

USER GUIDE FOR PEDAGOGICAL ENROLLMENT AND RE-ENROLLMENT IN DOCTORAL STUDIES

Academic year 2023-2024

ADUM PLATFORM

<i>Doctoral Schools in Lyon - Saint-Etienne area:</i>	
ED EDISS Ecole Doctorale Interdisciplinaire Sciences - Santé	ED SIS Sciences, Ingénierie, Santé
ED BMIC Biologie Moléculaire Intégrative et Cellulaire	ED INFOMATHS Informatique et Mathématiques de Lyon
ED E2M2 Evolution, Ecosystèmes, Microbiologie, Modélisation	ED ScSo Sciences Sociales (Histoire, Géographie, Aménagement, Urbanisme, Archéologie, Sciences politiques, Sociologie, Anthropologie)
ED NSCo Neurosciences et Cognition	ED 3LA Lettres, Langues, Linguistiques, Arts
EDML Matériaux de Lyon	ED EPIC Education, Psychologie, Information et Communication
ED PHAST Physique et Astrophysique	ED SEG Sciences Economiques et de Gestion
ED EEA Electronique, Electrotechnique, Automatique de Lyon	ED PHILOSOPHIE Philosophie « Histoire, Représentation, Création »
ED MEGA Mécanique, Energétique, Génie civil et Acoustique	ED DROIT
ED CHIMIE Chimie de Lyon	

<i>Academic institutions, members and associates of ComUE Université de Lyon, entitled to issue a doctoral degree</i>	
Université Claude Bernard Lyon 1	Ecole Nationale Supérieure d'Architecture de Lyon
Université Lumière Lyon 2	ENTPE
Université Jean Moulin Lyon 3	INSA de Lyon
Université Jean Monnet Saint-Etienne	Mines Saint-Etienne
Ecole Centrale de Lyon	Université Gustave Eiffel
Ecole Normale Supérieure de Lyon	VetAgro Sup

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Introduction

An enrollment or re-enrollment for all PhD candidates registered in a university or institution of Lyon Saint-Etienne area is done in two steps:

1. A **pedagogical enrollment** in a doctoral school. **From the academic year 2023 onwards, the tool SIGED is replaced by ADUM. All the candidates' files for 2023/2024 must be registered on ADUM exclusively. SIGED will provide a read-only access.**
2. An **administrative enrollment** in your academic institution with the payment of the registration fees.

Before starting your enrollment, please carefully read this **user guide**. It provides a step-by-step help to create your ADUM account and to fill in your registration form.

The ADUM platform can be used for the following:

- ✓ To complete all the steps required for enrollment and re-enrollment for a doctoral degree;
- ✓ To store all the information regarding the thesis;
- ✓ To check and join the trainings, and to stay updated throughout your doctoral studies;
- ✓ To enrich your trainings' portfolio;
- ✓ To stay informed about the news regarding the doctoral schools, job offerings, etc;
- ✓ To join the PhD and PhD alumni networks.

Please note that ADUM platform is available in both **French** and **English**.

If you have any questions, please contact us at:

sos.adum@universite-lyon.fr

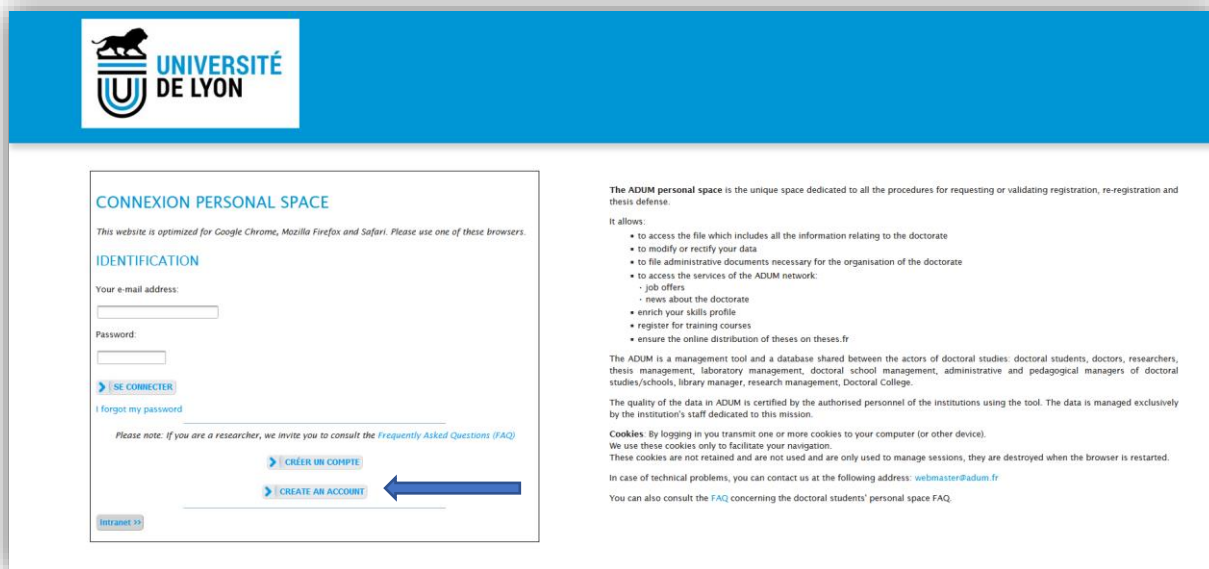
The doctoral studies service of Université de Lyon will be happy to assist you if you have any difficulties regarding the use of the platform.

