

CENTRALE LILLE DOCTORAL THESIS

PHD GUIDE

For doctoral students and thesis supervisors

THE PROCEDURE DESCRIBED BELOW IS BASED ON LEGAL OBLIGATIONS TO WHICH CENTRALE LILLE IS SUBJECT.

THEREFORE, IT IS **MANDATORY**.

This guide, as well as all the documents useful for the thesis process are available on the ENT of Centrale Lille:

<http://ent.centralelille.fr>

CENTRALE LILLE
Masters and PhD, Office E 103
Cité Scientifique – CS20048
59651 VILLENEUVE D'ASCQ Cedex FRANCE

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CONTACTS

At Centrale Lille

Master and PhD department

Vanessa Fleury, Magda Baidan

Office E 103

Scolarite.phd@centralelille.fr

03 20 67 60 52

STAR Correspondant

Salima Halitim

salima.halitim@centralelille.fr

03 20 33 53 36

CIFRE Thesis

Virginie Caigny

virginie.caigny@centralelille.fr

Diploma delivery

Training support department

support.formation@centralelille.fr

In the Doctoral Schools (DS)

ENGSYS DS (632)

<https://edengsys.univ-lille.fr/>

Director: **Henri Happy**

03 20 19 78 41, dir-edengsys@univ-lille.fr

Administrative team: **Thi Nguyen, Céline Gloanec**

03 20 43 67 06, sec-edengsys@univ-lille.fr

MADIS DS (631)

<https://edmadis.univ-lille.fr/>

Director: **Ludovic Macaire**

03 20 43 40 45, dir-edmadis@univ-lille.fr

Administrative team: **Aurore Smets, Malika Debuyschere**

03 20 43 65 19, sec-edmadis@univ-lille.fr

SMRE DS (104)

<http://edsmre.univ-lille1.fr/>

Director: **Frédéric Parol**

dir-edsmre@univ-lille.fr

Coordinator: **Christophe Van Brussel**

Manager: **Betty Figula**

03 20 43 40 62, 03 62 26 86 85, sec-edsmre@univ-lille.fr

THESIS REGISTRATION / RE-REGISTRATION

A PhD is prepared in a doctoral school under the responsibility of accredited institutions. The thesis registration process is done in parallel and in collaboration within the Doctoral School and Centrale Lille.

Information to be clarified before starting the registration process

As soon as possible and well before starting registration, **the thesis supervisor** must:

- Contact the Masters and PhD office to inform them of the new thesis, specifying the name of the doctoral student, the co-directors and supervisors, the doctoral school and the specialty, as well as the mode of funding¹.
- If the registration will be done in the DS SMRE, contact the DS who will ask for additional information before the start of the registration on ADUM.
- If a joint PhD needs to be organized, an agreement will have to be drawn up in addition to the registration and this procedure can be long → contact the Masters and PhD office at direction.phd@centralelille.fr.
- If the thesis is a CIFRE or it is related to SAIC contracts or if the thesis falls within a sensitive framework from the point of view of confidentiality / intellectual property → contact Virginie CAIGNY.
- If the PhD student is international and needs a residence permit, visa or hosting agreement → send the information as early as possible to solarite.phd@centralelille.fr.

Enrolling in the PhD program

The duration of a thesis at Centrale Lille is of at least 3 years. The new doctoral student will have to register each year both at the Doctoral School and at Centrale Lille. These are two different procedures.

Joint PhD doctoral students must complete the registration process each year in both institutions (French and foreign).

→ **The registration into the DS is done via the ADUM platform** : <https://www.adum.fr/>

The doctoral student creates an account, provides the necessary information and downloads the requested documents. All the actors involved in the thesis validate the registration, which

¹ For example CSC, Institution funding, Region co-funding, Institution co-funding, Other co-funding (name of the structure), ANR public contract, Interreg public contract, H2020 public contract, Other public contract (name of the structure), SAIC private contract (name of the company, contract reference), CIFRE private contract (name of the company), Foreign institution grant paid directly to the student (name of the funder and amount)

allows the doctoral student to access the documents necessary for registration at Centrale Lille on their ADUM page. Doctoral students registered at the SMRE DS will have to print and sign the registration authorization request, the doctoral charter and the individual training agreement. For the ENGSYS and MADIS DS, signatures are done via a dematerialized procedure and therefore no signature on these documents is necessary.

