

**Graduate  
Research School**

**université**  
de **BORDEAUX**

# How to declare your thesis defense on ADUM

## ADUM : declare your defense

---



The declaration of your thesis defense must be made via ADUM at least 8 weeks before the planned date.

Without funding, doctoral students who defend their thesis between September 1 and December 31 are not required to re-enroll for the current year.

On the other hand, doctoral students who are funded from the start of the new academic year **must re-enroll before** declaring their defense.



## My profile

---

- ▶ **Fraction of working time dedicated to preparing the doctorate: full**
- ▶ I want to update my profile
- ▶ Online Display
- ▶ I want to change my password
- ▶  Upload my CV
- ▶ My photo - Upload my photo
- ▶ **RGPD - Data Portability :**  



## Procedures

---

- ▶ I wish to declare my PhD defense

The defense must be declared at least 8 weeks before the planned date of defense (not including the closing of the university).

You **must finalise the procedure** for your declaration of defence to be taken into account.

Therefore, all the tabs in your profile must be validated, the manuscript and the notice on the dissemination of the thesis must also be submitted.

- ▶ I finalize my re-enrollment procedure in 3<sup>o</sup> year of PhD thesis



## Individual follow-up committee

---

thesis

defense

All entries with a red asterisk must be completed mandatory

## Thesis progress

Caution! These data will be published on the Internet: <http://www.theses.fr/> 

Thesis title in French

ddd  
\*

Thesis title in English

ddd  
\*

Keywords in French

1 - \* fdfd 2 - \* fdfd  
3 - \* ffdfd 4 -  
5 - 6 -

Keywords in English

1 - \* qf 2 - \* qfqq  
3 - \* qf 4 -

**i** Defense visibility  public  closed session

If the thesis is declared confidential, the defense must take place in closed session

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

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

To add a reviewer, click on "Add" and enter the required information.

## Reviewers (Article 17 of the Order of 25 May 2016 laying down the procedures leading to the award of the na

Ajouter

**Reviewer** Civility



Last name

First name

Title



Quality for the PhD Thesis defense

Rapporteur

--> **Is one of the jury members**  oui  no

Indicate whether reviewers are part of the jury or not. If so, the information will be automatically transferred to jury members.

Affiliation Establishment

## Jury members (Article 18 of the Order of 25 May 2016 laying down the procedures leading to the award of the natio

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

✓ Direction de thèse  Add

**Member 1**

Civility \* M. Last name \* ED SE First name \* ScoLED

Title \*

Quality for the PhD Thesis defense \* Thesis supervisor

Ask for videoconference  oui  non

Affiliation Establishment  
\* Université de Bordeaux

**Contact details**

Address  
EPOC  
Station Marine d'Arcachon  
Université de Bordeaux  
\* 2 Rue du Professeur Jolyet

Postcode \* 33120 City \* ARCACHON

Country \* FRANCE

For the jury members, the thesis supervisor is added by default automatically to the jury. Click on the red button to remove him/her from the jury. Click on "Add" to indicate the other jury members

Please note that co-supervisors cannot be members of the jury; they can only be invited members.

Indicate the affiliated institution and not the research laboratory

## Invited members

Add

Add

### Invited member

Civility



Last name

First name

Title



Quality for the PhD Thesis defense

Invité

Affiliation Establishment

### Contact details

Address

Postcode

City

Country

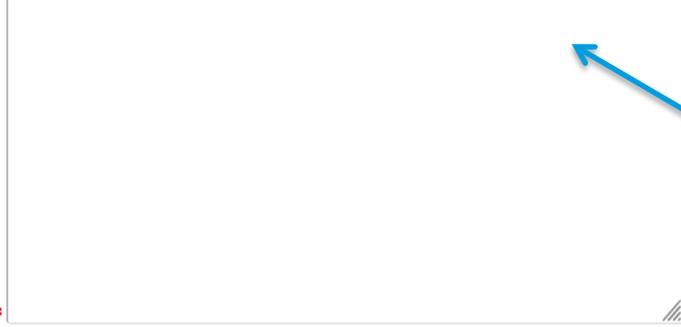
Email

Phone

You can add 2 guest members maximum. Mentors must be included among the guest members. Guest members are not count as jury members.