*We will give you further information regarding the **trainings** you followed before the summer 2023 and already stored on SIGED.*

I) How to create an ADUM account

First of all, you have to create an account on the following website:

<https://adum.fr/index.pl?site=UDL>



CONNEXION PERSONAL SPACE

This website is optimized for Google Chrome, Mozilla Firefox and Safari. Please use one of these browsers.

IDENTIFICATION

Your e-mail address:

Password:

[SE CONNECTER](#)

[I forgot my password](#)

Please note: if you are a researcher, we invite you to consult the [Frequently Asked Questions \(FAQ\)](#)

[CRÉER UN COMPTE](#)

[CREATE AN ACCOUNT](#)

[loginset >>](#)

The ADUM personal space is the unique space dedicated to all the procedures for requesting or validating registration, re-registration and thesis defense.

It allows:

- to access the file which includes all the information relating to the doctorate
- to modify or rectify your data
- to file administrative documents necessary for the organisation of the doctorate
- to access the services of the ADUM network:
 - job offers
 - news about the doctorate
- enrich your skills profile
- register for training courses
- ensure the online distribution of theses on theses.fr

The ADUM is a management tool and a database shared between the actors of doctoral studies: doctoral students, doctors, researchers, thesis management, laboratory management, doctoral school management, administrative and pedagogical managers of doctoral studies/schools, library manager, research management, Doctoral College.

The quality of the data in ADUM is certified by the authorised personnel of the institutions using the tool. The data is managed exclusively by the institution's staff dedicated to this mission.

Cookies: By logging in you transmit one or more cookies to your computer (or other device). We use these cookies only to facilitate your navigation. These cookies are not retained and are not used and are only used to manage sessions, they are destroyed when the browser is restarted.

In case of technical problems, you can contact us at the following address: webmaster@adum.fr

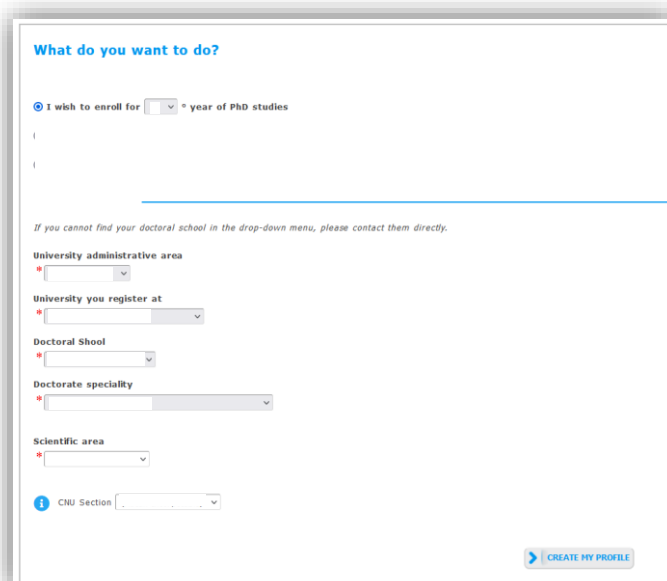
You can also consult the [FAQ](#) concerning the doctoral students' personal space FAQ.

