email.
Name the first file to be read: Surname_Firstname_InitialVersion_file1.pdf.
The second: Surname_Firstname_InitialVersion_file2.pdf, and so on, according to the reading order.
Create a ZIP archive named Surname_Firstname_InitialVersion.zip. This ZIP file is the one to be submitted.
 - The certificate of submission of the thesis in advance version ([Annex 3 downloadable here](#))
 - The registration form ([Annex 4 downloadable here](#)) with summary(s) and keywords, (keywords on the [Bnf catalogue](#))

This digital version of the thesis is not published on the internet at this stage of the procedure and may be replaced at the end of the defence (corrections requested by the jury).

References: Order of 25 May 2016: <https://www.legifrance.gouv.fr/loda/id/JORFTEXT000032587086/> amended by 26 August 2022: <https://www.legifrance.gouv.fr/jorf/id/JORFTEXT000046228965>

Appointment of rapporteurs (Article 17 of the Decree of 25 May 2016, as amended by Article 14 of the Decree of 26 August 2022)

The candidate's work shall be examined in advance by at least two rapporteurs authorised to direct research or belonging to one of the categories referred to in Article 16(1) and (2) of the Decree of 25 May 2016, appointed by the head of the institution, on a proposal from the director of the doctoral school, after consulting the thesis supervisor. In the case of work involving people from the socio-economic world who do not belong to the academic world, a third rapporteur, recognised for his expertise in the field, may be appointed.

Unless the disciplinary field or the content of the work does not allow it, rapporteurs must be external to the doctoral school and the applicant's institution.

Rapporteurs from foreign higher education or research institutions may be called upon. They have no involvement in the doctoral student's work.

The rapporteurs make their opinion known by written reports on the basis of which the head of the school authorises the defence, on the

advice of the director of the doctoral school.

These reports are communicated to the jury and the candidate before the defence.

The status of reviewer may be granted to individuals holding a doctorate and selected for their scientific expertise by the Head of the Institution, on the proposal of the Director of the Doctoral School and following the opinion of the Research Committee of the institution's Academic Council.

Designation and composition of the selection board (Article 18 of the Decree of 25 May 2016, as amended by Article 15 of the Decree of 26 August 2022)

→ Designation

- Proposal of the thesis supervisor
- Opinion of the Director of the Doctoral School
- Appointment by the Director of the EHESP

→ Composition

- The number of members of the jury is between 4 and 8.
- It is made up of at least half of French or foreign personalities, external to the Doctoral School, the doctoral student's registration establishment and the research unit where the doctoral degree was prepared and chosen on the basis of their scientific or professional competence in the field of research concerned, subject to the provisions relating to the international doctoral cotutelle.
- Where more than one institution is entitled to jointly award the doctorate, the jury shall be appointed by the heads of institution concerned under the conditions laid down in the agreement between them.
- Its composition must allow a balanced representation of women and men.
- At least half of the jury must be made up of professors or equivalents within the meaning of Article 6 of Decree No 9270 on the National Council of Universities and Article 5 of Decree No 87-31 for health disciplines, or teachers of equivalent rank who do not come under the Ministry responsible for higher education and research (example: Director of CNRS Research, INSERM...).

→ Chair and rapporteurs.

- The members of the jury shall appoint from among themselves a chairman and, where appropriate, a defence rapporteur.
- The chairman must be a professor or equivalent or a teacher of equivalent rank.
- The thesis director as well as any person who participated in the direction of the thesis does not take part in the decision. He cannot be chosen either as defence rapporteur or as chairman of the jury. He signs the defence report and the attendance sheet (not the minutes).
- The chairman of the jury and the rapporteur after the defence are always appointed on the day of the defence.

Publicity measures

- A summary of the thesis, provided in advance by the candidate, will be available, 15 days before the defence at the doctoral centre.
- A defence notice containing the name of the doctoral student, the title of the thesis, the time and place of defence will be circulated 10 days before the defence:
 - By electronic means via the doctoral centre and on the EHESP's institutional communication media.

Confidentiality measures

A confidentiality measure for the thesis may be taken by the Director of the EHESP under the following conditions: the request for authorisation to defend thesis confidentially, requested and motivated by the thesis director, is submitted to the Director of the EHESP, by the director of the doctoral school, after consulting the latter and the director of the research unit and obtaining the doctoral student's visa. A thesis subject to a confidentiality clause may not be disseminated, reproduced or communicated during the defined confidentiality period, even if the doctor, as author, wishes to do so.

The confidentiality request form (Annex 1a) of the thesis must be submitted at least 2 months before the defence.

Confidentiality of the thesis may be authorised, for a limited period of time, by the Director of the EHESP, following:

- The request of the co-financing body
- An application for the filing of a patent
- To a draft publication

The defence is public unless exceptionally granted by the Director of the EHESP, if the subject of the thesis is proven to be confidential, for a defence in camera (Annex 1c)

The confidentiality authorisation signed by the rapporteurs and selection boards does not exempt:

- To provide a copy of the thesis in digital and paper version, and a summary.
- The distribution of the defence notice
- The transmission of the thesis to depot-theses@ehesp.fr

Coverage of jury fees

The costs of the jury and the printing of the manuscript shall be borne by the doctoral student's research unit.

