



How to prepare your thesis defense?

September 11, 2025

Pre-requisites

TO BE ALLOWED TO DEFEND YOUR THESIS, YOU HAVE TO...

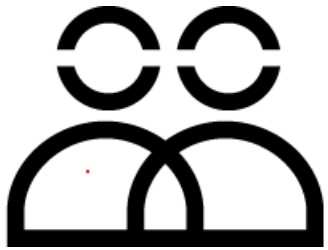


- ✓ Complete at least **100 hours of training courses**
- ✓ Complete **mandatory training courses** (research ethics, open science)
- ✓ Participate in at least **2 JED (Days of the Doctoral School)** including **1 with a presentation** (poster or oral)
- ✓ **Publish (or submit) at least 1 article OR 1 communication in an international conference** (unless exemption granted by the director of the Graduate School)
- ✓ **Register in 3rd year** (or after, see below)

Any thesis defense organized after December 31 of the 3rd year of registration must be the subject of a request for additional time. This authorization can only be granted after:

- a favorable opinion of a 3rd year CSI, which must be organized by September 30 of the academic year at the latest
- a favorable opinion of the thesis director, specifying the funding conditions
- a favorable opinion of the regional Doctoral School steering committee.

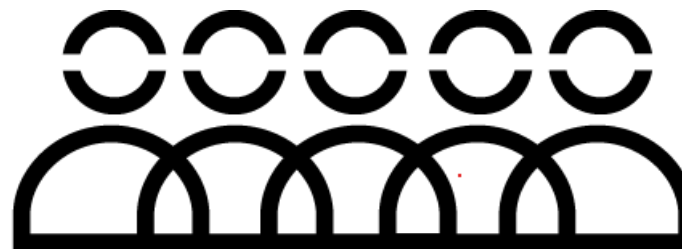
The reviewers



4 CRITERIA TO MEET TO CHOOSE THE 2 REVIEWERS...

- 1) They have no involvement in your doctoral work and must not have collaborated directly with **your thesis supervisor** for at least 5 years
- 2) They cannot be members of your CSI
- 3) They are outside the doctoral school perimeter (Pays de la Loire) or registration institution (Nantes Université, IMT Atlantique, Université Gustave Eiffel or co-tutelle institution), unless the disciplinary field or the content of the work does not allow it
- 4) They hold the HDR (or equivalent for foreign members): in the case of work involving people from the socio-economic world who do not belong to the academic world, a 3rd reviewer recognized for his or her competence in the field, may be appointed on the proposal of the doctoral school director

Composition of the jury



5 CRITERIA TO MEET TO CONSTITUTE YOUR JURY...

- 1) The jury is made up of a minimum of 4 and a maximum of 8 members (with 2 emeritus members max.). Potential guest members are excluded from this count and not subject to the criteria mentioned below.
- 1) At least half of them are outside personalities: outside the doctoral school perimeter (Pays de la Loire), registration institution (Nantes Université, IMT Atlantique, Université Gustave Eiffel or co-tutelle institution) or research unit
- 2) At least half of them are professors or research directors (or equivalent for foreign members). As emeritus are no longer part of the body of professors and assimilated, they can no longer be assimilated to professors
- 3) At least 1 member is part of the registration institution (Nantes Université, IMT Atlantique or Université Gustave Eiffel – CNRS or INSERM staff included) and hold the HDR (MCF or PR) – it can be the thesis supervisor
- 4) A good balance men-women must be ensured: at least 1/4, 2/6 or 3/8

Thesis defense: main deadlines



Remember to extend deadlines during
Christmas (+15 days) and Summer breaks (+1 month)

3 MONTHS BEFORE



PRE-VALIDATION



Documents to be attached:

- Form for pre-proposal of reviewers and jury + external members forms (1 per member)*
- List of scientific production and communications signed by the thesis director (free format)
- List of training courses attended (to be downloaded in AMETHIS)

*This step is dematerialized in the online platform for PhD students from IMT Atlantique.

Thesis defense: main deadlines



Remember to extend deadlines during
Christmas (+15 days) and Summer breaks (+1 month)

9 WEEKS BEFORE**



SUBMISSION OF THE COMPLETE FILE

Documents to be attached:

- Thesis manuscript in digital format
- Request for authorization to defend the thesis*
- Final form for proposal of reviewers and jury + external members forms (1 per member)*
- First (cover) and last page (abstract) of the thesis*
- Registration form of the thesis at the university library*
- Diffusion contract (authorization to publish the thesis)*
- Other documents (if applicable): thesis confidentiality, non-public defense, redaction and/or defense in English*

*These steps are dematerialized in the online platform for PhD students from IMT Atlantique.

**8 weeks before for Université Gustave Eiffel

Thesis defense: main deadlines



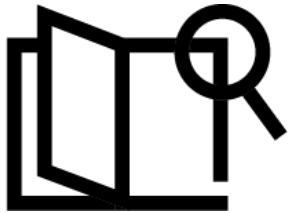
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8 WEEKS BEFORE



MANUSCRIPT REVIEW

- You send by yourself your manuscript to the reviewers.
- The reviewers are contacted by the Graduate School to inform them of the deadline for returning their report.



Thesis defense: main deadlines



Remember to extend deadlines during
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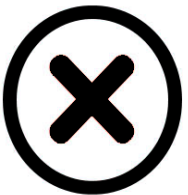
3 WEEKS BEFORE



RECEPTION OF PRE-REPORTS



- The Graduate School receives the preliminary reports and sends them to you.
- In case of favorable opinion, you can then submit your thesis to each member of the jury, taking into account minor comments made by the reviewers.
- The registration institution authorizes the defense, and the invitation is sent to the jury members.



If one of the reviewer issues an unfavorable opinion on the defense, it will be postponed. You will need to make corrections based on the comments made.

Thesis defense: main deadlines



Room reservation should be arranged with your laboratory, which can also provide the end-of-thesis drink!



THESIS DEFENSE DAY

- The members of the jury choose a president (professor, research director or equivalent)
- Your thesis director is part of the jury, but doesn't take part in the decision, and can't be president.
- At the end of the defense and if you are admitted, you can take the oath:
"In the presence of my peers.
With the completion of my doctorate in [research field], in my quest for knowledge, I have carried out demanding research, demonstrated intellectual rigour, ethical reflection, and respect for the principles of research integrity. As I pursue my professional career, whatever my chosen field, I pledge, to the greatest of my ability, to continue to maintain integrity in my relationship to knowledge, in my methods and in my results."
- The minutes ("procès verbal"), jury's opinion and defense report are signed by the members.

After the defense



- **Your thesis director returns the minutes (“procès verbal”), jury opinion and defense report to the academic department.**
- **You have 1 month to send the final manuscript of the thesis with the corrections.**

- **The diploma is edited once a year.**
- **For Nantes Université, you can collect it during the Doctors’ Ceremony (in early March of each year) and in the academic department after this date.**

