


My manuscript is finalised  **To do 8 to 6 weeks before the defence**

1. I log on to ENT (*administration* tab, then *defence/soutenance*)
2. I fill in, print and sign (and have my thesis supervisor - University of Avignon - UofA sign)
 **Appendix A:** Proposal for two rapporteurs (HDRs from outside UofA)
Appendix C: Authorisation to distribute the thesis
3. I send by email to gestion-ed@univ-avignon.fr:
the two appendices, my qualification CV
and, as a single PDF file, my **manuscript with the University of Avignon layout typography**
(<https://univ-avignon.fr/recherche/le-doctorat/je-suis-actuellement-en-doctorat/>) at gestion-ed@univ-avignon.fr
4. After validation of my appendix A by the ED, I send my manuscript to the rapporteurs as an electronic version, and in paper version only upon their request
5. I inform gestion-ed@univ-avignon.fr (with a copy to the director of my laboratory for information) of the date, time, and place desired for the defence so that the room can be reserved (provide refreshments for the defence if necessary)

ED side: validation of the rapporteurs by the ED director within 24 hours. The rapporteurs are asked to return their report to the ED within 3 weeks. The ED sends the reports to the doctoral student as soon as it receives both documents.

 **To be done 4 to 3 weeks before the defence**

6. I go back to my ENT to fill in, print, sign (and have my thesis director and my UofA laboratory director sign).
I send by e-mail to the ED **appendix B:** composition of the committee- Possibility to send by e-mail the composition proposal beforehand to the ED for a pre-validation.

ED side: validation of the proposal of the committee. Authorisation to defend is given on the basis of the reports. The invitation is sent to each member of the committee.
The minutes of the deliberation (appendix D), the authorisation for distribution as is (appendix E), the receipt for the deposit of the thesis (appendix F) are sent

MY THESIS DEFENCE AT THE UNIVERSITY OF AVIGNON

7. If there is no contraindication on the composition of the committee from the ED, I send my manuscript to the committee as an electronic version and on paper upon their request.
8. In order to disseminate the summary of the thesis within the institution, I return the completed dissemination form to the ED (available on the ED website)



ED side: Receipt of the minutes of the deliberation and the authorisation of diffusion as is by the thesis supervisor or the chairperson of the committee. Sending the doctoral student the receipt for the deposit of the thesis and the request for the collection of the diploma. Sending the final report may take longer (depending on the feedback from the committee chairperson).

9. I submit my **application for the collection of my diploma** to the *service de la scolarité*
10. I go to the school to collect my diploma, or I ask for it to be sent by post
11. I can send a modified version of my thesis to the ED one month after my defence to be put online on STAR
12. I can be reached at my alumni address (which I keep for life) for the various surveys on the future of the Ministry's doctors

SUMMARY

