

Registration in 1st year at the University Paris-Saclay

PRELIMINARY INFORMATION:

With the exception of the face-to-face meeting at the doctoral school, the thesis registration procedure is completely dematerialized.

Your full PhD registration is made of two successive steps:

- The first step corresponds to the **pedagogical registration** at the doctoral school. The procedure is as follows:
 - You have received an email from the doctoral school indicating the day and time of your registration appointment.
 - ONE WEEK BEFORE YOUR APPOINTMENT :
 - You have filled in the fields in your personal space and finalized your registration request in ADUM, and have followed the steps described in the table below and have deposited the complete pdf document in ADUM.
 - Your thesis supervisor and your laboratory director have validated your registration request from their ADUM space. This procedure is dematerialized, their digital signatures will appear on the documents.
 - The steps to properly prepare your pedagogical registration are described in paragraph I.
 - The second step is your administrative registration with the tuition department of your registration institution.
 - This procedure is totally dematerialized. Concerning your administrative registration, if you have any questions, please contact : scolarité-doctorat.sciences@universite-paris-saclay.fr
 - The documents that you will be asked to provide are partially taken from your personal ADUM space (school file, in particular).
 - The steps of your administrative registration and the list of documents to be provided (in a single pdf file in ADUM) are described in paragraph II.
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I. Pedagogical registration in 1st year

**If all the actions requested below have not been completed at least one week before the appointment
The doctoral school will not be able to validate the pedagogical registration.**

		Action to be taken one week before the appointment at the doctoral (circle YES or NO in the left column and check the YES or NO box in the right column)	YES	NO
CV		I have put this document in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the diploma justifying the registration in thesis (Master's degree), or provisional attestation		I have put this document in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
		If not, I promise to send it to the doctoral school as soon as possible	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the national identity card or passport and copy of the residence permit (if necessary)		I have put this document in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
		End date of validity of the VISA/residence permit	DD / MM / YYYY _ _ / _ _ / _ _ _ _	
Admission committee's report : I applied to the recrutement competition of the EOBE doctoral school and was awarded a PhD contract	NO	After being selected by my thesis director I was interviewed by an independant committe. (commission d'admission en mode choix)	<input type="checkbox"/>	<input type="checkbox"/>
		I have put the admission committee's report in the pdf file (procès-verbal de la commission d'admission en mode choix)	<input type="checkbox"/>	<input type="checkbox"/>
	YES			
Certificate of interview with the admission committee (only for recruitments without competition)		I have put this document in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
Proof of funding over 3 years (only for recruitments without competition)		I have put this document in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
		I have noted that I will have to send the doctoral school a copy of my work contract as soon as I receive it and I undertake to send it to the doctoral school:	<input type="checkbox"/>	<input type="checkbox"/>
International cotutelle agreement (if needed)		I have put the cotutelle agreement (or the summary email of the cotutelle request) in the pdf file.	<input type="checkbox"/>	<input type="checkbox"/>
Follow-up committee (Comité de suivi individuel de thèse)		I have noted that the composition of the follow-up committee must be filled in very quickly in ADUM and that I will meet my follow-up committee during the first year of my thesis	<input type="checkbox"/>	<input type="checkbox"/>

