



## DOCTOR'S DEGREE DIPLOMA DELIVERANCE

A certificate of achievement is sent to you by the office of your doctoral school (Besançon and Belfort) or the site administrative office (Dijon) once it has received the original copies of the defence transcript and report, and after their compliance with regulatory texts has been checked.

Diplomas are issued and send to the Rectorat office for signature. Your DS informs you once it is available for you to come pick it up, according to the following procedures:

- **If you come and collect your diploma yourself**

You must present yourself at the DS office, with a proof of identity.

- **If you cannot collect your diploma yourself**

By proxy:

Send a written request in which you will specify the full name and date of birth of the person who will come and collect your diploma. He/She will have to present himself/herself at the DS office with the proxy, a proof of ID and a copy of your proof of ID.

*Via diplomatic pouch (for residents abroad only):*

Send a written request, along with a copy of your proof of ID or your passport, on which you will write legibly:

- your personal address
- the full address of the nearest consulate to your home
- your telephone number and your e-mail address for the embassy to contact you as soon as your diploma is available.

For information, UBFC keeps a copy of all the diplomas it sends.

### **IMPORTANT NOTE**

**Prior to any request to collect the diploma: Your diploma is printed only once all the procedures relative to electronic thesis submission have been successfully carried out.**

Please note:

The doctor should keep a copy of his/her defence report, as it will be an essential element for his/her professional career.