

Registration in 2nd and 3rd year

PRELIMINARY INFORMATION:

Your full PhD registration is made of two successive steps:

- The first step corresponds to the pedagogical registration at the doctoral school. The procedure is as follows:
 - You fill in your ADUM personal space and prepare the steps described in the table below.
 - Your thesis director and your laboratory director will validate your registration request from their ADUM space. This procedure is dematerialized, their digital signatures will appear on the documents.
 - Then, you take [an appointment](#) at the ED for your registration.The steps to properly prepare your pedagogical registration are described in paragraph I.
 - The second step is your administrative registration with the tuition department of your registration institution. This procedure is totally dematerialized. Concerning your administrative registration, if you have any questions, please contact :
scolarte-doctorat.sciences@universite-paris-saclay.fr
 - 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).The steps of your administrative registration and the list of documents to be provided (in a single pdf file uploaded in ADUM) are described in paragraph II.
-

I. Pedagogical registration in 2nd and 3rd year

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.

Before the Appointment, your director must send the questionnaire concerning your thesis work by e-mail to the ED:

[Thesis director's questionnaire for the registration in 2A](#)

[Thesis Director Questionnaire for 3A registration](#)

In the case of a CIFRE thesis, your company supervisor must also send the questionnaire concerning your thesis work by e-mail to the ED:

[Industrial supervisor questionnaire for registration in 1A](#)

[Industrial supervisor questionnaire for registration in 2A](#)

You yourself must have submitted your doctoral questionnaire prior to your appointment at the doctoral school. However, if you are required to send in your questionnaire during your appointment, the doctoral school will be happy to interview you and postpone your registration to a later date:

[Doctoral student questionnaire for registration in 1A](#)

[Doctoral student questionnaire for enrolment in 2 inA](#)

Translated with www.DeepL.com/Translator (free version)

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 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 in 2 nd or 3rd year		This document is signed by the thesis director and the laboratory director by a digital VISA deposited by each of them from their ADUM space of thesis director and laboratory director. This document is not to be brought	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 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"/>
ACTIVITY REPORT (<i>'COMPTE-RENDU D'ACTIVITE'</i>)	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"/>

Paper copy of my VISA application or titre-de-séjour, if any: then bring it to your appointment		To bring	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"/>
PUBLICATIONS		Bring your publications list	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 of the EPBE web site:	<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 FOBE 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"/>
Individual training convention related to the doctoral charter "CONVENTION INDIVIDUELLE DE FORMATION": from ADUM)		I bring a new version only if there are changes since last year.		<input type="checkbox"/>	<input type="checkbox"/>
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"/>
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			
<p align="center">A SINGLE PDF FILE TO BE UPLOADED IN YOUR ADUM PERSONAL ACCOUNT.</p> <p align="center">Among others, a free tool for merging pdf files is here.</p>				

For any questions : 01 70 27 03 47 and Ed_eobe@universite-paris-saclay.fr
[place for all appointments at the doctoral school](#) : [Main source of information](#)

II. Administrative registration in 2nd / 3rd year.

After your appointment at the doctoral school, if everything is in order (see checklist above) your referent at the doctoral school proposes, via ADUM, your thesis registration. This action affixes the digital visa of the doctoral school on your registration authorization, as well as on your individual training agreement. An email is automatically sent to the scolarity to inform them that the doctoral school proposes your registration. Once this action has been carried out, you then have the possibility, from your ADUM space:

- To pay your tuition fees online
- To submit a new pdf document containing the documents requested by the school and listed below. The additional documents requested by the school must be added to the documents specifically requested by the doctoral school.

Lists of documents to be provided for administrative registration.

- For foreign students, copy of residence permit AND visa
- Copy of the university transfer authorization (if you were in PhD in another university)
- **For a registration in 3rd year only:** The thesis follow-up report (document written by your referent at the doctoral school during the 2nd year registration meeting) this document is accessible from your ADUM space.
- Copy of any document concerning financing support during the thesis
- For scholarship students : Copy of the scholarship certificate
- For an employment related to the thesis : copy of employment contract
- For an employment not related to the thesis : copy of employment contract , 3 last salary sheets
- For self employed workers : Copy of tax notice
- Copy of cotutelle agreement and registration certificate of the other university if needed
- Copy of social welfare situation certificate
- CVEC fee payment certificate
- Insurance certificate for civil liability (home insurance)