



How to submit the request for the thesis defense

The procedure must be started 3 months before the date of the defense and it has to be finalized 2 months before this date at the latest.

ANY DELAY IN SUBMITTING THE APPLICATION MAY LEAD TO POSTPONE THE DEFENSE

BEFORE STARTING THE APPLICATION PROCEDURE


- ✓ Make sure that you are enrolled for the current academic year (registration fees and CVEC must be paid).
- ✓ Update the list of your publications and your portfolio (training courses in ethics and integrity are mandatory).
- ✓ After having agreed the composition of the defense jury with your supervisor, submit it to the doctoral school in order to check the conformity of the provisional jury.
- ✓ In accordance with your supervisor, contact the reviewers and the other members of the jury in order to schedule the defense date and location.

APPLICATION PROCEDURE

Declaration of the defense and submission of the jury proposal

- ✓ Choose the link *"I wish to declare my PhD defense"* from your ADUM personal space.
- ✓ Fill in the required fields in the *"PhD defense"* section and register. This action will allow your supervisor and the doctoral school to check and to accept/reject the jury proposal.
- ✓ Merge in a single PDF file any additional documents and drop it to the section *"Documents to be attached"*. If you have none, please upload a blank page.

First submission of the thesis manuscript

- ✓ You have to submit the PDF of your thesis in order to finalize the defense application. This is the file that will be sent to the reviewers and it does not need to be the final version of your thesis. Drop the file to the section *"STAR deposit"*.
- ✓ Download and sign (via Adobe Acrobat DC using the signature tool ) the contract authorizing the university to distribute your thesis: *'Thesis distribution authorisation'*. Drop the file to the link *"Deposit of the document relating to the diffusion of the thesis"* in your personal space.

BEFORE FINALIZING THE APPLICATION PROCEDURE

- ✓ Make sure that the following fields are carefully filled in: your ID data, your status, the title of the diploma, the title of the thesis, the names and titles of the jury members (this information will appear on the diploma).
- ✓ In case of a joint supervision or joint diploma, make sure to comply with the requirements of both universities, even if your defense takes place in the country of the partner university.
- ✓ Read carefully the *Regulatory reminder* and the *Thesis distribution policy*. These documents are available in the *"Administrative documents"* section in your personal space.