

# THESIS DEPOSIT

## Before the defense

### At least 3 months before

Apply for confidentiality if required (see « Thesis Dissemination » information sheet).

### 2 to 3 months before

Deposit your manuscript on ADUM. This deposit is necessary for the doctoral school to validate your jury and for the manuscript to be sent to the reviewers, via ADUM. This 1<sup>st</sup> deposit is integral to the defense process but will not be made public.

Check the metadata of your thesis on ADUM (supervisor, co-supervisor(s), research unit, titles, ...). If you cannot edit the metadata yourself, please contact your doctoral school.

### 1 month before

Contact the thesis department of your referring institution's library in order to set a meeting. Your referring institution is specified in your ADUM profile and corresponding contacts can be found in the [doctoral defense guide](#).

This meeting aims to assign your thesis a National Thesis Number (NNT), checking the conformity of the manuscript to the university's policies, offering advice on the best dissemination option for your thesis.

**ATTENTION:** This pre-defense meeting is mandatory.

## After the defense

### 1 to 3 months after

Deposit the final draft of your thesis on ADUM and inform by email the librarian you met prior to the defense. Indicative timeframe: 1 month for minor corrections. 3 months for major corrections.

### Deposit validation

In order for us to validate your final thesis deposit:

- Follow the cover page modification requests that were given to you during the 1<sup>st</sup> deposit meeting.
- The "Conditions de dépôt legal" form consigning your dissemination option choice must be signed and uploaded on ADUM through the « Deposit of the document relating to the dissemination » link in your ADUM profile.
- The signed defense records should be uploaded on ADUM by your supervisor.

### Certificate of Achievement

Once your deposit is validated by the library, the student affairs department (scolarité) or the doctoral school will produce your certificate of achievement. The request to print a diploma should be addressed to the student affairs/doctoral school.

**ATTENTION:** Your certificate of achievement will not be produced if we cannot validate your thesis deposit. Your thesis deposit cannot be validated if the final draft of the manuscript, the "Conditions de dépôt legal" and the defense records are not on ADUM.