



## ADMINISTRATION OF PhD DEFENCE ON ADUM

PhD student tutorial

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## 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.

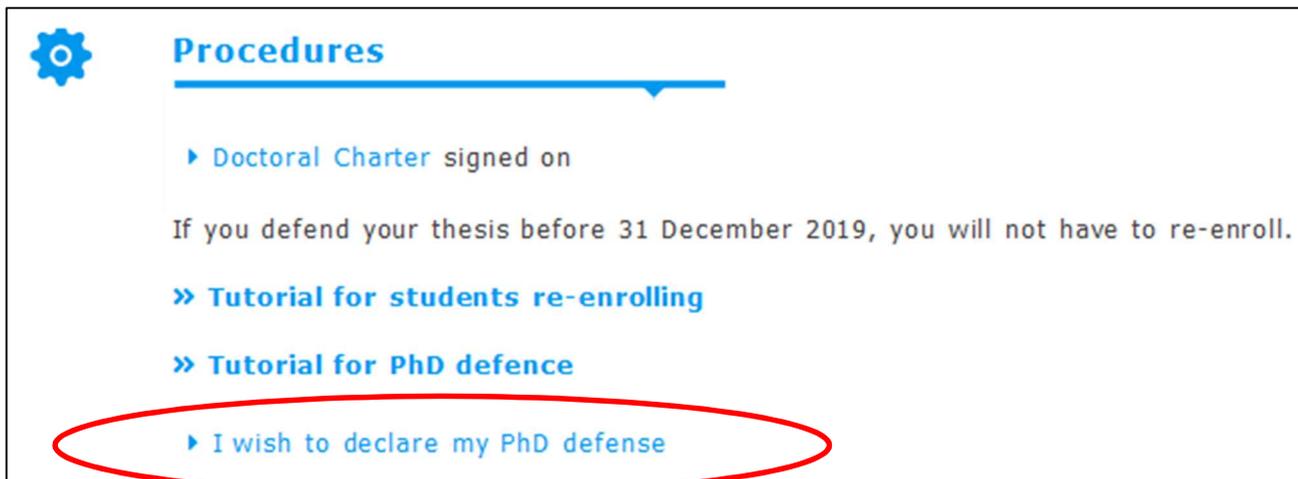
**We strongly recommend that you have the assistance of your thesis supervisor throughout this procedure.**

## 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](http://www.adum.fr/UBFC)) and launch the procedure by clicking on "I wish to declare my PhD defense".



**Procedures**

- ▶ Doctoral Charter signed on

If you defend your thesis before 31 December 2019, you will not have to re-enroll.

- » Tutorial for students re-enrolling
- » Tutorial for PhD defence
- ▶ I wish to declare my PhD defense



If you defend before December 31<sup>st</sup>, you must not re-enroll.

Then, 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.

## PhD thesis Defense

Thesis title in French (*please write in lowercase*)

Religion et superstition : la tolérance et la laïcité en question à partir de la philosophie de Spinoza

\*

Thesis title in English (*please write in lowercase*)

Religion and Superstition: Tolerance and Secularism in Question from Spinoza's Philosophy

\*

Keywords in French

1 - \* Religion

2 - \* Ecritures

3 - \* Superstition

4 - Tolérance

5 - Laïcité

6 - Dieu

Keywords in English

1 - \* Religion

2 - \* Writings

3 - \* Superstition

4 - Tolerance

5 - Secularism

6 - God

**i** Date of the PhD thesis defense \*

Location of PhD Defense (adress, postcode, city)

\*

Room of PhD Defense \*

URL of the virtual defence room open to the public

**i** Time of PhD Defense \*

**Do you apply for the European PhD Label?**  yes  no \*

Articles Thesis  yes  no

Language of the the Thesis typescript \*

Language of the thesis defense : \*

Code and title of the CNU section

\*

**i** Defense visibility  public  closed session

**i** Confidentiality requested of the thesis  yes  no \*\*

**i** Embargo of the thesis \*  yes \*  no

\* For more information on the European label, consult the document entitled "European doctoral label procedure" on the Doctoral College website.

\*\* If your thesis is confidential, your defence must be held in camera and confidentiality agreements must be signed by anyone who has access to your manuscript or your defence (forms available in the "Administrative documents" > "Defence" section of your personal space, once you have indicated that your thesis is confidential).

You must provide the requested details about your thesis reviewers :

**Reviewers** (Article 17 of the Order of 25 May 2016 laying down the procedures leading to the award of the national doctoral diploma)

Ajouter

**Reviewer**  
If the designated reviewer is of foreign nationality, please send his/her CV to the secretariat of your doctoral school.

