

PROCEDURE RELATED TO THE VIVA VOCE EXAMINATION

Order of 25 May 2016 laying down the national training framework and the procedures leading to the award of the national doctoral diploma (Articles 17, 18, 19)

Validated by the research committee Unistra of 16/11/2016 and research commission UHA of 18/11/2016.

2 months prior to the date of the viva or according to the timetable set by the Doctoral school

↳ The thesis supervisor

- Files in the provided forms for the main examiners proposal (2 or 3 according to the regulation in force in the Doctoral school the candidate is attached to) and for the examining committee proposal and hands them in to the Doctoral studies Department.

Examining committee composition : 4 to 8 members.

- Half of the examining committee must be composed by professors or equivalent.
- Half of the examining committee must be composed by personalities outsiders the research unit, the Doctoral College of the site, the doctoral school of the candidate and all the institutions of the site "University of Strasbourg"
- As far as possible, the jury must allow a balanced representation of women and men
- Invited members are not part of the examining committee.

↳ The candidate

- Sends to the Doctoral College an electronic format copy of the thesis summary in French (3 to 4 typed pages). The candidate specifies at the end of the summary the list of publications and communications his/her work has contributed to (with the name of all co-authors) or the mention "no publication".

Warning: For oral examinations due between August 20th and September 7th, submission of the examining committee proposal must be done by June 15th.

At the latest 6 weeks prior to the viva

↳ The candidate

- Sends a copy of the thesis to each main examiner and other members of the examining committee after validation of the committee by the Director of the Doctoral school and the President of the University.

3 weeks before the oral examination

↳ The candidate

- Hands in to the Doctoral College a copy of the thesis on a CD-ROM.
- Informs the Doctoral College of the provisional date, time and place where the viva will be taking place in agreement with the thesis supervisor.

A least 14 days before the oral examination

↳ The main examiners

- Send their reports, along with the provided form, to the Doctoral College. The authorisation to take the oral examination is given by the President of the University based on the recommendation of the Director of the Doctoral school and the favourable reports of the main examiners.

Warning: For oral examinations due between August 20th and September 7th, reports must reach the Doctoral College at latest July 16th.

The viva

↳ **the chairman of the jury** shall be appointed by the members of the jury. He must be a professor or assimilated and can't be the thesis supervisor and an emeritus.

↳ **exceptionally**, a defense may include videoconferencing. In this case, the members of the jury, with the exception of the president of the jury, may participate in the defense by these means, following a procedure set up in the institution. Although formally, the face-to-face is compulsory only for the candidate and the president of the jury, such a situation must be only exceptional and justified to the president of the university as soon as possible. In the case of a defense including videoconferencing, the appointment of the chairman of the jury will necessarily take place before the date of the defense.

↳ at the end of the presentation by the doctoral student, the chairman of the jury gives priority to the rapporteurs.

↳ **deliberation** (discussion, decision, report, signatures)

All members of the jury (including thesis supervisor) participate in the discussion phase (the invited members are not officially part of the jury, they do not take part in the deliberation). The thesis supervisor (s) does not participate in the decision-making phase (level evaluation, final decision on whether or not to award the doctorate). On the other hand, the thesis supervisor signs the defense report.

After the viva

↳ The chairman of the jury

- transmits to the Doctoral College - University of Strasbourg, the defense report no later than one month after the defense.

↳ The candidate

- Uploads the summaries in French and English, the thesis with corrections (if needed), the completed and signed contract of electronic edition of the thesis, and the thesis recording form on the ENT (section "Mon dossier" -> "Dépôt-Thèses") in a set deadline of one month if there is no correction to make, of three months if corrections must be made onto the manuscript. These corrections must be validated by the thesis supervisor or the examining committee president.

↳ The Doctoral College

Will transmit the diploma certification (upon enquiry by the candidate) if the three definitive copies taking account of the examining committee opinion have been uploaded.