

GUIDELINES FOR IP PARIS THESIS LAYOUT

Attention : The standardized format of the manuscript is necessary for the legal and definitive filing of the thesis and its publication on www.theses.fr and must be validated by the library of the issuing institution. It is mandatory in order to obtain one's diploma ([Ref. articles 24 and 25 of the ministerial order of May 25, 2016 establishing the national framework for training and the procedures leading to the award of the national doctoral degree](#)).

Any non-compliant thesis submission will be rejected and will be subject to a request for corrections and a new deposit of the thesis file onto ADUM.

1. FONT AND COLORS

For the cover and back cover, use the fonts indicated within the templates and respect their sizes and colors.

2. COVER OR TITLE PAGE PRESENTATION

2.1 The black banner

Respect the black banner size and position, as well as the information written inside.

2.2 The NNT or National Thesis Number is a unique identifier for each thesis, and corresponds to the diploma number. It is assigned by the library of each institution where the thesis is presented, at the time of the first submission and must be written on the cover, in the black band on the side.

2.3 The thesis title is written in the same language as the one in which the thesis is written. If the thesis is written in English then the chosen title in English should exactly correspond to the official title translated in French in the *Procès verbal de soutenance* (defense minutes) or *le Rapport de soutenance* (defense report).

Do not forget to cite the title in French with the key words on the back cover above the summary in French.

2.4 The host institution where the PhD training took place, the name of the doctoral school, the thesis disciplinary field, and the role of the jury members are identical to the ones mentioned in the *Procès-verbal de soutenance* (defense minutes) or *le Rapport de Soutenance* (defense report) and are always written in French.

- **Preparation school : this refers to an IP Paris member school. Identify each IP Paris school in its written-out form as follows :**

École polytechnique
 École nationale supérieure de techniques avancées
 École nationale de la statistique et de l'administration économique
 École des hautes études commerciales de Paris
 Télécom Paris
 Télécom SudParis

- **Name of the doctoral school**

"Ecole doctorale n°626 Ecole doctorale de l'Institut Polytechnique de Paris (ED IP Paris)"

Or

"Ecole doctorale n°574 Ecole doctorale de Mathématiques Hadamard (EDMH)"

- **Thesis disciplinary field**

The doctoral specialty must be one for which the IP Paris doctoral schools are accredited. **It will be included on the diploma.** *The specialties are presented on page 7*

- **Roles of the jury members :** they must be listed in French as follows: *President, Rapporteurs, Examineur(s), Directeur de thèse, Co-directeur, Co-encadrant(s), Invité(s)...*

For each jury member, please specify on the front page :

Their title¹, affiliation² and their role³ on the jury

NB: the role must be written in French

This information should make it possible to verify, at first glance, the conformity of the composition of the Jury.

For example:

Catherine Lepers, Professeur¹, TélécomSudParis² Présidente³

Sara Lopez-Pintado, Associate Professor¹, Northeastern University²
 Examinatrice³

2.5 Logos : According to the IP Paris graphic charter, only the IP Paris logo and the logo of the institution where the thesis was written (in this case, *Ecole polytechnique, ENSAE Paris, ENSTA Paris, HEC, Télécom Paris, or Télécom SudParis*) can appear on the front page. The logo of the IP Paris partner school

is on the right. In case of international co-supervision, add the logo of the co-supervising institution on the left.

If you wish to add other institutions logos, you may do so on another free page within your manuscript for instance, the acknowledgements page.

Logos are available below on Page 4.

3. LAST PAGE OR BACK COVER PRESENTATION

3.1 Abstracts, titles and keywords in French and in English should appear on only one page at the end of the thesis on the back cover, according to the templates attached.

(formats .docx, .odt and Latex)

3.2 Doctoral school logo : add it on the top left of each page of your abstracts (*ED IP Paris ou EDMH in French.*

Logos are available below on Page 4.

4. INSTRUCTIONS FOR YOUR ABSTRACTS AND SUMMARY WRITINGS

IP Paris and EDMH's doctoral schools require two summary types :

4.1 Abstracts on the back cover, the first one written in French and the second in English.

These are short summaries; they give an overview of your dissertation and inform potential readers. They will be imported on academic and scientific databases such as "[Thèses.fr](https://theses.fr)" (a national search engine referencing all defended theses and those being prepared) and "[Hal Thèses en ligne](https://hal.archives-ouvertes.fr/)".

These two short summaries are to be provided on a single page, if possible.

They correspond to the abstracts available in the doctoral student's ADUM file. The PhD student checks and updates these abstracts in ADUM in order to transfer them automatically to the "[Thèses.fr](https://theses.fr)" and "[HAL Thèses en ligne](https://hal.archives-ouvertes.fr/)" databases.

Each abstract must not exceed 4000 characters (do not use the \$ character).

4.2 A substantial summary in French added to the thesis if it is written in a language other than French

This can be replaced by an introduction in French.

The required text length is defined by each doctoral school

- Ecole doctorale IP Paris: 4000 characters minimum, and 20 pages maximum.
Ref: "[Règlement-interieur-ecole-doctorale-ip-paris.pdf](#)", Chapter 4.2 « *Langue de la thèse du document* ».

- Ecole doctorale EDMH: at least 10 pages and maximum 20 pages
Ref: "[Règlement intérieur de l'Ecole Doctorale de Mathématique Hadamard \(EDMH\)](#)", Chapter V, « Soutenance du doctorat »

Templates and video guides are also available on your *ADUM account* and on IP Paris doctoral school websites - section "*Useful documents*"

- Video guide in French: <https://ubicast.telecom-paris.fr/videos/ip-paris-comment-présenter-ma-thèse/>
- Video guide in English: <https://ubicast.telecom-paris.fr/videos/ip-paris-thesis-layout-guidelines/>

Official names of doctoral schools, their logos, and accreditation numbers

n°626 : Ecole Doctorale de l'Institut Polytechnique de Paris (ED IP Paris)



Or

n°574 : mathématiques Hadamard (EDMH)



Official names of institutions and their logos

Accredited institution

Institut Polytechnique de Paris



Institutions where the thesis is processed, registration agents

- École polytechnique



- École nationale supérieure de techniques avancées



- École nationale de la statistique et de l'administration économique



- Télécom Paris



- Télécom SudParis



- École des hautes études commerciales de Paris



Disciplinary fields (in French)

**[ED IP Paris] École Doctorale de l'Institut Polytechnique de Paris
n°626**

- Astrophysique
- Biologie
- Chimie
- Design
- Électronique et optoélectronique
- Génie des procédés et énergétique
- Informatique
- Mathématiques et informatique
- Mécanique des fluides et des solides, acoustique
- Optique, laser et plasma
- Philosophie, épistémologie, histoire des sciences et des techniques
- Physique
- Physique de la matière condensée
- Physique des particules
- Physique quantique
- Psychologie
- Réseaux, informations et communications
- Sciences de gestion
- Sciences de l'information et de la communication
- Sciences des arts
- Sciences économiques
- Sciences et technologies industrielles
- Signal, Images, Automatique et robotique
- Sociologie

[EDMH] Mathématiques Hadamard n°574

- Mathématiques appliquées
- Mathématiques aux interfaces
- Mathématiques fondamentales