The ADUM user guides (addressed to thesis directors and doctoral students), as well as important information regarding registration can be found on the DS websites:

- ENGSYS: <https://edengsys.univ-lille.fr/inscription-en-these-sur-adum/consignes-de-rentree>
- MADIS : <https://edmadis.univ-lille.fr/inscription-via-adum/consignes-de-rentree>
- SMRE: <http://edsmre.univ-lille1.fr/index.php?id=257>

→ **The registration at Centrale Lille is done after the validation of the ADUM registration by the DS**

Once the registration authorization has been issued by the DS, the Masters and PhD department of Centrale Lille will prepare the doctoral student's access to the administrative registration platform in Centrale: <https://inscription.centralelille.fr/fr/ins/login> and will inform the doctoral student as soon as it is possible for them to complete the process. The doctoral student must register online and pay the registration fees, as well as pay the CVEC at <https://cvec.etudiant.gouv.fr/>.

The school certificate will be available, after the validation of the registration by the Masters and PhD department, on the doctoral student's ENT, in "Mon dossier» or in "Personnaliser - Certificat de scolarité".

Attention: for thesis re-registrations (starting with the 2nd year), the re-registration deadline must take into account the closing date of the CROUS portal allowing payment of the CVEC, which is set for the month of May.

PHD PROGRAM

What should the PhD student know about doctoral training?

The PhD student must obtain a number of credits over the duration of their thesis and they must follow training courses. The number of credits is indicated in the individual training agreement.

All information related to doctoral training can be found on the PhD student's ADUM page. Registrations for doctoral training via ADUM are only accessible after registration has been finalized and validated by the Masters and PhD department and the file has been transferred to ADUM's final database.

What is the individual thesis monitoring committee (CSI)?

In order to ensure a follow-up of the thesis preparation, the DS will organize Individual Monitoring Committees (CSI): the DS ENGSYS and MADIS organise one at the end of the 1st year and another before a potential 4th registration, whereas the DS SMRE organises two, one at the end of the 1st year and another at the beginning of the 3rd year. Information on the functioning, composition and organization of the committee is available on the DS websites.

PREPARATION FOR THE THESIS DEFENSE

1. During the drafting process

Attention: the pagination of the thesis must be continuous and start with the cover page and end with the summary page in English and French (the last page).

If the thesis is written in English, the 1st page (title page) must be in French or bilingual (French-English) and a substantial summary (typically 5 to 10 pages) must be written in French and included in the thesis.

Keywords will also be requested, in English and French.

At the end of this guide, you will find the mandatory page layout for the title page and the last page of the thesis dissertation. You can also consult:

- ➔ [The ABES doctoral student guide;](#)
- ➔ [The guide for writing and presenting PhD theses, which can be found on the ENT.](#)

Attention: If the doctoral student wishes to print copies of the thesis manuscript at Centrale Lille, they should contact the reprography. The copies will be available after 7 to 10 days. This service is free.

2. Declare a thesis defense

The doctoral student starts the procedure for the defense of his thesis **3 months before the date of the defense.**

For the ENGSYS and MADIS DS: 3 months before the defense, the doctoral student starts the defense declaration procedure on ADUM.

For the SMRE DS, 3 months before the defense, the doctoral student sends the DS the authorization form to initiate the defense procedure, which is available on the doctoral school's website.

After validation of the DS, the doctoral student can start the procedure on ADUM. Before starting the ADUM procedure, the composition of the jury must be known in its entirety and the defense date fixed in agreement with the members of the jury.

Composition of the defense committee (jury)

The defense committee is appointed by the head of Centrale Lille after consulting the director of the doctoral school and the thesis supervisor:

- The number of members is between 4 and 8 (thesis supervisors included) ;
- At least half of the jury is made up of French or foreign personalities, outside the scope of the DS, the research unit, ULille, Centrale Lille, IMT Nord Europe and UGE, the doctoral project and the Lille area;
- The composition must allow a balanced representation of women and men (for ENGSYS and MADIS: 1 woman for a jury of 6 members or less, 2 women for a jury of 7 or 8 members);
- At least half of the jury must be made up of professors or similar (list below);
- The thesis supervisor and the co-supervisors (if there are any) participate in the jury but do not take part in the decision;
The jury can include invited members (participate in the discussions but not in the deliberations).

There are **2 examiners**:

- They must be professors or equivalent or authorized to direct research and belonging to an institution outside ULille, Centrale Lille, IMT Nord Europe and UGE.
- The institution may call on examiners belonging to foreign higher education or research institutions. A detailed curriculum vitae will be requested by the doctoral school for validation;
- For ENGSYS and MADIS, the examiners have no involvement in the work of the doctoral student and in the work of the director / co-director during the thesis period. For SMRE, they must certify that they have not collaborated and / or signed any publications with the candidate and the thesis supervisor for at least 5 years.

