

## Enrollment in 4<sup>th</sup> year (and above) of PhD thesis

### PRELIMINARY INFORMATION

According to the principles of Paris-Saclay University, **enrolment in a PhD thesis beyond the 3<sup>rd</sup> year is derogatory.**

There are valid reasons why the duration of the thesis may be extended; The doctoral school then ensures that a framework accompanies the end of the thesis, mainly in the interest of the doctoral student. In particular, the doctoral school ensures that solid support allows the work to be continued until the defense (work schedule, mandatory funding).

#### **Your defense will take place before 31/12**

→ **You do not have to re-enroll at the university for a 4th time or more.**

Your previous registration is valid until the end of the calendar year. You do not have to have met with your Follow-up committee since you do not need to register.

→ **You must proceed with the defense procedures (see defense procedure).**

→ **Contact the doctoral school as soon as possible to inform them of your defense date.**

**Note :** You have received an email from the doctoral school indicating the day and time of your registration appointment. As you defend before 31/12, you do not need to register and you must inform the doctoral school immediately of that.

#### **Your defense will take place after 31/12**

→ **See the procedure below.**

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## Your defense will take place after 31/12

**i.e. your final manuscript will not be ready on October 15th :**

→ Your defense will then take place after January 1<sup>st</sup> of the next year (N+1).

**→ You need to register for an additional year in PhD.**

### Re-enrollment in a 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 re-registration under ADUM, and have followed the steps described in the table below and submitted the complete pdf document under ADUM. You have clicked on "I finalize my enrollment procedure in 4(+)<sup>o</sup> year of PhD thesis "

- Your thesis supervisor and the head of your laboratory have signed the necessary documents and validated your re-registration request from their ADUM space. This validation is dematerialized, their digital signatures will appear on the registration authorization.

- The second step corresponds to the **administrative finalization of your registration by the schooling department of your institution of registration:**

- After your appointment at the doctoral school, if all conditions are fulfilled, your referent at the doctoral school proposes, via ADUM, your registration for a 4<sup>th</sup> year or more 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](mailto:scolarite-doctorat.sciences@universite-paris-saclay.fr)

## Enrolment in the 4th year of the PhD thesis (and more)

Defense [after 31/12](#):

### 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.

With the exception of the face-to-face appointment at the doctoral school,  
The re-enrollment procedure in the 4th year of the thesis (and above) is completely paperless.

	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
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 the 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"/>
<b>"DEROGATION FORM RELATING TO THE DURATION OF THE THESIS"</b> (REF 0627: <b>AFTER</b> 31 December)	I have noted that the details of the financing plan for the extension of the thesis and the detailed work schedule until the defense must be included in this document	<input type="checkbox"/>	<input type="checkbox"/>
	I filled out this document correctly and made it signed by my thesis supervisor and by the head of my laboratory	<input type="checkbox"/>	<input type="checkbox"/>
	I emailed this document to the doctoral school so that they could fill and sign it and send it back to me.	<input type="checkbox"/>	<input type="checkbox"/>
	I have deposited this document (signed by the doctoral school) in the pdf file.	<input type="checkbox"/>	<input type="checkbox"/>
	I have deposited in the pdf file the copy of the employment contract ( <b>or any proof of funding</b> ) corresponding to the extension period of my PhD thesis:	<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"/>

		<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 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>Copy of the certificate of payment of the CVEC to the CROUS</b> (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"/>
<b>Copy of the certificate of civil liability insurance for the current year</b>		I have deposited this document in the pdf file	<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>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 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"/>
		If not, I undertake to forward it to the doctoral school as soon as possible	<input type="checkbox"/>	<input type="checkbox"/>
	NO			
<b>Publications</b>		I have deposited my publications in HAL: <a href="https://hal.science/">https://hal.science/</a>	<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"/>
<b>Complementary trainings and activities</b>		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 training courses on "ethics and scientific integrity", "open science", "sustainable and sustainable development" and "Take action against sexist and sexual violence" trainings were mandatory were mandatory	<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 <sup>nd</sup> or 3 <sup>rd</sup> year of the thesis	<input type="checkbox"/>	<input type="checkbox"/>
<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>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>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 2 <sup>nd</sup> 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"/>
<b>Finalization of the application for registration in the 4<sup>th</sup> year of the thesis and more</b>	At least one week before the appointment, I correctly filled in all the fields under ADUM and clicked on " I finalize my enrollment procedure in 4(+) <sup>o</sup> year of PhD 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"/>
<b>Authorization to register in the 4<sup>th</sup> year of the PhD thesis and more</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>Individual training agreement</b>	I have updated the data in my individual training agreement if it has changed. <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>  A free tool to merge pdf files is <a href="#">present here</a> .		

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](#)