

You wish to declare your next defence.

Below are the **6 steps** to follow in your ADUM space:

1- DECLARATION OF DEFENCE

Click on "I would like to request a viva" (middle of the screen - "Procedures" section).

2- ENTER YOUR JURY AND REPORTERS (cf. Defense Kit)

Make sure you fill in all the fields!

3- SUBMITTING THE THESIS MANUSCRIPT

Deposit* the electronic file of the thesis manuscript in your ADUM space when you declare your defence (including the cover page**).

*A deposit link is available on the left of your "dépôt PDF de la thèse" screen.

** The cover page is available on the right of the "Soutenance" block screen.

4- MANDATORY SUPPORTING DOCUMENTS TO BE SUBMITTED ("Procedures" section)

4.1 - Documents specific to the doctoral school :

Attach to your application, in a single PDF file :

- The compilatio report* (in French)
- The summary of training courses**.

*The compilatio report is a document generated from the "compilatio" platform available on your student intranet. If necessary and in case of difficulty, contact your UGA thesis director.

** The training summary is available in your Adum profile, on the right of your screen, in the "Formations" block.

4.2 - Documents specific to the establishment :

Add to your file, if applicable. If applicable, if you are not concerned, add 1 blank page

- CVs of foreign members of the jury
- the request for confidentiality, if applicable
- the request for authorisation to defend outside the UGA premises
- the request for total videoconferencing if the viva is to take place entirely at a distance (duly justified).

5- AUTHORISATION TO DISTRIBUTE THE THESIS

Document available on the right, "defense" block. To be completed, dated and signed.

To be submitted via the link in red at the top of your screen, "Mon profil" section "Submit document relating to distribution".

6- FINALISING THE DECLARATION OF SUPPORT

Click on "Je finalise ma déclaration de soutenance".

An email is then automatically sent to your thesis director asking him/her to give his/her opinion on the composition of the jury. The ED is then automatically informed by email.