

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

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 step among the two. **[PAY ATTENTION TO THE MANDATORY CVEC PROCEDURE.](#)**

According to the principles of the University Paris-Saclay, **beyond 3rd year doctoral registration is derogatory:**

Reasons entirely valid can lead to a lengthening of the PhD activity. The doctoral school then supervises the process to ensure that thesis lengthening is accompanied by appropriate scholarship and working program frames, mainly in the interest of the PhD student. The doctoral school will ensure that the defense is either imminent (eg defense in September of year N, after 37 months of activity), or that a solid support allows the work to be continued until 'the defense (work schedule, mandatory funding/scholarship).

1st CASE (see page 2) :

- Your defense takes place before the 31/12 of the year (in practice before the 20/12 of the year).
- And **[the final version of your manuscript is ready October 15](#)** (including the summary of **5 to 10 pages in French** if your manuscript is written in English, with prior message sent to the doctoral school).
- You take then a rendez-vous shortly before October 15 and you go there with: 1) Your final-version manuscript (paper or pdf version), 2) The names of the 'rapporteurs' and the composition of your full jury, with a firm defense date (decided by doodle-like survey among members of the jury), 3) The two steps of re-registration and defense are indeed then coupled).

2nd CASE (see page 3):

[Your manuscript is not ready on October 15:](#)

Your defense will then take place after January 1st of the year (N+1).


NOTE: A free tool (GNU License, Multi-OS) to merge pdf files, for example, is available [here](#).

2019-2020 CHECKLIST of registration in

«**SHORT**» 4th(5th) year: defense **before December 31**:

If you do not have a printed version of this document (LANDSCAPE format) on the day of your appointment at the doctoral school, completed prior to the appointment, or that the requested actions have not been completed, the ED cannot sign your documents.

Re-enrolment in a doctorate is not mandatory. On the other hand, all the steps are strongly conditioned on the defense of the thesis: absolutely comply with the defense Checklist.


	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 your appointment at the doctoral school)	Information requested by the doctoral school (in each case check YES or NO by a cross in the appropriate box)	YES	NO
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"/>
Copy of my VISA/titre de séjour	Upload the information in the global pdf file	To bring	End date of VISA validity/residence permit (ED only).		
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"/>
MY DOCTORAL COURSES	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 training statement of accounts. You will distinguishing 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 I have uploaded all related attestations 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': even if they are empty) :	<input type="checkbox"/>	<input type="checkbox"/>
<div style="text-align: center;">  <p>A SINGLE PDF FILE TO BE UPLOADED IN YOUR ADUM PERSONAL ACCOUNT. (here is a possible tool)</p> </div>					

End date of my thesis funding/scholarship:

2019-2020 CHECKLIST of registration in «LONG» 4th(5th) year: defense after December 31:

If you do not have a printed version of this document (landscape shape) on the day of your appointment at the doctoral school, completed prior to the appointment, or that the requested actions have not been completed (indicated by YES' in response to questions), the ED cannot sign any document.

	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 your appointment at the doctoral school)	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 dérogatoire au-delà de la 3^e ANNEE» (ie, the beyond 3 rd year registration form; from your ADUM personal 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 upstream to correct with them in my ADUM account the supervising rates related to my PhD activity (in case of any change; sum=100%):	<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"/>
«<u>FORMULAIRE DE DEROGATION PORTANT SUR LA DUREE DE LA THESE</u>» (EXEMPTION FORM CONCERNING THE DURATION OF THE PhD THESIS) (REF 0627 : APRES le 31 décembre)		To bring	I have filled this document with the help of my PhD supervisor and I bring a version signed by all relevant people the day of my appointment to the doctoral school:	<input type="checkbox"/>	<input type="checkbox"/>
			I have well noted that funding for the continuation of my thesis was to be explicitly detailed by my PhD supervisor (with precise information: name of the contract, beginning date, amount per month, etc):	<input type="checkbox"/>	<input type="checkbox"/>
			I can transmit immediately to the doctoral school a copy of the employment contract for the period of extension of my PhD activity:	<input type="checkbox"/>	<input type="checkbox"/>
			I have well noted that the document should also detail my work schedule to the defense (schedule approved by my PhD supervisor):	<input type="checkbox"/>	<input type="checkbox"/>
Individual training convention related to the doctoral charter ("CONVENTION INDIVIDUELLE DE FORMATION" : from ADUM)		To bring	I bring a modified version compared to last year?:	<input type="checkbox"/>	<input type="checkbox"/>

Copy of my VISA/titre de séjour	Upload the information in the global pdf file	To bring	End date of VISA validity/residence permit (ED only) :		
ACTIVITY REPORT ('Compte-rendu d'activité')	Upload the pdf version of the report version NOT ALREADY SIGNED BY THE LABORATORY DIRECTOR	To bring	The content of my activity report has been validated by my supervisor, who 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"/>
PUBLICATIONS		List of 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"/>
MY DOCTORAL COURSES	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 training statement of accounts. You will distinguishing those followed and those requested. The list will be complete.	I have already uploaded the information related to each of my trainings in my ADUM personal account (and I have uploaded all related pdf attestations):	<input type="checkbox"/>	<input type="checkbox"/>
			I have prepared a paper version of the overview my trainings that I bring (' Statement of the undergone training modules ' and ' Training module ') :	<input type="checkbox"/>	<input type="checkbox"/>
My doctorate is done part time?	YES (circle if so)	My individual agreement of part-time PhD has already been established and given to the doctoral school:		<input type="checkbox"/>	<input type="checkbox"/>
		A change has occurred and I bring to the doctoral school a revised version of this convention:		<input type="checkbox"/>	<input type="checkbox"/>
	NO				
MY ADUM SPACE	I have already indicated two email addresses. The first one matches my personal long-term address and the second corresponds to a (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"/>
 SINGLE PDF FILE TO BE UPLOADED IN YOUR ADUM PERSONAL ACCOUNT. (here is a possible tool)					

End date of my thesis funding/scholarship: