

## Enrolment in the 1st year of the PhD thesis at Paris-Saclay University

**With the exception of the face-to-face appointment at the doctoral school, the registration procedure for a thesis is completely paperless.**

### **Registration for a PhD thesis is a two-step process :**

- The first step corresponds to the **pedagogical registration at the doctoral school**. The process is as follows:
  - If you have been recruited outside the EOBE doctoral school competition, contact the doctoral school by email in order to make yourself known.
  - 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 sections of your personal space and finalized your application for registration under ADUM, and have followed the steps described in the table below. You have uploaded the complete pdf file under ADUM. The documents requested from you are partially taken from your personal ADUM space. You have clicked on "I finalize my enrollment procedure in 1° year of PhD thesis"
  - Your thesis supervisor and the head of your laboratory have validated your application from their ADUM space. This procedure is paperless, their digital signatures will appear on the documents.
- The second step corresponds to the **administrative finalization of your registration, by the schooling department of your enrollment institution:**
    - After your appointment at the doctoral school, if your registration file is complete, your referent at the doctoral school proposes, via ADUM, your registration for a PhD thesis. This action affixes the digital visa of the doctoral school to your registration authorization, as well as to your individual training agreement. An email is automatically sent to the schooling department to inform them that the doctoral school proposes your registration.
    - Once this action has been completed, you must then pay the tuition fees online from your ADUM space. In the event of an exemption, you will need to upload the corresponding receipt.
    - Once you have paid the tuition fees, the schooling department will process your application and the university president will sign your registration authorization. You can then download your registration certificate from your ADUM space.

If you have any questions about your administrative registration, please contact: [scolarite-doctorat.sciences@universite-paris-saclay.fr](mailto:scolarite-doctorat.sciences@universite-paris-saclay.fr)

**STRICTLY FOLLOW ALL THE STEPS BELOW:**

**If all of the actions requested below have not been performed at least one week before the appointment, the doctoral school will not be able to validate your application.**

		<b>Action to be carried out one week before the appointment at the doctoral school</b> (circle YES/NO in the left column and check the YES/NO box in the right column)	<b>YES</b>	<b>NO</b>
<b>CV</b>		I have deposited this document in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
<b>Report of the Admissions Committee:</b> I applied for the recruitment competition of the EOBÉ doctoral school and I obtained a doctoral contract.	NO	After being selected by my thesis supervisor, I was auditioned by an independent committee (recruitment out of competition, admission committee in choice mode)	<input type="checkbox"/>	<input type="checkbox"/>
		I have deposited the minutes of the admissions committee in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
	YES			
<b>Certificate of interview with the admissions committee.</b> (Only for outside competition recruitments)		I have deposited this document in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copy of ID card or passport and a copy of the residence permit (if required)</b>		I have deposited this document in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copy of the diploma allowing Enrollment in a PhD thesis</b> (Master's degree, or provisional certificate)		I have deposited this document in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
		If not, I undertake to forward it to the doctoral school as soon as possible	<input type="checkbox"/>	<input type="checkbox"/>
<b>International joint-supervision agreement</b> (if the thesis is carried out in a cotutelle)		I have uploaded the cotutelle agreement (or the summary email of the request for a cotutelle) in the pdf file.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proof of funding over 3 years</b> Only for outside competition recruitments, depending on your case: - Employees of an activity related to the PhD thesis: Copy of the employment contract - Scholarship holders: copy of the notification of scholarship award - Employees of an activity not related to the PhD thesis: Copy of the employment contract, last 3 payslips - Self-employed workers, copy of the tax notice		I have deposited this document in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
		I have noted that I will have to send a copy of my employment contract to the doctoral school as soon as I receive it and I undertake to send it to them:	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copy of social security certificate</b> (Do not provide a copy of the Carte Vitale)		I have deposited this document in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>

