

Enrolment in the 2nd/3rd year of the PhD thesis at Paris-Saclay University

PRELIMINARY INFORMATION

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

Re-enrollment in PhD thesis is a two-step process :

- The first step is to **register at the doctoral school**. The process 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 sections of your personal space and finalized your request for registration under ADUM, and have followed the steps described in the table below and submitted the complete pdf file under ADUM. You have clicked on "I finalize my registration procedure in the 2nd /3rd year of my Thesis "

- Your thesis supervisor and the head of your laboratory have validated your re-registration request 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 all conditions are fulfilled, your referent at the doctoral school proposes, via ADUM, your registration in 2nd or 3rd year of 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

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.

At least one week before the appointment, your supervisor must send the questionnaire concerning your thesis work by email to the doctoral school:

[Thesis supervisor's questionnaire for registration in 2Y](#)

[Thesis supervisor's questionnaire for registration in 3Y](#)

In the case of a CIFRE thesis, your supervisor in the company must also send the questionnaire concerning your thesis work by email to the doctoral school:

[Industrial supervisor questionnaire for enrolment in 2Y](#)

[Industrial supervisor questionnaire for enrolment in 3Y](#)

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

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

[Doctoral student questionnaire for registration in 3Y](#)

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

	Action to be carried out one week before the appointment at the doctoral school (Circle YES/NO in the left column and check the YES/NO box in the right column)	YES	NO
Supervisor questionnaire(s)	I made sure that my thesis supervisor had sent the questionnaire to the doctoral school (and my industrial supervisor if I am a CIFRE thesis):	<input type="checkbox"/>	<input type="checkbox"/>
Ph.D. Student Questionnaire	I sent my questionnaire to the doctoral school:	<input type="checkbox"/>	<input type="checkbox"/>
Activity report	I have deposited the activity report (version sent to the Follow-up committee, validated and signed by my thesis supervisor and the head of my laboratory) in my ADUM space	<input type="checkbox"/>	<input type="checkbox"/>
Copy of ID card or passport	I have deposited this document in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
Copy of visa or residence permit (if needed)	I have deposited this document in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
Copy of University Transfer Certificate (if you were doing a PhD at another university)	I have deposited this document in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
Follow-up Committee	I have had the meeting with the Follow-up Committee over the past year.	<input type="checkbox"/>	<input type="checkbox"/>
	I have deposited the minutes of the Follow-up committee in my personal ADUM space (<i>Livret du comité de suivi</i>)	<input type="checkbox"/>	<input type="checkbox"/>

		Action to be carried out one week before the appointment at the doctoral school (Circle YES/NO in the left column and check the YES/NO box in the right column)	YES	NO
Year of enrollment I register in:	2nd Y	I have noted that I will have to meet again with my Follow-up committee during the 2nd year of my thesis.	<input type="checkbox"/>	<input type="checkbox"/>
	3rd Y	I have noted that if I defend BEFORE 31/12 of next year I will not be obliged to meet my Follow-up committee during the 3rd year of my thesis.	<input type="checkbox"/>	<input type="checkbox"/>
		I have noted that if I defend AFTER the 31/12 of next year, I will have to enroll in the 4th year and I will have to meet my Follow-up committee during the 3rd year of the thesis.	<input type="checkbox"/>	<input type="checkbox"/>
Proof of funding over 3 years Only for out-side competition recruitments, depending on your case: - Employees of an activity related to the doctorate: Copy of the employment contract - Scholarship holders: copy of the notification of scholarship award - Employees of an activity not related to the doctorate: 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"/>
If my doctorate is carried out within the framework of an international cotutelle		I have submitted a copy of the signed cotutelle agreement and a copy of the certificate of enrolment in the foreign institution in the pdf file.	<input type="checkbox"/>	<input type="checkbox"/>
Copy of social security certificate (Do not provide a copy of the Carte Vitale)		I have deposited this document in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the certificate of payment of the CVEC to the CROUS (if you are not exempted)		I have uploaded the payment certificate with the QR Code in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the certificate of civil liability insurance for the current academic year		I have deposited this document in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
Information / confidentiality of theses		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"/>
Individual training agreement		I have updated the data in my individual training agreement if it has changed. This document does not need to be attached to the pdf	<input type="checkbox"/>	<input type="checkbox"/>
Does my research activity require regular stays in a laboratory other than that of my thesis supervisor?	YES	I have indicated this in my personal ADUM space	<input type="checkbox"/>	<input type="checkbox"/>
		I have submitted a written agreement describing the terms and conditions of reception by the 2nd laboratory in the pdf file	<input type="checkbox"/>	<input type="checkbox"/>
	NO	If not, I undertake to forward it to the doctoral school as soon as possible	<input type="checkbox"/>	<input type="checkbox"/>

		Action to be carried out one week before the appointment at the doctoral school (Circle YES/NO in the left column and check the YES/NO box in the right column)	YES	NO
Publications		I have deposited my publications in HAL: https://hal.science/	<input type="checkbox"/>	<input type="checkbox"/>
		I imported my HAL publications into my ADUM space and checked that the metadata is complete.	<input type="checkbox"/>	<input type="checkbox"/>
Complementary trainings and activities		I have entered the information about the additional trainings and activities I have done in my ADUM space and assigned the corresponding skills and points.	<input type="checkbox"/>	<input type="checkbox"/>
		I have uploaded the proof of attendance/participation in the additional training courses in my ADUM space.	<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 st Y)	<input type="checkbox"/>	<input type="checkbox"/>
		I noted that the "Post-thesis Day" organized by the Graduate School SIS had to be followed in the 2 nd or 3 rd year of the PhD thesis	<input type="checkbox"/>	<input type="checkbox"/>
Non-research mission: 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 starting date):	<input type="checkbox"/>	<input type="checkbox"/>
	NO			
My ADUM space 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 2 nd 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"/>
		If I have several (co)supervisors, I have discussed with them to correct the % 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 the 2nd/3rd year of the PhD thesis		At least one week before the appointment, I correctly filled in all the fields under ADUM and I clicked on "I finalize my registration procedure in the 2 nd /3 rd year of my Thesis"	<input type="checkbox"/>	<input type="checkbox"/>
		I made sure that my thesis supervisor and the head of my laboratory had submitted their digital VISA under ADUM at least one week before my appointment at the doctoral school.	<input type="checkbox"/>	<input type="checkbox"/>
Authorization to register in the 2nd/3rd year of the PhD thesis		This document is automatically filled out and signed by a digital VISA from ADUM. This document does not need to be attached to the pdf	<input type="checkbox"/>	<input type="checkbox"/>
		A SINGLE PDF DOCUMENT TO BE UPLOADED TO YOUR ADUM PERSONAL SPACE. A free tool to merge pdf files is present here.		

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