

**PRELIMINARY INFORMATION:**

**Your full PhD registration is made of two successive steps:** the first one corresponds to the pedagogical registration at the doctoral school. The second one corresponds to your administrative registration and is made at your University/Engineering school. This form only deals with the first. Regarding your administrative registration (step 2), we invite you to ask questions to the relevant [‘service de scolarité’ or doctoral department](#) to have a precise knowledge of the procedures. Let notice that the forms that will be required for this second appointment can partially be printed from your ADUM personal account (eg the ‘dossier de scolarité’, among others). **PAY ATTENTION TO THE MANDATORY CVEC PROCEDURE.**

Regarding your pedagogical registration (step 1) at the doctoral school, the approach is as follows:

- You have to fill your ADUM personal account and to prepare the different points described in the following table.
- You make all the needed forms be signed by your PhD supervisor and by your research lab director.
- Then, you take [an appointment](#) at the ED for your registration.


**CHECKLIST of 1<sup>st</sup> year PhD registration (2019-20 university year) (1<sup>st</sup> September to August 31)**

**This document must be printed in LANDSCAPE, filled, and brought to your appointment at the doctoral school. Do not staple the pages of the document**

**If you do not have a printed version of this document completed prior to the appointment, or that the requested actions have not been completed, the doctoral school board member cannot sign your forms.**

	<b>PDF FORMAT REQUIRED (the final document will have to be uploaded in your ADUM account before the appointment at the doctoral school):</b>	<b>PAPER FORMAT REQUIRED (the signed forms have to be brought to the doctoral school at your appointment)</b>	<b>Information requested by the doctoral school (in each case check YES or NO by a cross in the appropriate box)</b>	<b>YES</b>	<b>NO</b>
<b>«AUTORISATION d'INSCRIPTION en DOCTORAT » (ie registration form) IN 1<sup>st</sup> YEAR (from your personal ADUM account)</b>		This document is no longer visible from my ADUM space. There is therefore no need to print it. The signatures of the thesis director and the laboratory director are made by a digital VISA deposited by each of them from their ADUM space as thesis director and laboratory director.	I have discussed with my PhD supervisors before the doctoral school appointment to know for sure the supervising rates regarding my activity (sum=100%) among my supervisors, and I have already filled this information in my ADUM personal account:	<input type="checkbox"/>	<input type="checkbox"/>
			I have already discussed with my PhD supervisor to know what is the relevant CNU number regarding my activity (eg 63, 61, 30, etc) and I have filled this information in my ADUM personal account:	<input type="checkbox"/>	<input type="checkbox"/>
			<b>I made sure before the appointment at the doctoral school that my thesis director had submitted his/her digital VISA (under ADUM) at least 24 hours before my appointment (if possible more) so that my laboratory director could do the same and that both VISAs were submitted at the time of my appointment.</b>	<input type="checkbox"/>	<input type="checkbox"/>