## Thesis summary in French

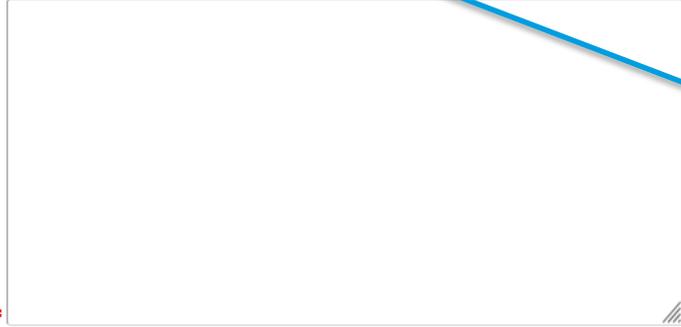
The number of characters must be less than 4000 characters (including spaces, tabs and line breaks).  
The summaries you set here must be the same as the ones of your thesis typescript.



\*  

## Thesis summary in English

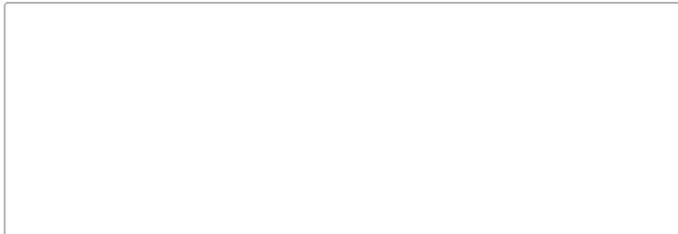
The number of characters must be less than 4000 characters (including spaces, tabs and line breaks).  
The summaries you set here must be the same as the ones of your thesis typescript.



\*  

## Popularized summary for the general public, in French

No more than 1000 characters!



The fields on the abstracts must be completed before the jury validation.

It is important to respect the required number of characters.

**Step 1:** Don't forget to save your data as you go along, to avoid losing your data



> 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



**Step 2:** Once you have completed all the information, click on "I have entered all the information concerning my defense" to continue with the procedure.

**Please note :** At this stage, your declaration is not complete, and you must continue the procedure until the end.

# Step 3: You must update and validate all of the modules marked with red "to do" explanation points.

- ❗ Civil status
- ❗ Contact information
- ❗ Administrative attachment
- ❗ Funding
- ❗ Thesis progress
- ✅ Cotutelle Doctoral Program
- ❗ Foreign languages
- ❗ Display management
- ❗ Competencies and portfolio
- ❗ Thesis follow-up members
- Professional career
- Publications
- ❗ I finalize the procedure



## My profile

- ▶ Fraction of working time dedicated to preparing the doctorate: full
- ▶ I want to update my profile
- ▶ Online Display
- ▶ I want to change my password
- ▶ Upload my CV
- ▶ My photo - Upload my photo
- ▶ RGPD - Data Portability :



## Procedures

- ▶ I wish to declare my PhD defense
- The defense must be declared at least 8 weeks before the planned date of defense (not including the closing of the university).  
You **must finalise the procedure** for your declaration of defence to be taken into account. Therefore, all the tabs in your profile must be validated, the manuscript and the notice on the dissemination of the thesis must also be submitted.
- ▶ I finalize my re-enrollment procedure in 3<sup>e</sup> year of PhD thesis



## Individual follow-up committee

- ▶ Members of your individual follow-up committee
- ▶ Didier ALARD



## Trainings

- ▶ Training courses list
- ▶ Training courses list RNCP Skills
- ▶ Statement of the undergone training modules
- ▶ Training module
- ▶ Declaration of external training courses



## Administrative documents

The documents in gray will be available only after all the forms are saved (icon ) and the procedure is finalized.

## Inscription - Réinscription

- ▶ Graduate Research School - Internal rules
- ▶ Authorization to use personal data
- ▶ Formulaire de modifications en cours de thèse (pdf)
- ▶ Tutoriel - Saisie du financement
- ▶ ED SE - Internal Regulations

## Scolarité

- ▶ Enrolment certificate 2019-2020

## Soutenance

Please note: you do not need to request re-enrollment at the administrative attachment level (leave blank) if you are not enrolling for the current year.