You have to click on **“Create an account”**.

A new web page will open → please enter your e-mail address and choose a password. After that, click on **“create my account”**.

You will receive a **e-mail** with a **link** that allows you to validate your e-mail address. The link will remain active for 24 hours, so please do it as soon as possible.

When you click on the link, you will see the following web page:



What do you want to do?

☒ I wish to enroll for year of PhD studies

If you cannot find your doctoral school in the drop-down menu, please contact them directly.

University administrative area

University you register at

Doctoral School

Doctorate speciality

Scientific area

CNU Section

[CREATE MY PROFILE](#)

Please remember that:

- The fields marked by * are **mandatory**;
-  → this symbol indicates that you can have more explanation concerning this field.

You have to specify:

- Your PhD year for **2023-2024**: 1st, 2nd etc

If these 2 following fields pop up, please **do not** take them into account!

- I wish to defend my PhD defense on this date: [day/month/year]
- I defended my PhD thesis on this date: [day/month/year]

- Your academic institution (drop-down menu)
- Your doctoral school (drop-down menu)
- Your doctorate specialty (drop-down menu)
- Your scientific field (this field can be filled in automatically by ADUM after the choice of the doctorate specialty, please check if the information is accurate)
- Your CNU section (Conseil National des Universités).

Then you have to click on **“create my profile”**.

II) Enrollement, re-enrollement procedure

Once you have completed the previous part, you can start the enrollment process.

We kindly advise you to carefully fill in all the fields.

Some fields are mandatory (with a *symbol) or optional. For some fields, you will see a drop-down menu.

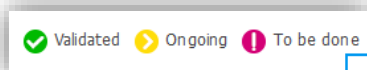
It is possible to complete your form at different stages. In this case, please **save** your data on each section after the process is completed. If not saved, your information will be lost when you leave your session. When you come back on your form, you will be able to pick up where you left off.

Depending on your enrollment year, you will have several sections to fill in:

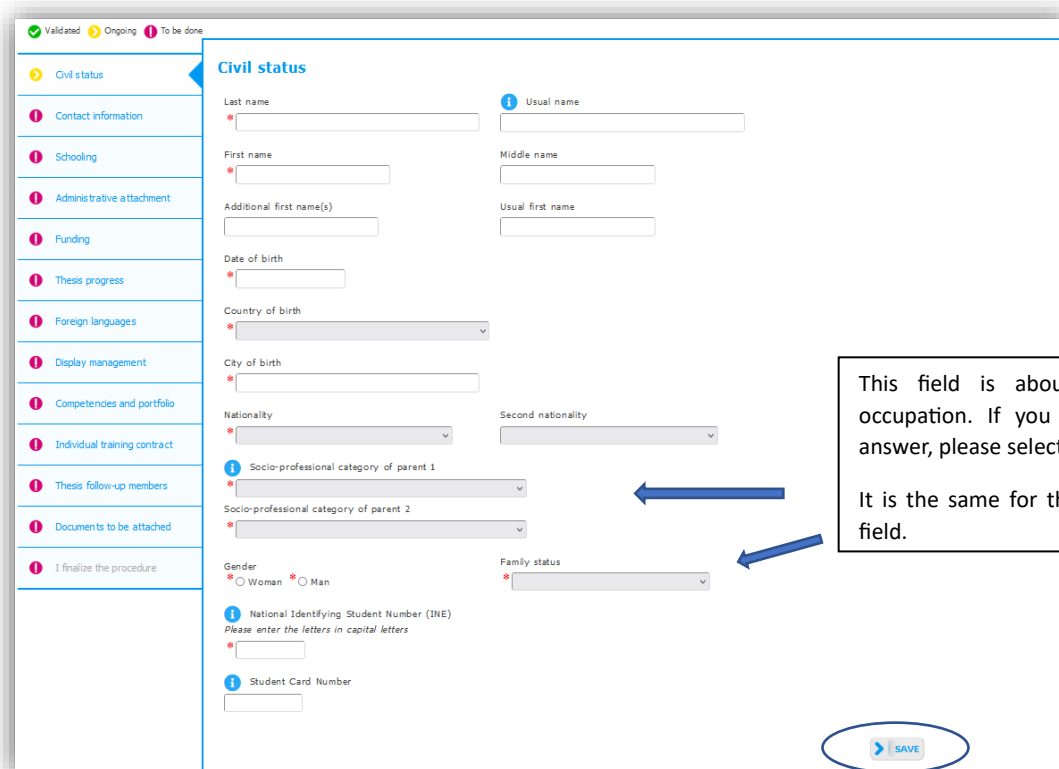
- Civil status
- Contact information
- Schooling
- Administrative attachment
- Funding
- Thesis progress
- Foreign languages
- Display management

