

SUBMIT MY THESIS, HOW DOES IT WORK?

In accordance with article 24 of the [decree of May 25, 2016](#), you must submit your thesis to the library for archiving. **This deposit is a legal obligation and conditions the delivery of your doctoral diploma.** Since January 2023, your file has been submitted to ADUM: <https://adum.fr/index.pl?site=educa>

1 PRE-DEPOSIT

6 weeks before the defense and at the latest 1 month before, on your ADUM personal space:

- Submit your thesis file, having verified the validity of the format on the site <https://facile.cines.fr/>
- Enter the title, key words and summary of your thesis in French and English. This information will appear on theses.fr and will allow your thesis to be referenced on the site.
- Complete and download the *Autorisation de diffusion de thèse électronique* document. Then, submit it **signed** in your ADUM space.

WHICH BROADCAST SHOULD I CHOOSE FOR MY THESIS?

Whatever your decision, unless there is confidentiality, your thesis will be distributed via our Intranet, and accessible to the entire university community.

- see the Order of May 25, 2016 establishing the national training framework and the modalities leading to the delivery of the national doctoral diploma

CHOISISSEZ LA DIFFUSION INTERNET POUR ÊTRE VISIBLE SUR THESES.FR ET HAL THÈSES.

HAL Theses is the HAL portal dedicated to theses. It is an open archive for free access to works research [<https://uca.hal.science/>].

Disseminating your thesis is a first step towards promoting your work. By disseminating your research work, you participate in the open access to research movement for everyone; you participate in the sharing and transmission of knowledge.

The distribution of your thesis on the internet is subject to your sole authorization. You can at any time revoke the distribution authorization that you gave when submitting your thesis, by contacting your BU thesis managers.

NB: the distribution of your thesis via the legal deposit circuit is automatically followed by distribution on HAL.

2 FINAL DEPOSIT

At the latest 3 months after my defense:

- Make the **second submission of your thesis** in your ADUM personal space, even if the jury has not asked you for corrections. You will specify the name of the president of the jury on the cover page.
- If **major corrections** were requested by the jury at the end of your defense, you must submit on ADUM the corrected version of your thesis certified as correct by the president of the jury no later than 3 months after your defense.
- If you have not done so or if you change your mind about distributing your thesis: complete, download, sign and submit the *Autorisation de diffusion de thèse électronique* document.

3 DOCTORAL DEGREE

Once the **final deposit has been certified by the BU**, you will be able to collect your diploma from your Doctoral School. Methods for withdrawal: on site, by proxy or by mail.

<https://ed.uca.fr/these/soutenance/retrait-du-diplome-de-doctorat>

TO HELP YOU:

- [ADUM personal space](#)
- [Colleges of Doctoral Schools](#)
- [Find out everything about your deposit](#)
- [Practical guide for scientific productions](#)
- [ABES Guide](#)