Civility  Last name  First name

Title

Quality for the PhD Thesis defense

--> Is one of the jury members  oui  non

Affiliation Establishment

**Contact details**  
Address

Postcode  City

Country

Email

Phone

orcid

iDref

HDR

You must fill in all the fields and then click on « Add » to be able to add a 2<sup>nd</sup> 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) :

**Jury members** *(Article 18 of the Order of 25 May 2016 laying down the procedures leading to the award of the national doctoral diploma)*

**Le jury doit obligatoirement être composé d'au moins quatre membres.**

Direction de thèse \*

**Member 1**

Civility \*  Last name \*  First name \*

Title \*

Quality for the PhD Thesis defense \*

Ask for videoconference  oui  non

Affiliation Establishment  
\*

**Contact details**

Address

Postcode \*  City \*

Country \*

Email \*

Phone

orcid 

iDref 

HDR 

You must fill in the following fields: "Thesis abstract in French", and "Thesis abstract in English" (4,000 characters maximum each). If you wish, you can also write abstracts in lay language.

## Thesis summary in French

The number of characters must be less than 4000 characters (including spaces, tabs and line breaks).  
The summaries you set here must be the same as the ones of your thesis typescript.


## Thesis summary in English

The number of characters must be less than 4000 characters (including spaces, tabs and line breaks).  
The summaries you set here must be the same as the ones of your thesis typescript.


At the page bottom, you click on « J'ai finalisé la saisie des informations relatives à ma soutenance » (or « Les informations relatives à la soutenance sont en cours de saisie > Enregistrement des éléments saisis » if you couldn't finalise and want to get back to it later.

 LES INFORMATIONS RELATIVES À LA SOUTENANCE SONT EN COURS DE SAISIE --> ENREGISTREMENT DES ÉLÉMENTS SAISIS

 J'AI FINALISÉ LA SAISIE DES INFORMATIONS RELATIVES À MA SOUTENANCE

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.

This version of the thesis is the one that will be sent to your reviewers and jury members.

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

It is important that your file is compliant so that it can be archived. Therefore we ask you to check that it is valid by using the FACILE tool, made available by CINES (<https://facile.cines.fr/>). All needed information are available here:

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

**This version of your thesis will be sent to the rapporteurs for evaluation and to the jury members**, it will be available to your thesis supervisor(s), your Doctoral school, the doctoral studies department, and will allow to the documentation center (University Library) to do technical verifications on your file.

The PDF file of the full version of your thesis (finalised after the defence) is intended to be archived by the Centre informatique national de l'enseignement supérieur (CINES) on its platform (PAC). In order to achieve this, your file must be tested with the CINES FACILE tool <https://www.cines.fr/en/>, and meet the 3 criterion "well-formed", "valid", and "Archivable in PAC".

Caution: only PDF version greater or equal to 1.4 are accepted by the CINES. Previous versions (1.0, 1.1, 1.2, 1.3) are rejected.

If your file is declared invalid, please contact the CINES support by clicking on the link at the top of the page: "demander une analyse de second niveau", or the documentation center of your institution: [bibliotheque@ubfc.fr](mailto:bibliotheque@ubfc.fr).

If you encounter difficulties with the FACILE tool, you can write to the following address: [bibliotheque@ubfc.fr](mailto: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

📁 Drag a document onto this area, or click on the bottom right button

[Parcourir...](#)

[See the file already uploaded >>](#)

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

**Dissemination area of your thesis:**

- Do you authorise the institution to disseminate your thesis via the Internet (once the possible end of embargo or confidentiality date has passed)? \*  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](#)

At the bottom of the page, as an author, you specify the dissemination area of your thesis.

The institution will always publish your manuscript on its intranet, but you may decide (in the event of confidentiality or embargo - within a limit of 2 years) to restrict publication on the internet.

For more information on disseminating your thesis:

- Consult articles 24 and 25 of the Order of 25 May 2016 (<https://www.legifrance.gouv.fr/loda/id/JORFTEXT000032587086/2022-12-31>)

- Ask your questions to the secretariat of your doctoral school or to [bibliotheque@ubfc.fr](mailto:bibliotheque@ubfc.fr)

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

## Doctoral School - Supporting documents required for applying for your thesis defense

- Training summary (Individual Training Plan)
- List of publications

**Please download a blank PDF page if you are not concerned.**

**You need to merge all the required documents in a single PDF file**

Parcourir...

