The full registration in PhD comprises three successive steps:

1) PhD application step => First entry point: the PhD supervisor (the doctoral school does not consider at all candidates that are not actively supported by a PhD director)

2) Doctoral registration step => Doctoral school

3) Administrative registration step => Administratif staff of UFR des Sciences d’Orsay, CentraleSupélec, ENS Paris-Saclay, or IOGS

1 Step 1: PhD application

- Conditions:
  - An advanced discussion should have been done with the PhD supervisor and the candidate should be clearly supported by him/her (and accepted by the lab director).
  - A 3 year funding is mandatory: « Mode choix » (ANR, ERC, CIFRE, CEA...) or « Mode concours » (MESR, IDEX) are possible (ask the details to the PhD supervisor).
  - The doctoral schools validates the ability of the candidate to enter a PhD.

- Technically: The application starts for the candidates from the doctoral school web site (ADUM interface; the candidate is invited to create an ADUM personal account the first time).

If relevant (ie, PhD supervisor=AGREES + lab director=AGREES + Funding:PRESENT + PhD candidate level is assessed by the doctoral school), the doctoral school then accepts the candidacy on-line (ADUM).

=> The candidate then receives an e-mail and is invited to complete his/her personal informations => BEGINNING OF THE DOCTORAL REGISTRATION STEP (STEP 2).
Step 2: Doctoral registration

First registration in PhD in the EOBE doctoral school:

1) You follow the link provided in the e-mail that you have received, ie: http://www.adum.fr/index.pl?site=pseobe

2) You have then to fill all the informations in your doctoral personal account (ADUM account):
If this more convenient to you, switch immediately in English:

The different frames to be filled are more or less self-understandable. We will describe hereafter the main ones. In case that something remains unclear, shoot an e-mail to Ed_eobe@universite-paris-saclay.fr.

Private space: to be filled. My profile: very important part. FAQs (Frequently Asked Questions): very useful.
**View from « Private space »:**

**My profile**
- Online Display
- I want to change my password
- My CV
- My photo (jpg)

**Procedures**
- Your profile has been registered for a 1st year of PhD studies in 2015-2016

**Career space**
- Consult the Job offers
- Skills Portfolio
- My employability
- My professional situation
- My scientific productions

**Trainings**
- Training modules Catalogue
- Statement of the undergone training modules
- Training module
- Add an external training module

**Administrative documents**
- CNIL Form (Digital registration certificate ADUM to be included in your registration folder)
- Procédures et documents de références
- AUTORISATION D’INSCRIPTION EN DOCTORAT
- Dossier de scolarité

**Useful sheets**

**View from « Questions »:**

**Frequently Asked Questions**

**General Questions**
- What informations does the database hold?
- What is my private space?
- How are the data I enter or edit validated?
- What does being in the database mean in terms of access to the data?
- Display of your profile on the Internet
- What is the “Contrat doctoral” (Doctoral contract)?
- Order of 7 August 2006 concerning the doctoral training

**Questions about registration**
- What are my login details?
- How do I enroll?
- What do the fields with * correspond to?
- Elements of your dossier and required information to fill in your Private space and download administrative documents
- What do I do if I stay stuck on the “Personal Data” page or if I have a blank page?
Even more importantly:
From « My profile, you will be invited to fill the left frames. Then do it successively.

**IMPORTANT POINT:**
At this step, you will be required to upload a **single pdf file** gathering all the documents required by the graduate school.

The EOBE doctoral school asks you to gather:
- The PhD topic abstract (< or ~1 page).
- The Master degree diploma (or at least an attestation of success).
- A 3-year salary proof (employment contract if available) or a relevant attestation.
- If relevant, a copy of the joint PhD agreement (accord de cotutelle internationale).
- If relevant, the « Modèle de procès-verbal de la commission d'admission en mode choix »

Pay attention to the « University you register at » you must select « Université Paris-Saclay GS Sciences d'Ingénierie et des Systèmes »:
We understand that some parts are difficult to fill at the earlier stages of the PhD period. The policy of the EOBE doctoral school is to ask you to fill the mandatory frames with exact data but in a concise way if this is more relevant to you.

(and so on)
When all the lights are green, then you will receive an indication that you can now print the documents needed for your doctoral registration at the EOBE doctoral school.

You will be able to print a **color version** of the needed documents from there:

- The signed version of the «Convention individuelle de formation» will be pre-filled and has to be brought the day of your appointment at the doctoral school.
- The «Gestion de scolarité – fiche apogée» is needed for your registration at the scolarity
Your appointment at the EOBE doctoral school (AFTER September 1, 2015):

Preliminary remark: Within the EOBE doctoral school, each PhD student is followed by one doctoral school board member during the full PhD period, namely 3 years in the standard situation:

• Frédéric MAZALEYRAT (FM), or Philippe DESSANTE (PD), or Sophie BOUCHOULE (SB), or Jean-Christophe GINEFRI (JCG), or Philippe BEN-ABDALLAH (PBA), or Jean-Paul ADAM (JPA)

To get an appointment with the right board member:
1) Go to the ED EOBE web site: http://www.universite-paris-saclay.fr/fr/formation/doctorat/ed-eobe,
2) You will find a pdf file of all the doctoral school PhD supervisors. Open this file and find yours. Depending on him/her, you will find the good ED board member that will follow you.

You will find a pdf file of all the doctoral school PhD supervisors. Open this file and find yours. Depending on him/her, you will find the good ED board member that will follow you.

3) You have then to choose an appointment in the proposed Doodle by clicking on the name of your doctoral school supervisor. Pay attention to fill your e-mail address. In case of any change, this e-mail address will allow us to contact you.
Step 3: Administrative registration

When you have ended your doctoral registration, the full process is not already finished: the issuing of student card, the social security issues, and so on, are not ensured at all by the doctoral school.

You will have to pay the university/school PhD annual fees and to fill some additional forms depending on the « service de scolarité » you will be involved with.

Depending on your « référent », you will go to the right location in:

- FACULTÉ DES SCIENCES D’ORSAY
- CentraleSupélec
- UVSQ
- INSTITUT D’OPTIQUE GRADUATE SCHOOL
- école normale supérieure paris-saclay

To know the right people to contact, the right documents to bring, and the right place to go depending on your Etablissement, go to the ED EOBE web site: http://www.universite-paris-saclay.fr/fr/formation/doctorat/ed-eobe

And here

To summarize, you are asked:

- To log on the ADUM application and proceed online (see the above tutorial).
- To make all the necessary documents signed for your doctoral registration.
- To choose an appointment at the doctoral school in order to meet the graduate school board member that will follow you for the duration of your thesis. These appointments will take place from September 1 (see “RDV à l’école doctorale”).

General forms (among which the Paris-Saclay thesis chart).

How many publications are required before defending? see “Soutenances” section

'Services de scolarité' or ‘département des études doctorales’ (admin staff for administrative registration):

scolarité/administration 2020 EOBE - (pdf 507.85 Ko)

For any question: Ed_eobe@universite-paris-saclay.fr and/or 01 69 15 78 49.