The President

- Is appointed by the members of the jury on the day of the defense;
- Must be a professor or equivalent.

The following categories may be examiners directly:

- University Professors and similar :
 - professors and laboratory deputy directors of the Collège de France,
 - professors from the National Museum of Natural History,
 - professors and laboratory deputy directors of the National Conservatory of Arts and Crafts,
 - the directors of studies of the Ecole des Hautes Etudes en Sciences Sociales,
 - the directors of the Ecole Pratique des Hautes Etudes and the Ecole Nationale des Chartes,

- professors from the National Institute of Oriental Languages and Civilizations,
 - the deputy directors of Higher Normal Schools,
 - astronomers and physicists governed by decree n ° 86-434 of 12 March 1986 amended on the status of the body of astronomers and physicists and of the body of assistant astronomers and assistant physicists,
 - titular astronomers and assistant astronomers governed by the decree of July 31, 1936 relating to the status of astronomical observatories,
 - titular physicists and assistant physicists governed by the decree of September 25, 1936 relating to the status of institutes and observatories of physics of the globe,
 - 1st and 2nd category professors from the Ecole Centrale des Arts et Manufactures,
 - research directors governed by decree n ° 83.1260 of December 30, 1983 setting the statutory provisions common to the bodies of civil servants of public scientific and technological establishments (National Center for Scientific Research, National Institute of Agronomic Research, National Institute of Health and Medical Research, Research Institute for Development,...).
- Staff holding the Authorization to Direct Research (HDR): HDR Lecturers, CNRS HDR Researchers, All other staff from higher education institutions, public research organizations and research foundations holding the HDR.

It is also possible to call upon examiners from **foreign** higher education or research institutions. In this case, you should inform the DS of the situation and follow the instructions received from them. It is often asked to send a detailed CV of foreign examiners.

If the thesis has received (co) funding from the Region, a representative of the Research, Higher Education, Health and Social Training Department should be invited to the defense and the communication instructions of the Region (display the logo of the Region on the cover of the manuscript) must be respected.

The ADUM procedure

The **PhD student** connects to their ADUM account and « declares the PhD defense within 3 months », updates the forms, provides details of the defense and the composition of the jury in its entirety and « transfers to the thesis supervisor for approval ».

The **thesis supervisor** connects to ADUM, verifies the information relating to the defense and « validates the defense committee proposal ».

The **DS** accepts the committee proposal.

The **PhD student** submits the electronic version of the thesis manuscript (1st deposit) on ADUM at the latest 8 weeks before the defense, which allows them to « finalise the procedure ». Once the procedure is finalized, the doctoral student has access to the defense authorization request.

The **registration institution** connects to its ADUM interface, checks the information, enters the "date of the examiners and jury proposal" (the date on which the examiners / jury were accepted by the institution) as well as the "return date for reports" - 4 weeks / 15 working days before the date of the defense and « Saves the changes in the temporary base ».

At the same time, **the doctoral student** contacts the STAR correspondent for the first exchange for indexing the thesis and signing the dissemination contract. These documents are available on the student's ADUM space.

The examiners submit their report via the URL link sent to them by email (in the event of a technical problem, the institution can also do so, following receipt of the reports by email).

The **DS** declares: « is favorable to the defense ».

The **registration institution** gives the « defense authorisation ».

The thesis defense is authorised.

At the end of the defense declaration procedure, the doctoral student can download the defense document for the attention of the jury from their ADUM account (Administrative documents). The thesis supervisor also has access to this document.

3. Remote defenses

Remote defenses are authorized by the decree of October 27, 2020 on the use of videoconferencing for the presentation of work as part of an authorization to supervise research and a thesis defense.

In this context, it is possible to organize either a fully remote defense (where all the members of the jury participate in a videoconference organized by the candidate) or a hybrid defense (where at least the candidate and the president of the jury are on the spot).

In order to request a remote defense (full or hybrid), it is necessary to complete the *Request for a hybrid or remote thesis defense (appendix 4)* and return it to the Masters and PhD department at the latest one week before the defense, as well as have the *Sworn statement (appendix 5)* signed by all the members of the jury who attend via videoconference, as well as by the doctoral student (*appendix 6*).

The jury members must fill in the sworn statement and connect to the videoconference software as to be seen and heard during questions, unless the place of defense is equipped with audiovisual means allowing them to be seen and heard.