✓	PhD defense
!	STAR Deposit
✓	Display management

**You must submit the PDF version of your thesis (even if it is a draft version) in order to finalize your defense declaration procedure.**

A 2nd version may be submitted, but only up to 6 weeks before the defense date. If no new version is submitted by this date, the 1st version will be sent to the reviewers for evaluation in order to meet the deadlines necessary for the organization of your defense. Each new deposit overwrites the previous one.

✓	PhD defense
!	STAR Deposit
✓	Display management
✓	Competencies and portfolio
	Professional career
	Publications
!	I finalize the procedure

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

**Thesis Archiving version**

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

Once all fields have been completed, you can "finalize the procedure" to send the jury composition to your thesis supervisor. Without his/her validation, there will be no assessment of the jury by the Doctoral School.

Do you want to upload a zip file containing annexes?  non  oui

In a 2nd step, you must download the notice on the dissemination of the thesis from your ADUM space before the jury's assessment. It must be deposited, completed and signed in the dedicated space "Deposit of document relating to dissemination". This notice can be modified even after the defense.

Competencies and portfolio
Professional career
Publications

- ▶ I want to change my password
- ▶ Upload my CV
- ▶ My photo - Update my photo
- ▶ **Deposit of the document relating to the diffusion**
- ▶ RGPD - Data Portability :  
- ▶ Version du manuscrit de thèse à destination des rapporteurs et membres du jury déposée le 4 juillet 2023 - visualiser le fichier archivage : [fichier](#) 

### Soutenance

- ▶ How to register your thesis defense
- ▶ Rules for the declaration and composition of a thesis defense jury
- ▶ Procedure for defenses in videoconference (Framework note)
- ▶ Modèle couverture thèse et 4<sup>e</sup> de couverture
- ▶ Dissemination of the thesis: modalities
- ▶ **Thesis dissemination notice**

Dissemination of the thesis on the Internet in open access on HAL Theses is subject to the author's permission.

There are 4 possible dissemination options:

1. Immediate web publication
2. Dissemination after the confidentiality period decided by the institution. The manuscript is totally inaccessible, including to the university community, for the duration of 25 years (close defense)
3. Dissemination deferred after an embargo decided by the author but accessible to the community for a maximum of 5 years, non-renewable.
4. Refusal of dissemination decided by the author but accessible to the university community

## Your interface once the procedure is complete :

 Contact information
 STAR Deposit
 Display management
 Competencies and portfolio
Professional career
 Publications



### My profile

- ▶ **Fraction of working time dedicated to preparing the doctorate: full**
- ▶ **Defense: September 12<sup>th</sup>, 2023**  
*Jury proposal accepted on June 27<sup>th</sup>, 2023*
- ▶ Online Display
- ▶ I want to change my password
- ▶  Upload my CV
- ▶ My photo - Upload my photo
- ▶ **Deposit of the document relating to the diffusion** > Visualiser mon fichier
- ▶ **RGPD - Data Portability** :  

▶ Version du manuscrit de thèse à destination des rapporteurs et membres du jury déposée le 29 juin 2023 - visualiser le fichier archivage : [fichier](#) 

# After the defense

The final submission after the defense is mandatory within a maximum of 3 months, in order to receive a certificate of success and the title of doctor of the University of Bordeaux.  
You will also have the opportunity to modify, if necessary, your notice of dissemination.

**Mon profil**

- Le Doctorat est mené à temps plein
- Inscription
  - Ecole Doctorale : dossier reçu complet le
- Soutenance : **1 Déposer votre fichier définitif**
- Affichage sur le web
- Changer mon mot de passe
- Déposer mon CV
- Ma photo - Actualiser ma photo
- Espace dépôt du document relatif à la diffusion
  - Rapport du rapporteur
  - Rapport du rapporteur
  - Rapport de soutenance
- RGPD - Portabilité des données :
- Version du manuscrit de thèse à destination des rapporteurs et membres du jury déposée le - visualiser le fichier archivage : [fichier](#)

**Formations**

109/100 Heures à effectuer

- Catalogue

**Documents administratifs**

Les documents et informations nécessaires pour effectuer les démarches d'inscription / réinscription sont téléchargeables ci-dessous.