Thesis summaries in my ADUM space (French and English)		I have put these 2 summaries in my ADUM space	<input type="checkbox"/>	<input type="checkbox"/>
		I noted that these two abstracts would appear on the STEP platform and that they had to be validated by my thesis director.	<input type="checkbox"/>	<input type="checkbox"/>
My research activity requires regular stays in another laboratory as my supervisor's one?	YES	I have indicated it in my personal ADUM space	<input type="checkbox"/>	<input type="checkbox"/>
		I have put in the pdf file a written agreement describing the terms of hosting by the 2nd laboratory	<input type="checkbox"/>	<input type="checkbox"/>
		If not, I promise to send it to the doctoral school as soon as possible	<input type="checkbox"/>	<input type="checkbox"/>
	NO			
My doctorate is done part time?	YES	I have indicated it and filled the related informations in my ADUM personal space: (% of time dedicated to the thesis, total duration envisioned for the thesis)	<input type="checkbox"/>	<input type="checkbox"/>
	NO			
My ADUM space Data to be filled		I have entered two email addresses. The first of the two is a personal address that I will keep for a long time and the second is a professional address:	<input type="checkbox"/>	<input type="checkbox"/>
		I have respected the order of entry between the two email addresses mentioned above:	<input type="checkbox"/>	<input type="checkbox"/>
		I have correctly indicated my student number INE in my personal space ADUM and the other factual data of the same type:	<input type="checkbox"/>	<input type="checkbox"/>
		If I have several (co) supervisors, I have discussed with them to know their % of supervision concerning me and I have entered them in ADUM:	<input type="checkbox"/>	<input type="checkbox"/>
		I have discussed with my thesis director to know the CNU section that concerns me and I have entered it in ADUM	<input type="checkbox"/>	<input type="checkbox"/>
Out research mission I have an activity of 1/6 th out research? ("Un 6 ^e hors recherche")	YES	I have indicated in my personal space ADUM the nature of this activity (teaching, mission to companies, etc.) and I have indicated the periods of effect (at least the departure date):	<input type="checkbox"/>	<input type="checkbox"/>
	NO			
My doctoral trainings (Plan de Formation doctorales)		I have taken note of the doctoral training plan of the University of Paris-Saclay and have consulted the website of the university dedicated to complementary training	<input type="checkbox"/>	<input type="checkbox"/>
		I have noted that the trainings "ethics and scientific integrity", "open science" and "sustainable development" must be followed once during my thesis (rather during first year):	<input type="checkbox"/>	<input type="checkbox"/>
		I have noted that the "Journée de l'après-thèse" organized by the ED EOBE should be followed in the 2nd or 3rd year of my thesis	<input type="checkbox"/>	<input type="checkbox"/>

Finalization of the application for registration in 1st year of thesis	At least one week before the appointment, I have well filled in all the necessary fields under ADUM and I have clicked on " I finalize my enrollment procedure in 1° year of PhD thesis"	<input type="checkbox"/>	<input type="checkbox"/>
	I made sure that my thesis director and my laboratory director had put their digital VISA (in ADUM) at least one week before my appointment.	<input type="checkbox"/>	<input type="checkbox"/>
Registration form in 1st year (autorisation d'inscription en 1ère année)	This document automatically filled out and signed by a digital VISA from ADUM. This document is not to be attached to the pdf	<input type="checkbox"/>	<input type="checkbox"/>
Doctorate Charte of Paris-Saclay (Charte du doctorat de l'Université Paris-Saclay)	This document automatically filled out and signed by a digital VISA from ADUM. This document is not to be attached to the pdf	<input type="checkbox"/>	<input type="checkbox"/>
Individual Training Convention (Convention individuelle de formation)	This document automatically filled out and signed by a digital VISA from ADUM. This document is not to be attached to the pdf	<input type="checkbox"/>	<input type="checkbox"/>
A SINGLE PDF FILE TO BE UPLOADED IN YOUR ADUM PERSONAL ACCOUNT. Among others, a free tool for merging pdf files is here .			

For any question: 01 70 27 03 47 and Ed_eobe@universite-paris-saclay.fr
[Place for all appointments at the doctoral school](#) [Main source of information](#)

II. Administrative registration in 1st year

After your appointment at the doctoral school, if everything is in order (see checklist above) your referent at the doctoral school proposes, via ADUM, your thesis registration. This action affixes the digital visa of the doctoral school on your registration authorization, as well as on your individual training agreement. An email is automatically sent to the scolarity to inform them that the doctoral school proposes your registration. Once this action has been carried out, you then have the possibility, from your ADUM space:

- To pay your tuition fees online
- To submit a new pdf document containing the documents requested by the school and listed below. The additional documents requested by the school are to be added to the documents specifically requested by the doctoral school (see paragraph I).

List of documents to be provided for administrative registration.

You must complete the pdf file that you have submitted for the appointment at the doctoral school with the documents below
The new pdf file must be uploaded from your ADUM space.

- Copy of the national identity card or passport
- For foreign students, when necessary: copy of valid passport and residence permit
- Copy or certificate of completion of the master's degree
- For cotutelle theses, copy of the signed cotutelle agreement and of the certificate of registration in the other institution.
- A copy of any supporting documents or notification of funding for the duration of the thesis.
- For doctoral scholarship holders: copy of the notification of awarding a scholarship
- For doctoral students employed for an activity related to the doctorate: Copy of the employment contract
- For doctoral students employed for an activity not related to the doctorate: Copy of the work contract, last 3 pay slips
- For self-employed workers, copy of the tax notice
- Copy of the social security certificate
- Copy of the certificate of acquittal of the CVEC from the CROUS
- Copy of the liability insurance certificate for the year in
- Copy of university transfer certificate (if you were in PhD in an other university)

