

ADUM TUTORIAL

PH.D. THESIS DEFENCE


*Before starting your application on ADUM, we invite you to read this tutorial carefully. This document will guide you step by step in the creation and completion of **your defense application**.*



It is important that you complete your defense application with your thesis supervisor.

Please pay attention to the correct filling in of the names, grades and contact details of reviewers and committee members, and to take the greatest care in verifying these data (including email address).

Before submitting your defense application: registration for the current academic year

<p>For any defense between September 1st and December 31st, re-registration for the corresponding academic year is mandatory, but you are exempt from registration fees and not subject to the CVEC.</p>	<p>If you have not re-registered yet for the academic year, you must log in to your ADUM personal space. In the section relating to procedures, you must click on "I wish to request my re-registration in X year of thesis"</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p> Procedures</p> <hr style="border: 1px solid #00aaff; margin: 5px 0;"/> <ul style="list-style-type: none"> <li style="border: 2px solid red; padding: 2px; display: inline-block; margin-bottom: 5px;">▶ You must first re-register in order to apply for support <li style="margin-bottom: 5px;">▶ I finalize my re-enrollment procedure in 4^o year of PhD thesis </div>
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The re-registration procedure is available on the FEDORA website:

<https://fedora.insa-lyon.fr/en/node/33>

The general tutorial on how to use ADUM is also available on your ADUM space.

Good to know:

Before starting the defense procedure, make sure that step 1/6 of the re-registration (Doctoral School verification) is validated, in order to avoid returning to the non-submission stage and blocking the re-registration procedure.

Submit your defense application

Good to know:

Starting the defense procedure requires that the re-registration has **begun**, but it must be **validated by all the involved parties** in order to be able to issue the **defense authorization** (4 weeks before the defense).



Procedures

▶ Your profile has been registered for a 4th year of PhD studies in 2024-2025

▶ **I wish to declare my PhD defense**

In the section related to procedures, you must click on "**I wish to make my application for a defense**"

IdHAL information

It is recalled that INSA requires the IdHAL for the defense. Do not forget to update it in you profile!

Information about your thesis and your defense

You must check (and update if necessary) all the tabs of your profile and then fill in the elements of the defense. Required fields are indicated with a red asterisk*:

Good to know

- The titles of your thesis in English and French must be final
- The information entered in these fields will feed several official documents of your defense: please fill them in with the greatest care. You will not be able **to change them afterwards**.
- The date and place of the defense may nevertheless be modified until the authorization of the defense is issued. To do so, you must contact the Institute via fedora-doc@insa-lyon.fr

PhD thesis defense

Thesis title in French (*please write in lowercase*)
 Multi-stabilité et rupture de symétrie dans un système vibro-impact non linéaire avec jeu annulaire : analyse expérimentale et numérique des bifurcations *

Thesis title in English (*please write in lowercase*)
 Multi-stability and symmetry-breaking in a nonlinear vibro-impact system with annular clearance: experimental and numerical bifurcation analysis *

Keywords in French

1 - * Brisure de symétrie 2 - * Vibro-impact 3 - * Méthode d'équilibrage harr
 4 - Suivi de bifurcation 5 - Dynamique non linéaire 6 - Générateur de vapeur

Keywords in English

1 - * Symmetry breaking 2 - * Vibro-impact 3 - * Harmonic Balance Method
 4 - Bifurcation tracking 5 - Nonlinear dynamics 6 - Steam generator

Date of the PhD thesis defense * 19/03/2025

Location of PhD Defense (address, postcode, city)
 INSTN
 CEA Saclay D306 / Porte Est, 91190 Saclay *

Room of PhD defense * -

Time of PhD Defense * 14h

Articles thesis yes no

Language of the the thesis typescript * Anglais

Language of the thesis defense * Français

Please note: thesis on publication is not allowed in our institution

CNU section

* 60 - Mécanique, génie mécanique, génie civil

i Defense visibility public closed session

i Confidentiality requested of the thesis yes no

i Embargo of the thesis * yes * no

Please note: if the submission of the application is validated without asking for confidentiality and/or a closed defense, it will no longer be possible to request it later

i Confidentiality requested of the thesis yes no

Ending date: *

Motivation/ justification for confidentiality request : *

i Embargo of the thesis * yes * no Ending date: *

Good to know

- The embargo allows university members to consult the thesis before it becomes available to everyone online at the end of the embargo period;
- Confidentiality does not allow any consultation.

