

Checklist

Finishing your PhD



Constitution of the Thesis Jury

- ☐ Form the thesis jury in agreement with the thesis supervisor and in compliance with the Faculty regulations regarding its composition
- ☐ Submit the proposed jury composition for Faculty approval (validated by the Professors' Council) within the regulatory deadlines before the defense (according to Faculty regulations)



Preparation of the manuscript

- ☐ Follow the manuscript formatting guidelines (monograph or article-based) according to the Faculty regulations
- ☐ Comply with regulations and guides on scientific integrity (including plagiarism and the use of AI)
- ☐ Submit the manuscript to the thesis supervisor
- ☐ If deemed acceptable by the thesis supervisor, send the manuscript to the jury members within the regulatory deadlines before the defense (according to Faculty regulations)

Documents utiles

[Doctoral Regulations FLSH](#)

[Doctoral regulations FS](#)

[Doctoral regulation FSE](#)

[Doctoral regulation FD](#)

[Practical Guide for Thesis Layout](#)

[Directive on Thesis Submission](#)

[Pledge of Honor](#)

[Regulations on Scientific Integrity](#)

[Guide to Scientific Integrity](#)

FLSH

[Dean's Directive on Article-Based Theses](#)

[Procedure for Defense and Thesis Submission](#)

FS

[Procedure from Enrollment to Thesis Submission](#)

[Request for Approval of Thesis Jury Composition](#)



Defense organization

- ☐ Set a date for the private defense (or thesis colloquium) in agreement with the thesis supervisor
- ☐ Book a room and organize logistics with the thesis supervisor
- ☐ Communicate the date and room to the Faculty thesis coordinator (who will convene the jury, except in FSE)
- ☐ Prepare the oral defense (visual aids, rehearsal)
- ☐ If the private defense (or thesis colloquium) is successful, organize the public presentation within the regulatory timeframe after the defense, according to Faculty rules (not applicable to FD)
- ☐ Make any requested corrections to the manuscript before the public presentation, if required
- ☐ Schedule the public presentation date in agreement with the thesis supervisor, and in compliance with the regulatory deadlines following the private defense (according to Faculty rules)
 - ☐ Reserve the date in agreement with the Dean's Office
- ☐ Communicate the date and room to the Faculty thesis coordinator
- ☐ If applicable, organize the reception following the public presentation (book room with facilities, etc.)



Administrative Thesis Deposit

After obtaining the *imprimatur*:

- ☐ Submit one or more printed copies (including *imprimatur*) in the format required by the Faculty regulations to the Faculty library within the regulatory deadlines after the defense (according to Faculty rules)
- ☐ Complete the [Pledge of Honor](#)
- ☐ Send the electronic version to the Faculty library
- ☐ A deposit certificate will be issued, allowing you to obtain the official doctoral completion certificate
- ☐ Ensure that all attestations and administrative documents are downloaded and saved from IS-Academia before your account credentials expire