

## Chapter 10. Doctoral Education

### Section 3. Dissertation defence procedure

#### Dissertation defence procedure at the University of Luxembourg

##### Art. IV.10.301. Before the defence

- The dissertation shall be written in one of the following languages: German, English or French with a mandatory abstract in English. If justified by the topic, the dissertation may be written in Luxembourgish or, with the authorisation of the rector, in another language.
- The candidate shall submit their manuscript to the Dissertation Supervisory Committee (CET). Within 8 weeks, this committee shall send its assessment approved by the dean of the faculty, and an electronic version of the dissertation, to the Office of Doctoral Studies (BED).

If the assessment is negative, the candidate will be asked to rework the dissertation and the PhD supervisor of the University of Luxembourg shall inform the BED of the additional period granted, whereby said additional time may not exceed the maximum time limit allotted for the completion of the dissertation.
- The Office of Doctoral Studies verifies whether the student's file is in order in administrative terms. If such is the case, it will send the CET's assessment to the rector.
- Upon receiving this assessment, should the rector authorise the defence, he shall inform the members of the Dissertation Defence Committee - appointed in accordance with the provisions of the Grand-Ducal Regulation of 22 May 2006, the dean, the PhD student, and the Office of Doctoral Studies. He shall also appoint a chairperson, who must be a member of the academic staff of the University of Luxembourg. The rector shall then send out invitations to attend the defence specifying, where applicable, whether the dissertation is covered by a confidentiality agreement and whether the defence should be held behind closed doors.
- The two preceding steps (verification by the Office of Doctoral Studies and authorization by the rector) shall be carried out within 4 weeks.
- The Office of Doctoral Studies attributes a dissertation number and the cover page of the University of Luxembourg to the PhD student.
- The PhD student, with the help of the secretary of their research unit shall send a copy of their manuscript (paper or electronic version) bearing the above-mentioned cover page to the members of their Dissertation Defence Committee latest one month before the defence.
- The defence shall be held at the latest 10 weeks after the rector has appointed the Dissertation Defence Committee.
- The defence shall be announced to the public through the usual means.

- The designated representative of the Office of Doctoral Studies shall provide the Chairman of the Dissertation Defence Committee with the administrative documents required for the dissertation defence.

**Art. IV.10.302. Defence**

- The Dissertation Defence Committee may deliberate only if at least 4 of its members are present. The presence of the jury members is obligatory. Technical means such as videoconference cannot be used.
- If strictly fewer than 4 members of the Dissertation Defence Committee are present 60 minutes after the scheduled time for defence, the defence must be postponed. An adjournment as such shall be entered into the minutes of the defence either by the Chairperson of the Dissertation Defence Committee or their alternate, or in the absence thereof, any member of the Dissertation Defence Committee present. The new defence date proposed by the CET cannot exceed the maximal length allowed by the RGD of 22 May 2006.
- Otherwise, the Chairperson of the Dissertation Defence Committee shall declare the dissertation defence open. The defence shall be conducted in two steps: a presentation by the candidate, followed by a session of observations and questions by the Dissertation Defence Committee. If the dissertation is subject to a confidentiality agreement, the defence may be held behind closed doors. When the candidate has completed their presentation, the Chairperson of the Dissertation Defence Committee invites the jury members to present their observations and ask the candidate all questions they shall deem useful.

**Art. IV.10.303. Deliberation of the Dissertation Defence Committee, drawing up the minutes of the defence and preparation of the summary dissertation report**

- Following the defence, the Chairperson of the Dissertation Defence Committee invites the jury members (with the exception of the experts with advisory capacity) to retire behind closed doors to deliberate, to draw up the minutes and the summary dissertation report, and to overall assess both the dissertation and the defence. The Chairperson shall moderate the discussion of the Dissertation Defence Committee to reach a consensual conclusion. Said conclusion must pertain both to the manuscript produced by the candidate and to their performance during the defence. It must equally justify the decision taken by the Dissertation Defence Committee to confer or not to confer the degree of “Docteur de l’Université de Luxembourg” [doctor of the University of Luxembourg] as well as the mention, and the conditions for the reproduction of the dissertation.