Reviewers' declaration

Reminder of the rules of the Institute regarding reviewers

https://fedora.insa-lyon.fr/sites/fedora.insa-lyon.fr/files/formalites_soutenance_insa_-_en.pdf

The Committee includes at least two reviewers who are necessarily:

1. Habilitated to Supervise Research or belonging to one of the categories referred to in Article 16 of the May 2016 Decree. In the event that a proposed reviewer does not have the status of Full Professor and works in a country that does not have an equivalent to the HDR, a detailed CV (including doctoral supervision activities, publications, participation in thesis defenses and role in the Jury, etc.) must be submitted for validation of the equivalence by FEDORA and the Doctoral School.
2. Outside the member institutions of the COMUE Université de Lyon

Reviewers (Article 17 of the Order of 25 May 2016 laying down the procedures leading to the award of the national doctoral diploma)

Attention, the verification of the reviewers is only indicative, only the ED and the institution have the expertise to verify the elements entered and validate them.

Ajouter

Reviewer Civility Last name First name

Title

Quality for the PhD Thesis defense

i Is one of the jury members

Affiliation Establishment

Address

Postcode City

Country

E-mail

Phone

orcid **i**

iDref **i**

HDR **i**

If so, the reviewer switches to the "Jury members" table; If not, the reviewer remains in the "Rapporteurs" table

We strongly discourage the rapporteurs not being in the Committee.

Please fill in this field with the utmost care because there is no notification in case of an incorrect email address!

Detailed CV must be submitted if the reviewer comes from a country that does not grant an HDR or equivalent and does not have the equivalent status of Full Professor

Declaration of the committee members

Reminder of the rules of the Institute regarding the committee

https://fedora.insa-lyon.fr/sites/fedora.insa-lyon.fr/files/formalites_soutenance_insa_-_en.pdf

The Defense Committee must meet the following conditions:

- The number of members of the Committee is between 4 and 8;
- It is composed of at least half personalities from outside the member institutions of the COMUE Université de Lyon, chosen on the basis of their scientific competence, subject to the provisions relating to international co-supervision of thesis;
- At least half of the Jury must be composed of professors or equivalent within the meaning of the provisions relating to the appointment of members of the National Council;
- The composition of the Jury must allow for a balanced representation of women and men:
 - Less than 7 members: 1 woman minimum
 - 7 or 8 members: 2 women minimum
- All jury must include at least one member habilitated to supervise research working at INSA Lyon.
- As a reminder:
 - Invited members are not counted in the regulatory formulation of the committees.
 - By regulation, co-supervisors are considered as examiners (co-advisors are recognized with their function).
 - Official documents will show these provisions. Nevertheless, a tolerance is applied to the cover page of the manuscript which may explain the roles of co-supervisor and guest.

Member 7

Civility * Last name * First name *

Title *

Quality for the PhD Thesis defense *
Ask for videoconference oui non

Affiliation Establishment *

Address *

Postcode * City *

Country *

E-mail *

Phone

orcid ⓘ

idref ⓘ

HDR ⓘ

Reviewer
Examiner
Thesis supervisor
Thesis Co-supervisor
Thesis Co-supervisor

If you click on this symbol, you remove the committee member from the tab

Please fill in this field with the utmost care!

Summaries of your thesis

At least, you must fill in the first 2 fields, the fields "Summary of the thesis in French" and "Summary of the thesis in English" (4000 characters maximum each).

Thesis summary in French

The number of characters must be less than 4000 characters (including spaces, tabs and line breaks)
The summaries you set here must be the same as the ones of your thesis typescript.

*

Thesis summary in English

The number of characters must be less than 4000 characters (including spaces, tabs and line breaks)
The summaries you set here must be the same as the ones of your thesis typescript.

*

Popularized summary for the general public, in French

No more than 1000 characters

Popularized summary for the general public, in English

No more than 1000 characters



Be sure to save the information entered up to this point.

I HAVE FINALIZED THE INFORMATION RELATING TO THE DEFENSE

Upload of the electronic version of your thesis manuscript

In order to submit your defense application, you must submit your manuscript in PDF format in this section, by clicking on "browse". **Please read the instructions carefully before submitting your file.** The text displayed on your interface may be different from the one shown in the image below.

In this section, you will also have to download the dissemination contract.