For technical reasons related to the management of connections during the defense, invited audiences cannot be admitted during the defense.

Exceptionally, participants outside the members of the jury can attend under the responsibility of the thesis supervisor. They will have to mute their microphone and camera and not use text communication (chat).

The thesis supervisors have the following responsibilities:

- The choice of the videoconference software in consultation with the doctoral student. The software must allow the videoconference defense to run smoothly; audio-only software is not allowed.
- Ensure that all participants have access to the software and that it works (audio, video, communication, display of slides) by organizing a test before the defense, with all the participants.
- Send confirmation of the correct functioning of the software to the Master and PhD department (direction.phd@centralelille.fr).
- Send to all the members of the jury the *sworn statement* (in Annex) and to collect them, signed, before the defense. These signed statements must be sent by email, along with the jury's report, to the Master and PhD department, after the defense.
- Organize a videoconference meeting with only the members of the jury before the defense in order to appoint the President of the jury.
- Send to the President the jury minutes/report to be filled in and signed remotely, as well as the jury's obligations as described below.

The President of the jury has the following responsibilities:

- Ensures the proper organization of the defense, and in particular ensures that the moments of confidentiality are respected. He must therefore know how to use the videoconference software and have the rights to carry out the necessary manipulations in order to ensure confidentiality during the deliberation, by temporarily excluding the doctoral student from the videoconference.
- Writes and sign the jury minutes remotely, correcting the "videoconference" column if necessary.
- Specifies in the defense report that it was organized remotely, in accordance with the decree of October 27, 2020.
- The access of other participants to the defense by videoconference is possible for non-confidential theses if this does not impact the quality and the smooth running of the defense, while respecting the technical limits of the software chosen for videoconferencing. These third party participants cannot use text chat and must keep their microphones closed. They must also be included in the test before the defense.

4. On the day of the defense

The thesis supervisor assembles the members of the jury just before the defense in order to appoint the president of the jury.

The thesis supervisor must then send to the president of the jury the documents downloaded from the doctoral student's ADUM account, namely the defense documents to the attention of the jury.

The thesis supervisor ensures that the documents are filled in appropriately and retrieves them.

In the case of a defense abroad (related to a joint thesis supervision), it is necessary to follow the entire ADUM procedure. The Masters and PhD department will need the defense minutes and the report of the jury in order to edit the Centrale Lille diploma.

The defense report must end with the sentence « The unanimous jury awards..... the degree of doctor of Centrale Lille, specialty».

Following the decision of the Scientific Council of November 10, 2006 and of the Board of Directors of November 16, 2006, Centrale Lille no longer issues "Congratulations" since January 1, 2007.

5. After the defense

The thesis director transmits to the Masters and PhD department, within a maximum of 3 working days, the defense documents.

These rules also apply in the context of a joint thesis supervision where the student defends at the partner institution.

If the thesis jury has requested corrections to the thesis, the doctoral student carries them out and has them validated by the thesis supervisor and the president of the jury by completing the correction certificate which is available in Annex 3.

The doctoral student must then send the certificate to the STAR correspondent and ask for a final validation of the thesis by her. At this time, the verification of the file on the website of the National Computer Center for Higher Education (CINES) will also take place. The doctoral student can prepare it by going to <https://facile.cines.fr/>.

After this last step, the doctoral student can submit the final version of the thesis dissertation on ADUM, within 3 months after the defense.

For archiving purposes, the final electronic version of the thesis dissertation will be kept (in a single file in .pdf format) by the STAR correspondent.

As a higher education institution, Centrale Lille is subject to the obligations of electronic legal deposit of PhD theses.

DIPLOMA DELIVERY

The diplomas are edited once a year, usually in January or February. The doctoral student will be informed as soon as their diploma is ready. At this time, they can withdraw it according to the procedure indicated on the ENT in the Doctorates tab:

- on site ;
- by asking a third party to withdraw it in their place;
- by requesting it to be sent by post.

The Training support department is in charge of graduation:
support.formation@centralelille.fr

If necessary, a certificate of achievement can be issued on request by the Masters and PhD department.