- Competences and portfolio
- Individual training agreement/contract (only for the PhD students enrolling in first year or in second year)
- Thesis follow-up (from the second year and beyond)
- Documents to be attached
- I finalize the procedure

The coloured buttons will inform you about the progress of the enrollment process.



1. Civil status



This field is about your parents' occupation. If you do not want to answer, please select "no precision".

It is the same for the "family status" field.

★ Please remember that the INE number is "Identifiant National Etudiant unique". It is a personal national student number.

The field about the INE number can be mandatory or optional depending on your situation or on your registration year.

This number is marked on your French "baccalaureate" diploma. It was given from 1995 onwards by the French schools and universities. This number can also be given by the first French academic institution where you started your studies or on your first doctoral year.

This number contains **11 numbers/letters**.

2. Contact information

Validated Ongoing To be done

- Civil status
- Contact information
- Schooling
- Administrative attachment
- Funding
- Thesis progress
- Foreign languages
- Display management
- Competencies and portfolio

Contact information

Cell phone

Main e-mail address (ADUM login ID) *

Professional / institutional address

Personal website

ORCID identifier

HAL identifier (IdHAL)

LinkedIn account

Twitter account

Researchgate account

This field is automatically filled in with your e-mail address used when you created your ADUM account.

It is possible to have the same e-mail address for this field and for the next one "Professional / institutional address".

Current address

Country

Postcode

City

number, street ...

Home phone

Professional address

Country

Postcode

City

number, street ...

Home phone

Permanent family address

Country

Postcode

City

number, street ...

Home phone

SAVE

There are 3 sections for the **address**.

The current address is mandatory and the 2 others are optional.

If you have a **foreign phone number**, please remember that you have to add the country dialling code.

3. Schooling

Validated ▶ Ongoing ❗ To be done

- ❗ Civil status
- ❗ Contact information
- ▶ **Schooling**
- ❗ Administrative attachment
- ❗ Funding
- ❗ Thesis progress
- ❗ Foreign languages
- ❗ Display management
- ❗ Competencies and portfolio
- ❗ Individual training contract

Diploma allowing access to PhD studies

Country *

City *

University *

Type of diploma * ▶

Name, Title *

Speciality *

Parcours

Obtained in *

Mark or grade of the Master thesis Mention

Rank

If you have a master degree from abroad or an international diploma, please choose **"diplôme étranger"**.

History of schooling

Do you hold the Agregat degree? ☐ yes ☒ no

Are you engineer? ☐ yes ☒ no

Year of your first enrollment in a french Higher Education institution * ▶

Indicate all your diplomas, from the baccalauréat until the last diploma **before the diploma allowing access to PhD studies**.
To delete a diploma entered by mistake : empty the "Title of the diploma" field.

✔ Baccalauréat ou équivalence Add

n°1

Title of the diploma *

Category *

Country *

City

School

Obtained in: month year *

Mark or Grade

Rank or Grade on

Mention

▶ SAVE

Please indicate your **high school diploma** (or baccalaureate).

You can also add other degrees, clicking on "Add".

If you have a French baccalaureate, you will have to fill in "académie" and "département" fields.

Please fill in this field carefully

4. Administrative attachment

Validated Ongoing To be done

Administrative attachment

For the academic year 2023-2024 this is your **2** registration for PhD Thesis

Cotutelle Doctoral Program ☒ non ☐ yes planned ☐ yes ongoing ☐ yes established

Date of your 1st registration for PhD thesis: *

Date of entry at the University: *

Professional situation in the moment of your 1st registration for PhD thesis

University administrative area of Lyon

University you register at: * Mines Saint-Etienne

Doctoral School: * SIS - Sciences Ingénierie Santé

Doctorate speciality: * Sciences de la Terre

Work site / Management centre: * (Please select a value)

Scientific area: * Département Sciences de la terre et de l'univers, espace

CNU Section: (Please select a value)

Registration regime: ☒ Initial Training ☐ VAE - Validation of Acquired Experience ☐ ongoing/throughout life Training

If you are enrolled in an international dual degree PhD (**co-tutelle** in French), please fill in this field.