- Civil status
- Contact information
- Administrative attachment
- Funding
- Thesis progress
- Foreign languages
- PhD defense
- Deposit of the thesis PDF
- Display management
- Competencies and portfolio
- Documents to be attached
- Professional career
- Publications
- I finalize the procedure

Digital file of the thesis manuscript, identical to the version before defense

This version of your thesis will be sent to the rapporteurs for evaluation and to the jury members; it will be available to your thesis supervisor(s), your Doctoral school, the doctoral studies department, and will allow to the documentation center (University Library) to do technical verifications on your file.

The PDF file of the full version of your thesis (finalised after the defence) is intended to be archived by the Centre informatique national de l'enseignement supérieur (CINES) on its platform (PAC). In order to achieve this, your file must be tested with the CINES FACILE tool <https://www.cines.fr/en/>, and meet the 3 criterion "well-formed", "valid", and "Archivable in PAC". Caution: only PDF version greater or equal to 1.4 are accepted by the CINES. Previous versions (1.0, 1.1, 1.2, 1.3) are rejected. If your file is declared invalid, please contact the CINES support by clicking on the link at the top of the page: "demander une analyse de second niveau", or the documentation center of your institution: theses.bibliotheque@insa-lyon.fr.

No later than 3 months after your defence, you must submit the final file of your thesis, including on the cover page the president of the jury, the correction of any typos and any requests for corrections made by the jury.

Thesis Archiving version

📁 Drag a document onto this area, or click on the bottom right button

Parcourir...

Is the archiving version the same that the dissemination version? oui non

Dissemination area of your thesis

Unless the thesis is of a confidential nature, it will be distributed within the institution where it was defended, and to the entire national university community. Online distribution of the thesis beyond this perimeter is subject to the author's authorization, provided there is no confidentiality clause.

Once you have been awarded a doctorate, do you authorise the institution to disseminate your thesis via the internet (once the possible end of embargo or confidentiality date has passed)? yes no

Deposit of the document relating to the diffusion

📁 Drag a document onto this area, or click on the bottom right button

Please upload here your completed and signed "contrat de diffusion". The template is available in the "administrative documents" section.

Please do not deposit your thesis manuscript in this space.

Parcourir...

By saving the page, YOU DECLARE YOU HAVE UPLOADED your PhD Thesis digital version, and YOU HAVE CHECKED the PDF validity with the CINES "FACILE" tool.

SAVE

EXAMPLE

Good to know

You can download the template for the "electronic dissemination contract of the doctoral thesis of INSA Lyon member of the University of Lyon" from "administrative documents". In this section, you can find useful document templates.

Administrative documents ⓘ

The documents in gray will be available only after all the forms are saved (icon) and the procedure is finalized.

Soutenance

- ▶ Couverture de thèse format LaTeX à télécharger
- ▶ Couverture de thèse format Word à télécharger
- ▶ INSA Lyon : liste des ED
- ▶ Page Folio administratif
- ▶ Guide de demande de reconnaissance de mobilité internationale
- ▶ **Contrat de diffusion électronique de la thèse**