ANNEX 1 : Title page

CENTRALE LILLE

THESE

Présentée en vue
d'obtenir le grade de

DOCTEUR

En

Spécialité : XXXXXXXXXXXXXXXXXXXX

Par

XXXXXXXXXXXXXXXXX

DOCTORAT DELIVRE PAR CENTRALE LILLE

DOCTORAT délivré conjointement par CENTRALE LILLE et XXXXXXXXXXXXXXXXXXXX (3)

Titre de la thèse :

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Soutenue le XXXX devant le jury d'examen :

Président

(le nom du président ne peut être arrêté que le jour de la soutenance)

Rapporteur

Prénom, Nom, grade, établissement

Rapporteur

Membre

Membre

Membre

Directeur de thèse

Thèse préparée dans le Laboratoire XXXX
Ecole Doctorale (1) (2) (3)

+ choisir l'indication adaptée entre les 3 cas :

Ecole Doctorale ENGSYS 632 (1)

Ecole Doctorale MADIS 631 (2)

Ecole Doctorale SMRE 104 (3)

Cas d'une thèse en COTUTELLE (4)

(1), (2) Pour une thèse préparée au CRIStAL, LMFL, LaMCube, L2EP, IEMN ou GEMTEX

(3) Pour une thèse préparée à L'UCCS ou l'UMET

ANNEX 2 : Last page

Titre en français
Résumé en français

Mots-clefs:

Title in English
Summary in English

Keywords

Last page
of
the
dissertation

ANNEX 3: Certificate of correction of the thesis dissertation

Attestation de correction du mémoire de thèse
--

Je, soussigné(e).....

Directeur de la thèse intitulée :

.....
.....
.....
.....

De (Prénom, Nom)

Certifie que les corrections demandées au cours de la soutenance par le jury ont bien été effectuées.

Date et signature du Directeur de thèse

Date et signature du Président du jury

ANNEX 4: Request for hybrid or remote thesis defense

Request for hybrid or remote thesis defense

Decree of October 27, 2020 -

To be filled in by the thesis director and returned to the Masters and PhD department at least 1 week before the defense

- Hybrid defense (at least the candidate and the president of the jury attend on site)
- Remote defense (all participants attend individually, via videoconference)

PhD STUDENT:

Name : _____

First name : _____

Date and time of the defense: _____

Thesis supervisor : _____

MOTIVE :

Software : _____

Room (for hybrid defenses): _____

President of the jury (if known): _____

Software test done on _____. Observations: _____

Planned organization of the defense: _____

Date : _____

Signature : _____

ANNEX 5: Solemn declaration (jury members)

Solemn declaration (jury members)

Given the decree of October 27, 2020 relating to the use of video-conferencing for the presentation of work as part of an authorization to supervise research and a thesis defense, remote defenses are currently authorized.

All the members of the jury, as well as the candidate, can participate in the defense by means of videoconference 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.

Each member of the jury must ensure that discussions during the appointment of the President and during deliberation are confidential. Also, they must isolate and, if possible, be equipped with means (headphones, cover, etc.) guaranteeing confidentiality.

I, the undersigned, (Name and First name)

Member of the videoconference jury of

Name and First name:

Defense date and time:

declare to have read the conditions of the defense in videoconference and give delegation of signature to the president of the jury to sign in my name the following documents relating to the defense, namely:

- the defense report;
- the defense transcript.

In order to keep the confidentiality of the discussions, I agree to be isolated and alone when President of the jury is being appointed, during the defense, and during the deliberations of the jury.

(Place, Date, Signature)

ANNEX 6: Solemn declaration (PhD student)

Solemn declaration (PhD student)

Given the decree of October 27, 2020 relating to the use of video-conferencing for the presentation of work as part of an authorization to supervise research and a thesis defense, remote defenses are currently authorized.

All the members of the jury, as well as the candidate, can participate in the defense by means of videoconference 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.

For technical reasons related to the management of connections during the defense, invited audiences cannot be admitted during the defense.

Exceptionally, participants outside the members of the jury can attend under the responsibility of the thesis supervisor and on condition that this does not adversely affect the quality of the videoconference. Participants will have to mute their microphone and their camera and not use text communication (chat). The candidate will do a test at least one week before the defense to ensure the good quality of the videoconference with all the participants (jury and external participants) connected simultaneously.

In case of a fully remote defense, the candidate must:

- be alone on the site of the defense
- remain connected at all times, never cut off their microphone or camera for the duration of the defense
- connect during the defense and during the declaration of results according to the modalities which will be communicated by the president of the jury
- ensure the good quality of the videoconference and, if necessary, exclude participants other than the members of the jury

For a hybrid defense, the candidate is not alone on the defense site. The other obligations remain valid.

Defense date and time:

Video conferencing software:

I, the undersigned,

(NAME and First Name of the candidate), declare that I have read the videoconference defense conditions and undertake to comply with them.

(Place, Date, Signature)