### 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 it 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.

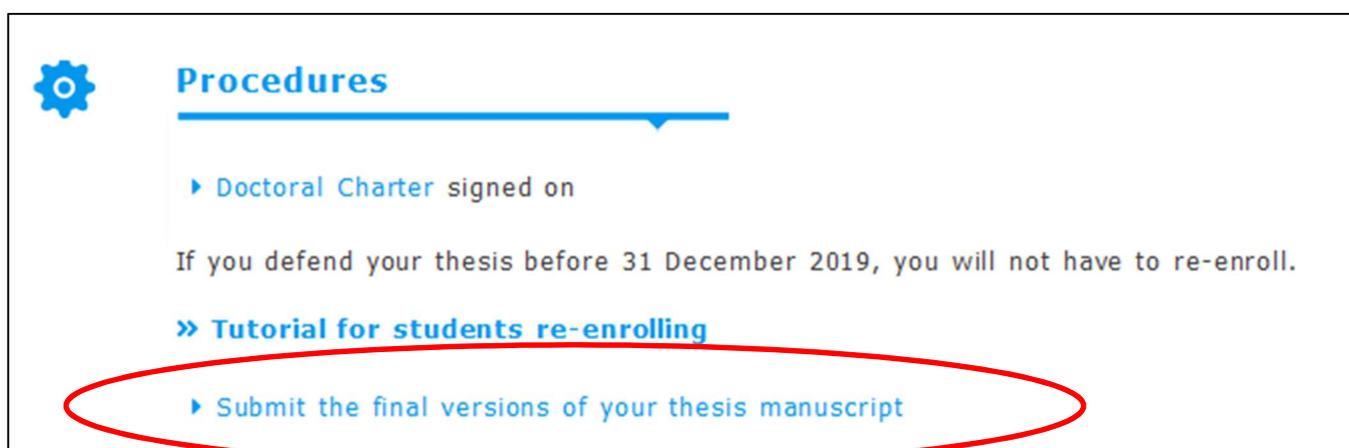
## After your defense

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

On your side, 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 on the front page.
- You must make the corrections suggested by the jury if applicable.



**Procedures**

- ▶ Doctoral Charter signed on

If you defend your thesis before 31 December 2019, you will not have to re-enroll.

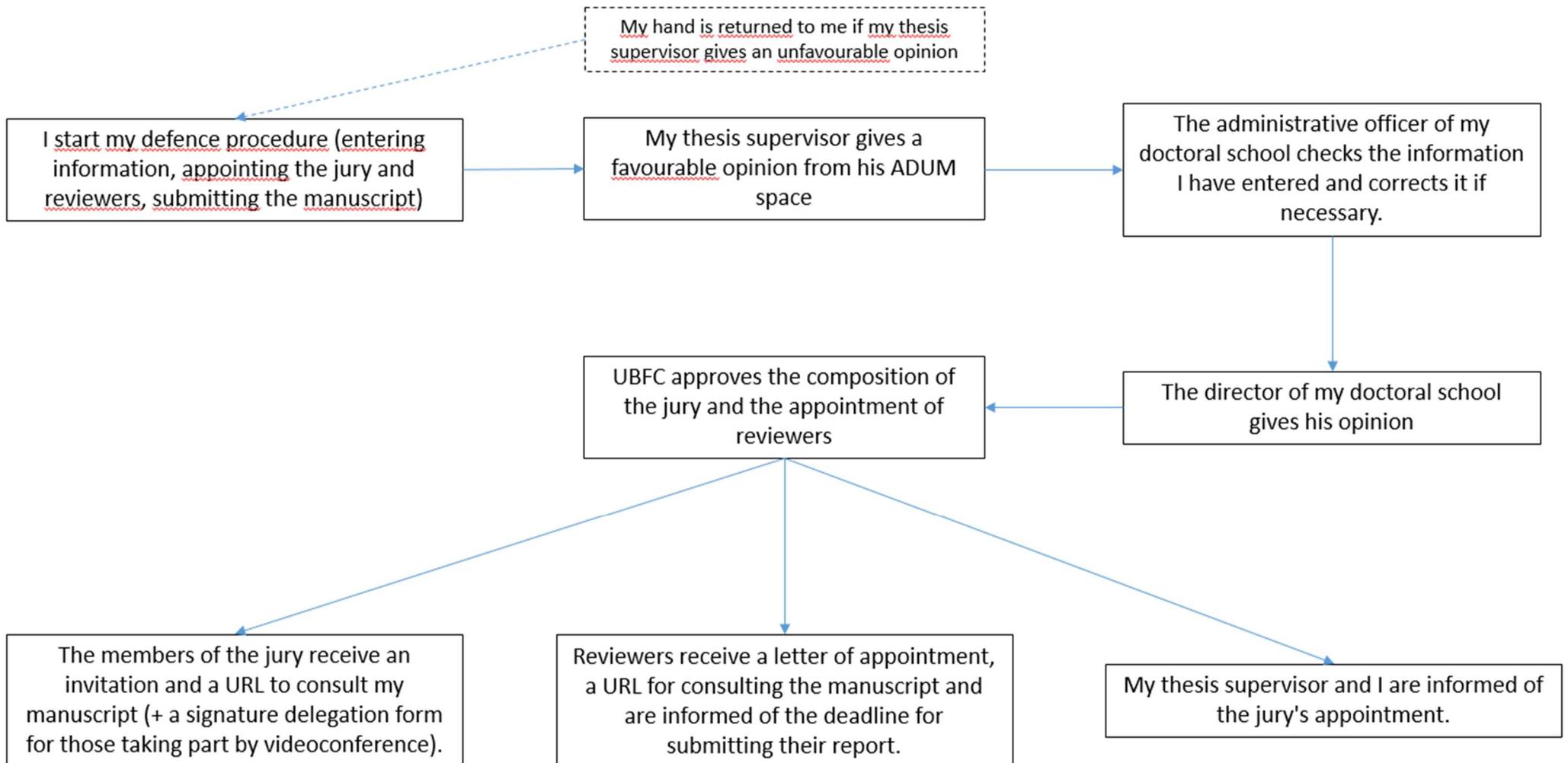
- » Tutorial for students re-enrolling
- ▶ Submit the final versions of your thesis manuscript