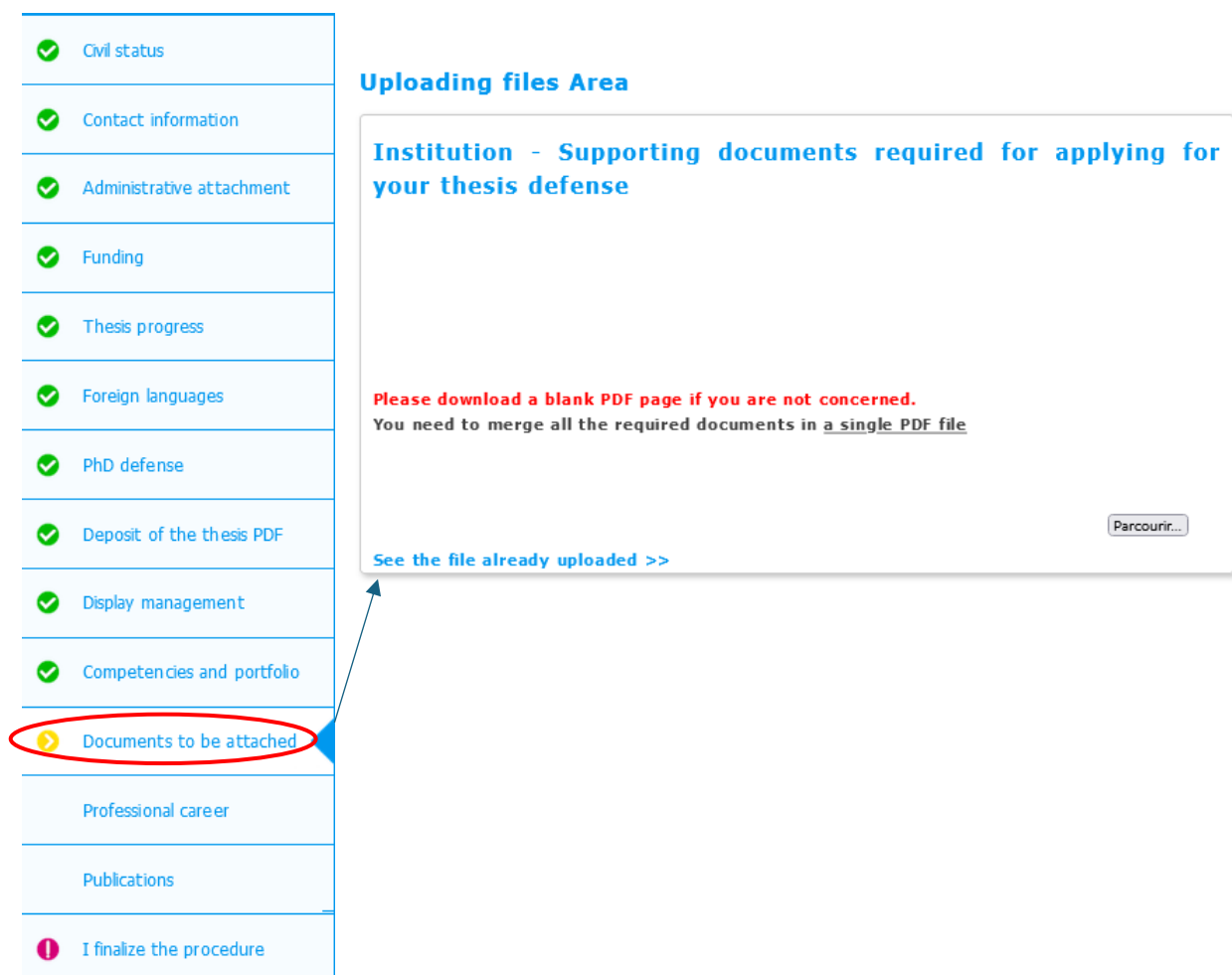
Additional documents to your defense application

In this tab, you will find one or more document uploading spaces.

Please read the instructions for each drop-off space carefully.

Please note: for all documents, only PDF format is accepted.

Example of possible display:



Uploading files Area

Institution - Supporting documents required for applying for your thesis defense

Please download a blank PDF page if you are not concerned.
You need to merge all the required documents in **a single PDF file**

[See the file already uploaded >>](#)

[Parcourir...](#)

Documents to be attached

- Civil status
- Contact information
- Administrative attachment
- Funding
- Thesis progress
- Foreign languages
- PhD defense
- Deposit of the thesis PDF
- Display management
- Competencies and portfolio
- Professional career
- Publications
- I finalize the procedure

Finalization of your defense application

Once all the tabs are green, you will be able to finalize your application and submit it.
Remember to press the submit button.

Any submission is definitive!



If you complete your ADUM application over several days (but before clicking on "transmission of data for processing of the file"), remember to save the information entered. You will have to reconnect to ADUM and click on "I am finalizing my defense procedure" to continue completing your application and then send it to your thesis supervisor.

Once you have finalized the procedure, you will no longer be able to modify your data.

* I do certify that all the information contained in my ADUM account is true.

TRANSMISSION OF DATA FOR ASSESSMENT OF YOUR REQUEST

Good to know

When you submit your application, your thesis supervisor will receive an email to give his/her opinion on the referees and jury members. After the preliminary verification of the Jury by the person in charge of Ph.D. defense in INSA, the signature circuit is as follows: lab Director, Doctoral School Director and Institute (Director of FEDORA).

I finalize the procedure

Reminder:

The launch of the defense procedure requires that the re-registration has begun, but it must be validated by all the actors in order to be able to issue the defense authorization (4 weeks before the defense).

If you have any questions, please contact the FEDORA
department via fedora-doc@insa-lyon.fr

Your INSA-Lyon institution wishes you an excellent preparation for
your defense!