

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 step among the two.

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.

CHECKLIST registration in 2nd and 3rd academic years 2019-2020 *(September 1 to August 31)*

This document must be printed in LANDSCAPE, filled, and brought to your appointment at the doctoral school.
Please do not staple the pages. If you do not have a printed version of this document on the day of your appointment, completed prior to the appointment, or that the requested actions have not been completed, the ED cannot sign any document.

These so-called QUESTIONNAIRES can be downloaded from [there](#):

- The "supervisor-questionnaire" must be sent by your PhD supervisor before your appointment at the doctoral school. In case of CIFRE PhD, my industrial supervisor will also have to fill a questionnaire and send it to the doctoral school before your meeting.
- You must yourself have submitted your "PhD-student-questionnaire" prior to your appointment to the doctoral school. If however you are taken to forward your questionnaire at your appointment, the doctoral school will let the opportunity to meet with you and delay your academic registration at a later date.

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

		YES	NO
Supervisor-questionnaire (and CIFRE supervisor, if any)	My PhD supervisor has sent the supervisor-questionnaire to the DS prior to my appointment (a 2 nd questionnaire should be filled by my industrial supervisor if I have a CIFRE contract):	<input type="checkbox"/>	<input type="checkbox"/>
PhD-student-questionnaire	I have well given the PhD-student-questionnaire to the doctoral school:	<input type="checkbox"/>	<input type="checkbox"/>

	PDF FORMAT REQUIRED (the final document will have to be uploaded in your ADUM account before the appointment at the doctoral school):	PAPER FORMAT REQUIRED (the signed forms have to be brought to the doctoral school at your appointment)	Information requested by the doctoral school (in each case check YES or NO by a cross in the appropriate box)	YES	NO
AUTORISATION d'INSCRIPTION en DOCTORAT (from your the ADUM account)		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 to decide the supervising rates regarding my activity (sum=100%) among my supervisors, and I have filled this information in my ADUM personal account:	<input type="checkbox"/>	<input type="checkbox"/>
			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.	<input type="checkbox"/>	<input type="checkbox"/>

ACTIVITY REPORT ('COMPTE-RENDU D'ACTIVITE')	Upload the pdf version of the activity report version NOT ALREADY SIGNED BY THE LABORATORY DIRECTOR.	To bring	The content of my activity report has been validated by my PhD supervisor, who has signed the form ; my lab director has also signed it:	<input type="checkbox"/>	<input type="checkbox"/>
			I have well noted that during the appointment to the doctoral school, I will have to present my work in a presentation of exactly 3 slides:	<input type="checkbox"/>	<input type="checkbox"/>
Individual training convention related to the doctoral charter ("CONVENTION INDIVIDUELLE DE FORMATION" : from ADUM)			I bring a new version (only if changes are desired relative to the previous year) :	<input type="checkbox"/>	<input type="checkbox"/>
PUBLICATIONS		To bring	I have filled in my ADUM personal account the detailed information related to each of my publications. This allowed me to print from ADUM the full list of my publications that I bring on paper the day of appointment to the doctoral school:	<input type="checkbox"/>	<input type="checkbox"/>
Information / confidentiality of my manuscript and thesis			I have read the two points Q2 and Q12 on the FAQs / Defense page of the ED website :	<input type="checkbox"/>	<input type="checkbox"/>
MY DOCTORAL TRAININGS	Indicate in your ADUM personal account each of your doctoral trainings (trainings at both Paris-Saclay catalog and non-catalog trainings)	Bring a paper version of your doctoral training statement of accounts. You will distinguish those followed and those requested. The list must be complete, indicating exhaustively the places, dates, times volumes, and so on.	I have already uploaded the information related to each of my trainings in my ADUM personal account (and each attestation in pdf format):	<input type="checkbox"/>	<input type="checkbox"/>
			I have prepared a paper version of the global overview my doctoral trainings that I bring the day of my appointment to the doctoral school (2 forms are needed from ADUM : 'Statement of the undergone training modules' and 'Training module') :	<input type="checkbox"/>	<input type="checkbox"/>
			I clearly noted that the training in research ethics and scientific integrity organized by the POLETHIS of the University Paris-Saclay had to be followed once during my thesis (preferably in 1st year):	<input type="checkbox"/>	<input type="checkbox"/>
			I noted that the "Post-thesis Day" organized annually by ED EOB had to be followed once during my thesis in 2nd or 3rd year:	<input type="checkbox"/>	<input type="checkbox"/>

If my doctorate is done as part of an international joint supervision ("Cotutelle internationale de thèse"):		I have informed during the past year the doctoral school of any information concerning my international joint supervision agreement (in case of any change) and I have given it the documents that I may have received:	<input type="checkbox"/>	<input type="checkbox"/>
Paper copy of my VISA application or titre-de-séjour, if any: then bring it to your appointment		Date de fin de validité VISA/titre de séjour (this frame is reserved to the doctoral school) :		
My research activity requires regular stays in another laboratory as my supervisor's one?	YES (circle if so)	I have already indicated this information in my personal ADUM account:	<input type="checkbox"/>	<input type="checkbox"/>
		I have already sent to the ED a written agreement describing the reception arrangements by the second laboratory (mission order or long-stay agreement):	<input type="checkbox"/>	<input type="checkbox"/>
	NO			
My doctorate is done part time?	YES (circle if so)	I have already indicated this information in my personal ADUM account:	<input type="checkbox"/>	<input type="checkbox"/>
		My individual agreement of part-time PhD has already been established and given to the doctoral school	<input type="checkbox"/>	<input type="checkbox"/>
	NO			
MY ADUM SPACE	I have already filled two email addresses in my ADUM account. The first one matches my corporate address (laboratory, university, business) and the second corresponds to a permanent home address that I will keep for a long time after my defense:		<input type="checkbox"/>	<input type="checkbox"/>
	I have respected the order between the two email addresses mentioned above:		<input type="checkbox"/>	<input type="checkbox"/>
Out of research activity	I have an activity of 1/6 th out research?	YES (circle if so) I have already stated in my personal space ADUM the nature of this activity (teaching, 'Mission entreprises', etc) and I have indicated the periods of effect of these activities (at least the starting and final dates). In case of any changes since last year, I have properly updated under my ADUM personal account all related information:	<input type="checkbox"/>	<input type="checkbox"/>
	NO			
A SINGLE PDF FILE TO BE UPLOADED IN YOUR ADUM PERSONAL ACCOUNT. Among others, a free tool for merging pdf files is here.				



End date of my thesis funding/scholarship:

For any question: 01 70 27 03 47 and Ed_eobe@universite-paris-saclay.fr

[Place for all appointments](#) at the doctoral school

[Website of the doctoral school](#)