

Registration in 2nd / 3rd year

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 : scolarite-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 2nd / 3rd 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**

Before the Appointment, your director must send the questionnaire concerning your thesis work by e-mail to the ED:

[Thesis director's questionnaire for the registration in 2A](#)

[Thesis Director Questionnaire for registration in 3A](#)

In the case of a CIFRE thesis, your company supervisor must also send the questionnaire concerning your thesis work by e-mail to the ED:

[Industrial supervisor questionnaire for registration in 2A](#)

[Industrial supervisor questionnaire for registration in 3A](#)

You must have submitted your doctoral questionnaire prior to your appointment at the doctoral school:

[Doctoral student questionnaire for registration in 2A](#)

[Doctoral student questionnaire for enrolment in 3A](#)

THE DOCTORAL SCHOOL WILL NOT PROCEED TO YOUR REGISTRATION WITHOUT HAVING RECEIVED THESE DOCUMENTS.

	Action to be taken one week before the appointment at the doctoral school / Intermediate information (circle YES or NO in the left column and check the YES or NO box in the right column)	YES	NO
Supervisor-questionnaire(s)	I made sure that my thesis director had sent the supervisor questionnaire to the doctoral school (and my industrial supervisor if I am in a CIFRE thesis):	<input type="checkbox"/>	<input type="checkbox"/>
PhD-student-questionnaire	I have sent my PhD-student-questionnaire to the doctoral school:	<input type="checkbox"/>	<input type="checkbox"/>
copy of my VISA application or titre-de-séjour, (if needed):	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 __ / __ / ____	
Activity report	My activity report has been validated and signed by my thesis director and signed by my laboratory director	<input type="checkbox"/>	<input type="checkbox"/>
	I have put this document in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>

Follow-up committee		I have done the meeting with the Monitoring Committee over the past year.	<input type="checkbox"/>	<input type="checkbox"/>
		I have put the report of the follow-up committee in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
Year of registration I register in :	2 nd Y	I have noted that I will have to meet my follow-up committee during the 2 nd year of my thesis.	<input type="checkbox"/>	<input type="checkbox"/>
	3 rd Y	I have noted that if I defend my thesis BEFORE December 31 st of next year, I won't be obliged to meet with my follow-up committee during the 3 rd year of my PhD thesis.	<input type="checkbox"/>	<input type="checkbox"/>
		I have noted that if I defend my thesis AFTER December 31 st of next year, I will have to register in the 4 th year and I will have to meet with my follow-up committee during the 3 rd year	<input type="checkbox"/>	<input type="checkbox"/>
If my PhD is done in the frame of a cotutelle		I have informed the doctoral school of all information related to my cotutelle and have submitted the documents I received in the pdf file.	<input type="checkbox"/>	<input type="checkbox"/>
Information / confidentiality of the PhD		I noted that if all or part of my thesis was confidential, I had to make the confidentiality request quickly.	<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			
PUBLICATIONS		I have entered all publications and communications concerning my thesis work under ADUM:	<input type="checkbox"/>	<input type="checkbox"/>
		I have put a detailed publication list in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
Training and complementary activities		I have entered in my ADUM space the information related to the training and complementary activities I have done and attributed the corresponding skills and points	<input type="checkbox"/>	<input type="checkbox"/>
		I have submitted proof of attendance/participation in additional training courses in my ADUM space.	<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 (preferably in the 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 2 nd or 3 rd year of my thesis	<input type="checkbox"/>	<input type="checkbox"/>

Out of research activity I have an activity of 1/6 th out research?	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 ADUM space Data to be filled		I have entered two email addresses. The first one is a personal address that I will keep for a long time and the second one 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"/>
		If I have several (co) supervisors, I have discussed with them to correct their % of supervision concerning me and I have entered them in ADUM if they have changed:	<input type="checkbox"/>	<input type="checkbox"/>
Finalization of the application for registration in 2nd / 3rd year of thesis		At least one week before the appointment, I have correctly filled in all the necessary fields in ADUM and I clicked on "I finalize my enrollment procedure in 2/3 ^o 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 2nd / 3rd year (autorisation d'inscription en 2 ^{ème} / 3 ^{ème} 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"/>
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 in 2nd / 3rd 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 must added to the documents specifically requested by the doctoral school.

Lists of documents to be provided for administrative registration.

- For foreign students, copy of residence permit AND visa
- Copy of the university transfer authorization (if your were in PhD in an other university)
- **For a registration in 3rd year only:** The thesis follow-up report (document written by your referent at the doctoral school during the 2nd year registration meeting) this document is accessible from your ADUM space.
- Copy of any document concerning financing support during the thesis
- For scholarship students : Copy of the scholarship certificate
- For an employment related to the thesis : copy of employment contract
- For an employment not related to the thesis : copy of employment contract , 3 last salary sheets
- For self employed workers : Copy of tax notice
- Copy of cotutelle agreement and registration certificate of the other university if needed
- Copy of social welfare situation certificate
- CVEC fee payment certificate
- Insurance certificate for civil liability (home insurance)