**Inscription - Réinscription**

- Autorisation utilisation des données personnelles
- Autorisation d'inscription
- Formulaire de modifications en cours de thèse (pdf)
- ED SC - Règlement intérieur

**Scolarité**

- Certificat de scolarité 2022-2023
- Certificat de scolarité 2021-2022
- Certificat de scolarité 2020-2021
- Certificat de scolarité 2019-2020

**Soutenance**

- Modèle couverture thèse et 4<sup>e</sup> de couverture
- Avis sur la diffusion de la thèse**

**Procédures**

- Charte du doctorat UBdx signée le
- Déposer les versions définitives de votre manuscrit de thèse**

**Espace carrière**

**2 Télécharger l'avis de diffusion à compléter et signer**

**3 Déposer l'avis de diffusion complété et signé**

# After the defense

**Mon profil**

- ▶ Le Doctorat est mené à temps plein
- ▶ Inscription  
Ecole Doctorale : dossier reçu complet le
- ▶ Soutenance : 30 mars 2023
- ▶ Affichage sur le web
- ▶ Changer mon mot de passe
- ▶ Déposer mon CV
- ▶ Ma photo - Actualiser ma photo
- ▶ Espace dépôt du document relatif à la diffusion
- ▶ Rapport du rapporteur
- ▶ Rapport du rapporteur
- ▶ Rapport de soutenance
- ▶ RGPD - Portabilité des données : [icône] [icône]

▶ Version définitive du manuscrit de thèse déposée le - visualiser le fichier  
archivage : fichier  
Si vous souhaitez modifier votre fichier, merci de contacter la bibliothèque : [doc-thesesnum@u-bordeaux.fr](mailto:doc-thesesnum@u-bordeaux.fr)  
Version définitive du manuscrit de thèse déposée le - visualiser le fichier diffusion  
: fichier  
Si vous souhaitez modifier votre fichier, merci de contacter la bibliothèque : [doc-thesesnum@u-bordeaux.fr](mailto:doc-thesesnum@u-bordeaux.fr)

**Formations**

101/100 Heures à effectuer

- ▶ Catalogue

**Documents administratifs**

Les documents et informations nécessaires pour effectuer les démarches d'inscription / réinscription sont téléchargeables ci-dessous.

**Scolarité**

- ▶ Certificat de scolarité 2022-2023
- ▶ Certificat de scolarité 2021-2022
- ▶ Certificat de scolarité 2020-2021
- ▶ Certificat de scolarité 2019-2020

**Soutenance**

- ▶ Avis sur la diffusion de la thèse

**Après soutenance**

- ▶ Attestation de réussite

**Attestation de réussite**

# Summary of thesis defense procedure (1/2)



Defense declaration via ADUM

Procedure finalized and forwarded to the thesis supervisor for jury validation

Declaration of defense received via ADUM at the Admissions Office

Dematerialized validation by the thesis supervisor, then by the Doctoral School

Receipt of the Doctoral School's opinion: the file is handled by a dedicated Administrative Officer of the Admissions Office for the rest of the procedure.

Possibility of a 2nd deposit of the thesis on ADUM 6 weeks before the defense

Request reports by the Administrative Office from designated reviewers. Return of reports 14 days before the defense

Invitations sent to all jury members with pdf file by the defense Administrative Officer

# Summary of thesis defense procedure (2/2)



Receipt of reports deposited on ADUM. Copy to reviewers, thesis supervisor and doctoral student



Request for defense authorization from the President, after obtaining the opinion of the Doctoral School



Confirmation of defense and sending of reports to jury members + availability of official thesis defense documents to thesis supervisor and doctoral student..



Return of the defense file signed by the jury (PV, notice of reproduction and, if applicable, the defense report) to the Administrative Officer.



**Final deposit of the thesis on ADUM validated by the Documentation Department**



**Issuance of the certificate of achievement**



Editing and issuing the diploma

# Contacts

---

If you have any questions about defending your thesis  
**[thesehdr@u-bordeaux.fr](mailto:thesehdr@u-bordeaux.fr)**

For any technical problems with ADUM  
**[webmaster@adum.fr](mailto:webmaster@adum.fr)**

For any questions about the final submission of your thesis  
**[Doc-thesesNum@u-bordeaux.fr](mailto:Doc-thesesNum@u-bordeaux.fr)**