Place of defence

The theses defended for the doctorate of the EHESP are defended in the premises of the EHESP or in those of the associated institutions under Article L719-10 of the Education Code.

Exceptionally, the defence may take place externally by decision of the Director of the EHESP, after consulting the Director of the doctoral school, except in cases of confidentiality.

The request for external defence must be made, in any case, at least 20 days before the date of submission.

Presentation of the thesis

- ➔ The thesis must be presented and written in a clear and structured manner in order to facilitate its readability, identification, dissemination and preservation.
- ➔ The thesis must be written in French; however, it may be written in a foreign language, provided that there is a meaningful summary in French.
- ➔ The coverage of the thesis ([Annex 5 downloadable here](#)), produced according to a model defined by the EHESP includes in particular the following data:
 - Name of the Doctoral School and the registration institution
 - Name of the host team of the doctoral student and membership of the thesis supervisor.
 - Doctorate from the EHESP and the joint issuing institution, followed by the mention.
 - Identity of the doctoral student (first name)
 - Title of the thesis
 - Composition of the jury
 - Seal of EHESP, Doctoral School and Partner University

NB: Label of "European Doctorate"

The "European Doctorate" label mentioned on the cover of the thesis can be awarded by the Scientific Council of the EHESP on a proposal from the jury when the following conditions have been met:

1°) The authorisation to defend the thesis was granted on the basis of reports written by at least two professors affiliated with two higher education institutions located in two different Member States of the European Union, other than the one in which the defence is taking place.

(2°) At least one member of the jury must belong to a higher education institution of a member state of the community other than that of the country where the defence takes place.

(3°) A part of the defence must also be carried out in a language other than that of the country where the defence takes place.

(4°) This doctorate must have been prepared, in part, during stays overall of at least one trimester, within an institution of another member state of the community.

Thesis support (Article 19 of the Decree of 25 May 2016, supplemented by Article 19 bis of the 2022 Decree)

Use of videoconferencing ([Annex 6](#)): Exceptionally, and with the exception of its chairman, the members of the jury may participate in the defence by means of videoconferencing or electronic communication allowing their identification and their effective participation in a collegial deliberation and satisfying technical characteristics guaranteeing the continuous and simultaneous transmission of the debates.

Decision of the Jury:

Admission or deferment is decided following the jury's deliberation.

The chairman signs the defence report, which is countersigned by all the members of the jury present at the defence (original signatures of the persons in person or by videoconference).

The defence report is communicated to the doctoral student within one month of the defence.

At the end of the defence and in the event of admission, the doctor takes the oath, individually undertaking to respect the principles and requirements of scientific integrity in the remainder of his professional career, regardless of the sector or field of activity. The oath is as follows:

In the presence of my peers.

“After completing my doctorate in [xxx], and having thus practiced, in my quest for knowledge, the exercise of demanding scientific research, cultivating intellectual rigour, ethical reflexivity and respecting the principles of scientific integrity, I undertake, as far as I am concerned, in the continuation of my professional career in any sector or field of activity, to maintain an integrated conduct in my relationship to knowledge, my methods and my results.”

FORMALITIES AFTER SUPPORT

Within 8 days of the defence

The minutes of the defence ([Annex 7 to download here](#)) and the attendance sheet ([Annex 8 to download here](#)), the reproduction notice ([Annex 9 to download here](#)) and the report (guard page: [Annex 10 to download here](#)) must be sent to depot-these@ehesp.fr, in order to draw up a certificate of success.

Please ensure that you have returned any documents borrowed from the library. The EHESP Documentation Service will issue you and the Registrar's Office with a discharge note.

The doctoral certificate and the defence report will not be given to the person concerned without the discharge.

Within 3 months of the defence

Transmission of the digital version of the thesis, official version for submission, to the documentation department of the EHESP.

1st case → The thesis was not changed after the defence.

The doctor sends to depot-these@ehesp.fr the final file of the thesis with the name of the president of the jury and the NNT number added on the cover page.

2nd case → The thesis was modified after the defence.

If the jury required corrections during the defence or if the thesis was subject to minor modifications after the defence, the doctor must send to depot-these@ehesp.fr:

- The final version of the thesis with the name of the chairman of the jury and the NNT number added on the cover page.
- The certificate of submission of the final version of the thesis ([Annex 11 to download here](#))
- With a certificate of conformity of this new version ([Appendix 12 to download here](#))
- The award of the doctoral degree is conditional on the submission of the corrected thesis.

The doctor submits 1 signed original copy of the distribution contract ([Annex 13 to be downloaded here](#)) containing the opinion of the selection board: Indeed, the filing of a digital version online requires the signature of a distribution contract between the author (the doctor) and the broadcaster (the EHESP). In particular, it allows you to specify the dissemination perimeter chosen for your thesis.

For a confidential thesis, filing is also mandatory, but it is not disseminated during the confidentiality period.

- The thesis manager checks the entire submission (conformity of the deposited version, accuracy of the information contained in the thesis description sheet). If necessary, the doctor will have to go to the documentation service of the EHESP.

The doctoral degree is to be withdrawn from doctoral school upon presentation of an identity document. If you are unable to pass, you can give a power of attorney to a third party or request a postal item.