		<b>Action to be carried out one week before the appointment at the doctoral school</b> (circle YES/NO in the left column and check the YES/NO box in the right column)	<b>YES</b>	<b>NO</b>
<b>Copy of the certificate of payment of the CVEC to the CROUS: Is my master's degree more than a year old?</b>	YES	I will be enrolled in a thesis in the Lifelong Learning (FTLV) scheme. As such, I am exempt from paying the CVEC.	<input type="checkbox"/>	<input type="checkbox"/>
	NO	I will be enrolled in a thesis in the Initial Training scheme, and I will have to pay the CVEC. I have uploaded the payment certificate with the <b>QR Code</b> in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copy of the certificate of civil liability insurance for the current academic year</b>		I have deposited this document in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
<b>Follow-up Committee</b>		I have noted that the composition of the Follow-up committee must be filled in very quickly under ADUM and that I will meet with my Follow-up committee during the first year of the thesis	<input type="checkbox"/>	<input type="checkbox"/>
<b>Thesis summaries in my ADUM space</b> (French and English)		I deposited these 2 abstracts in my ADUM space and noted that these abstracts would appear on the <a href="#">STEP platform</a> and that they had to be validated by my thesis supervisor. These summaries should be substantial and at least 5 lines long.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Does my research activity require regular stays in a laboratory other than that of my thesis supervisor?</b>	YES	I have indicated this in my personal ADUM space	<input type="checkbox"/>	<input type="checkbox"/>
		I have uploaded in the pdf file a written agreement describing the terms and conditions of reception by the 2nd laboratory	<input type="checkbox"/>	<input type="checkbox"/>
		If not, I undertake to forward it to the doctoral school as soon as possible	<input type="checkbox"/>	<input type="checkbox"/>
	NO			
<b>Is my PhD done part-time?</b>	YES	I have indicated this and I have filled in the corresponding information in my ADUM space. (% of time spent on the thesis, total expected duration of the thesis)	<input type="checkbox"/>	<input type="checkbox"/>
	NO			
<b>My ADUM space</b> Data to be filled in		I entered two email addresses. The first is a permanent home address that I will keep for a long time and the 2nd is a business address:	<input type="checkbox"/>	<input type="checkbox"/>
		I have followed the order of entry between the two email addresses mentioned above:	<input type="checkbox"/>	<input type="checkbox"/>
		I have entered my INE student number and other factual data of the same type in my personal ADUM space:	<input type="checkbox"/>	<input type="checkbox"/>
		If I have several (co)supervisors, I have discussed with them to find out their % of supervision and I entered them into ADUM:	<input type="checkbox"/>	<input type="checkbox"/>
		I talked with my thesis supervisor to find out the CNU section and the PhD specialty that concerned me and I entered them into ADUM (see list at the end of the checklist)	<input type="checkbox"/>	<input type="checkbox"/>

		<b>Action to be carried out one week before the appointment at the doctoral school</b> (circle YES/NO in the left column and check the YES/NO box in the right column)	<b>YES</b>	<b>NO</b>
<b>Non-research mission:</b> I have a 1/6th activity Out of research?	YES	I have indicated in my personal ADUM space the nature of this activity (teaching, mission to companies, etc.) and I have indicated the effective periods (at least the date of departure):	<input type="checkbox"/>	<input type="checkbox"/>
	NO			
<b>My Doctoral Training Plan</b>		I have read the <a href="#">doctoral training plan of the University of Paris-Saclay</a> and have consulted the <a href="#">university's website dedicated to complementary training</a>	<input type="checkbox"/>	<input type="checkbox"/>
		I noted that the "ethics and scientific integrity", "open science", "sustainable and sustainable development" and "Take action against sexist and sexual violence" trainings were mandatory (preferably taken in 1 <sup>st</sup> Y)	<input type="checkbox"/>	<input type="checkbox"/>
		I noted that the "Post-thesis Day" organized by the doctoral school EOBE had to be followed in the 2nd or 3rd year of the thesis	<input type="checkbox"/>	<input type="checkbox"/>
<b>Information / confidentiality of theses</b>		I noted that if all or part of my thesis was confidential, I had to make the request for confidentiality promptly.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Finalization of the application for registration in the 1st year of the thesis</b>		At least one week before the appointment at the doctoral school, I filled in all the fields under ADUM and I 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 supervisor and my laboratory supervisor had submitted their digital VISA under ADUM at least one week before my appointment at the doctoral school.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Charter of the Paris-Saclay Doctorate</b>		This document is automatically filled in and signed by a digital VISA from ADUM. <b>This document does not need to be attached to the pdf</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Authorization to register in the 1st year of the thesis</b>		This document is automatically filled in and signed by a digital VISA from ADUM. Tags: <b>This document does not need to be attached to the pdf</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Individual training agreement</b>		This document is automatically filled in and signed by a digital VISA from ADUM. <b>This document does not need to be attached to the pdf</b>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>A SINGLE PDF DOCUMENT TO BE UPLOADED TO YOUR ADUM PERSONAL SPACE.</b> <b>A free tool to merge pdf files is <a href="#">present here</a>.</b>		

For any questions: 01 70 27 03 47 and [Ed\\_eobe@universite-paris-saclay.fr](mailto:Ed_eobe@universite-paris-saclay.fr)  
[Location of all meetings at the Doctoral School](#)    [Main source of information](#)

The doctoral speciality stated during the oath must be one of the 6 specialties under the EOBE doctoral school and listed below:

- Science of optical components and systems
- Electronics, Photonics and Micro-Nanotechnologies
- Electrical Engineering
- Physics and Medical Imaging
- Physique / Physics
- Science des Matériaux / Materials Science
- Sciences de l'information et de la communication / Information and Communication Sciences