<a href="#">Modèle de procès-verbal de la commission d'admission</a> (given by your PhD supervisor) - only needed for the 'hors concours' recruitments:	To merge into the single pdf file prior to the appointment	To bring			
<b>Copy of your identity card or passport as well as my 'Titre de séjour', if any.</b>	To merge into the single pdf file prior to the appointment	To bring	Date de fin de validité du VISA ou titre de séjour (cadre réservé à l'ED):		
<b>Copy of the diploma allowing your enrollment in PhD degree</b> (Master's degree or a temporary certificate):	To merge into the single pdf file prior to the appointment	To bring	I am aware that if I had not been able to deposit the final copy of my diploma at the doctoral registration, I had to transmit this document ASAP to the doctoral school upon receipt:	<input type="checkbox"/>	<input type="checkbox"/>
<b>Joint PhD 'Accord de cotutelle internationale'</b> only if relevant)	To merge into the single pdf file prior to the appointment	To bring		<input type="checkbox"/>	<input type="checkbox"/>
<b>PROOF OF FUNDING OVER THREE YEARS</b> (not if "mode concours")	To merge into the single pdf file prior to the appointment	To bring	I have well noted that I have to send to the doctoral school a copy of my employment contract ASAP upon receipt of it:	<input type="checkbox"/>	<input type="checkbox"/>
<b>CV</b>	To merge into the single pdf file prior to the appointment	To bring			
<a href="#">Paris-Saclay Doctorate Charter</a>		Bring only the page with all the signatures	I have made the Charter signed by all involved people in my lab, and I have signed it myself:	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Individual training convention related to the doctoral charter</a> "CONVENTION INDIVIDUELLE DE FORMATION": <b>from ADUM</b> ; <a href="#">info</a>		To bring	I have discussed in advance with my PhD supervisor (and if necessary with the doctoral school), I have filled my account personal account, I have then printed it and made it signed by all involved people:	<input type="checkbox"/>	<input type="checkbox"/>
<b>Thesis summaries in my ADUM space (FR and ENGLISH)</b>	2 abstracts to deposit in my ADUM space		I have well noticed that these two summaries would appear on the <a href="#">STEP platform</a> dissemination of all on-going PhD theses and that it was important to deposit summaries validated by my PhD supervisor.	<input type="checkbox"/>	<input type="checkbox"/>
<b>My research activity requires regular stays in another laboratory as my supervisor's one?</b>		YES (circle if relevant)	I have explicitly written this information in my ADUM personal account:	<input type="checkbox"/>	<input type="checkbox"/>

			I bring to the doctoral school the day of the registration appointment a written agreement describing the reception arrangements by the second laboratory (mission order or long-term agreement):	<input type="checkbox"/>	<input type="checkbox"/>	
		NO				
<b>My doctorate is done part time?</b>	YES (circle if relevant)	I have written this information in my ADUM personal account:			<input type="checkbox"/>	<input type="checkbox"/>
		I have upstream sent this information to the doctoral school so as to engage, in agreement with my PhD supervisor, the writing of an individual agreement with the doctoral school:			<input type="checkbox"/>	<input type="checkbox"/>
		I have filed the individual agreement related to my part-time PhD activity in my ADUM personal space (PDF format, by attaching it to all documents gathered in a single pdf file):			<input type="checkbox"/>	<input type="checkbox"/>
		I bring the day of my appointment for registration with the doctoral school the latest version of this individual agreement:			<input type="checkbox"/>	<input type="checkbox"/>
	NO					
<b>MY ADUM SPACE</b>	I have mentioned in ADUM two email addresses. The first of two matches to a personal address that I will keep for a long time and the second one with my corporate address (laboratory, university, business).			<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"/>	
<b>Out research mission</b> («Un 6 <sup>e</sup> hors recherché»)	I have an activity of 1/6 <sup>th</sup> out research? («Un 6 <sup>e</sup> hors recherche»)	YES (circle if so)	I have indicated in my personal space ADUM the nature of this activity (teaching, 'Mission entreprises', etc) and I have indicated the periods of effect (at least the starting date):	<input type="checkbox"/>	<input type="checkbox"/>	
		NO				
<b>Data to fill</b>	I have correctly stated my student number INE in my personal space ADUM:			<input type="checkbox"/>	<input type="checkbox"/>	
<b>My doctoral trainings</b>	I have read the <a href="#">doctoral training plan of ED EOBE</a> :			<input type="checkbox"/>	<input type="checkbox"/>	
	I have noted that the introductory training in research ethics and scientific integrity organized by the <a href="#">POLETHIS</a> of the University Paris-Saclay had to be followed once during my thesis (preferably in 1st year):			<input type="checkbox"/>	<input type="checkbox"/>	
	I noticed that the "Post-thesis Day" <a href="#">organized annually by ED EOBE</a> had to be followed once during my thesis in 2nd or 3rd year :			<input type="checkbox"/>	<input type="checkbox"/>	
 <b>A SINGLE PDF FILE TO BE UPLOADED IN YOUR ADUM PERSONAL ACCOUNT.</b> Among others, a free tool for merging pdf files is <a href="#">here</a> .						

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