At this point, you still have the possibility to modify you dissemination choices.

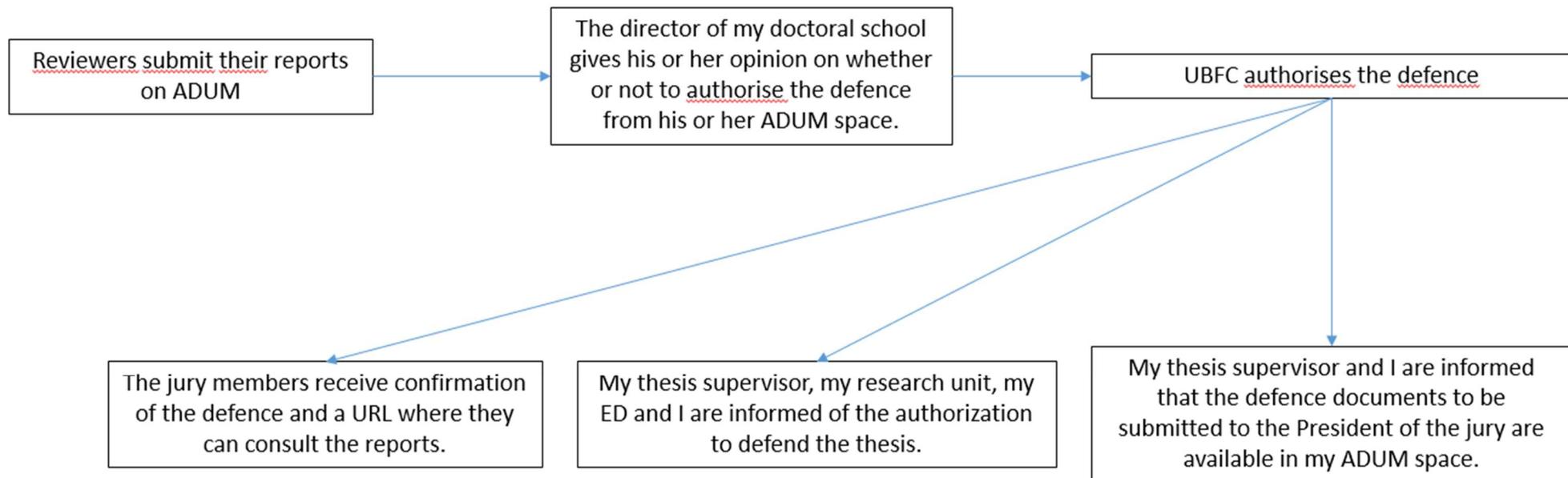
**If corrections have been requested by the jury during the defence, you must correct your manuscript before making the final submission.** Your thesis director (in the case of minor corrections) or the president of your defence jury (in the case of major corrections) will check that these have been made. If this is not the case, the submission will be cancelled and you will be given your hand back to make the corrections.

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 within a 3 to 6 months' delay before it can be delivered to you (time required for your thesis to be processed by the University Library and signed by the Rectorate). The procedures for giving you the diploma parchment are described in the document entitled "Doctor's degree diploma deliverance procedure", which is available on the Doctoral College website (<https://collegedoctoral.ubfc.fr/ressources-faq/documents/?lang=en>).

## Summary diagram of the procedure (1/3)



## Summary diagram of the procedure (2/3)



## Summary diagram of the procedure (3/3)