- For the final assessment of the dissertation and its defence, the Dissertation Defence Committee may resort to the procedure described in the annex.
- The Chairperson of the Dissertation Defence Committee shall draw up the minutes of the dissertation defence in accordance with the decision of the committee, and have it signed by the members of the committee immediately.
- The summary dissertation report shall contain the conclusion of the committee's discussions. It shall be drawn up by the Chairperson of the Dissertation Defence Committee and co-signed by all the members of the committee present at the defence, then submitted within max. 30 days following the date of the defence.
- The Chairperson of the Dissertation Defence Committee shall ask the members of the committee to join the candidate for the announcement of the result.

**Art. IV.10.304. Announcement of the result to the candidate and to the Office of the Doctoral Studies, dissemination of the dissertation, conferral of the PhD degree**

- The Chairperson of the Dissertation Defence Committee shall inform the candidate of the committee's decision and whether or not the dissertation is subject to modifications.
- The Chairperson of the Dissertation Defence Committee shall send to the representative of the Office of Doctoral Studies in charge of the dissertation at hand the original minutes of the dissertation defence and, within 30 days following the date of the defence, the original summary dissertation report co-signed by all the members of the Dissertation Defence Committee present at the defence (apart from the experts with advisory capacity) and if applicable, the requests for the modifications of the thesis.
- The Office of Doctoral Studies shall proceed to announce the result through the usual means and to take the necessary administrative steps.
- Where necessary, the candidate shall proceed to make such corrections requested by the Dissertation Defence and shall re-submit the corrected manuscript to the chairperson of the committee.
- The Chairperson of the Dissertation Defence Committee shall ensure that the changes made correspond to those requested by the Dissertation Defence Committee and shall issue the authorisation for the dissertation to be reproduced. Once such authorisation has been obtained, the PhD student shall, within three months following of the defence, submit to the Office of Doctoral Studies three hard, bound copies of their definitive manuscript and an electronic version of the manuscript including the first page in PDF form, as well as the authorisation or refusal concerning the dissemination of the dissertation.

- The author shall register the bibliographical references of the dissertation in ORBi<sup>u</sup>.
- Upon receipt of these documents and verification of the creation of the permanent link (in form of <http://hdl.handle.net/10993/12345>) in ORBi<sup>u</sup>, the Office of Doctoral Studies shall issue the PhD degree and proceed to have the dissertation legally copyrighted. The candidate, the PhD supervisor, the dean of the faculty concerned or any member of the rectorate may obtain a copy of these documents from the Office of Doctoral Studies.
- The diploma mentions the specialisation or discipline among those available according to the article 4 of the law, including history, geography, philosophy, psychology, political sciences, and sociology, considered part of social sciences, and architecture considered as part of artistic discipline.

**Art. IV.10.305. Procedure for the defence of jointly sponsored dissertations at the partner university**

- Pursuant to the Article 11 of the Grand-Ducal Regulation of 22 May 2006 on earning a PhD degree at the University of Luxembourg, “the principles governing the establishment of the Dissertation Defence Committee and the designation of its chairperson shall be specified in the joint direction agreement. (...) The number of members of the Dissertation Defence Committee may not exceed six.”
- In case the joint supervision agreement does not specify all or part of the procedure to be followed, the corresponding procedure of the university where the defence is to be held shall apply. If the dissertation defence is to be held at the partner university, an official request via a CET report asking for the authorization of the defence must be submitted to the rector of the University of Luxembourg. In such case, the rector shall inform only the two PhD supervisors of his decision.
- The Chairperson of the Dissertation Defence Committee shall ensure that the minutes of the dissertation defence, in compliance with the decision of the committee and duly signed by its members, is sent to the Office of Doctoral Studies of the University of Luxembourg within 30 days following the date of the defence.