If you choose "yes ongoing" or "yes established", a new section will pop-up regarding the international **co-tutelle** with mandatory fields to be filled in. Please read the screenshot below.

If you have already obtained a degree from the same University, please specify the date you began your previous studies (ex: 01/09/2017).

You are often in "initial training" status

SAVE

Validated Ongoing To be done

Cotutelle Doctoral Program [Currently being considered]

Period of validity of the Cotutelle Doctoral Program: start date: - end date: *

Country: *

Cotutelle partner Institution: *

Head of the partner Institution: (title + first name + last name)

Address of the partner Institution

City: *

Organization of the cotutelle (description, schedule of stays)

Institution of the PhD thesis defense: *

Intellectual property and confidentiality
--> Research can lead to a contract of IP protection ☐ yes ☒ no
--> Confidentiality should be carefully secured ☐ yes ☒ no

Service in charge of the establishment and the follow-up of the Cotutelle Contract in the partner institution

Office name

Name of the person responsible for the cotutelle doctoral program

Postal address

Email

Doctoral school or doctoral program in the partner institution:

Director of the Ecole Doctorale or Director of the Joint PhD program: title + first name + last name

Speciality of the doctorate abroad

Research unit abroad

Agreement and endorsements of cotutelle

Date of the agreement signature

End date of the 1st additional agreement

End date of the 2nd additional agreement

End date of the 3rd additional agreement

SAVE

5. Funding

Validated
Ongoing
To be done

Civil status

Contact information

Schooling

Administrative attachment

Funding

Thesis progress

Cotutelle Doctoral Program

Foreign languages

Display management

Competencies and portfolio

Thesis follow-up members

Documents to be attached

I finalize the procedure

Funding

Conditions financières

☒ Funding dedicated to the preparation of the doctorate
☐ Funding not dedicated to the preparation of the doctorate

Detailed financial situation

Type of Work Contract

Employer
 Code SIRET

Funding Type 1
 %

Funding source 1

Funding Type 2
 %

Funding source 2

Name of call for projects

Period situation from to

[Add a new financial situation](#)

[SAVE](#)

For PhD candidates WITHOUT funding

If you don't have any funding, please choose "funding not dedicated to the preparation of the doctorate". A new field will open asking for information about your **professional status**.

In the field "type of work contract" you have several choices, for example "*non concerné(e) – autre statut – sans financement*". For the other fields, please choose/type "not relevant" or "*sans financement*".

If you have a funding, this field is mandatory

It is very important to specify the dates for the beginning and the end of your funding.

If relevant, you can add information about a **second funding**.



If you need help to fill in the "funding section", please check the last pages (annexe).



6. Thesis progress

Validated
Ongoing
To be done

Civil status

Contact information

Schooling

Administrative attachment

Funding

Thesis progress

Cotutelle Doctoral Program

Foreign languages

Display management

Competencies and portfolio

Thesis follow-up members

Documents to be attached

I finalize the procedure

Thesis progress

Thesis title in French

Thesis title in English

Keywords in French

1 - 2 -
3 - 4 -
5 - 6 -

Keywords in English

1 - 2 -
3 - 4 -
5 - 6 -

Research Unit

Si votre unité de recherche ne se trouve pas dans la liste, vous devez contacter votre école doctorale

Secondary Research Unit: Name Type N°, url

Be careful:

If your PhD thesis is **confidential** → the thesis title, the abstract and the keywords may be general (both the French and in English). This information may be posted on internet.

USER GUIDE FOR THE ADUM PLATFORM • ENROLLMENT AND RE-ENROLLEMENT

10

If you have one thesis director, please choose his/her name, and put **100** in the field “percentage of time”. If the name isn’t available in the menu, then chose “**AUTRE**” (the last item of the drop-down menu) and fill in the necessary information.

Sometimes, you can have the choice between “codirecteur” and “co-supervisor”.

If you are enrolled in **co-tutelle** program, please fill in your international thesis director in the field “codirecteur de cotutelle”.

THESIS SUPERVISION

Information: From the 3rd typed letter, a search is carried out on all the people listed in the base that can direct a thesis. Wait a few moments. If the name of your supervisor has only 3 letters, add a space and then enter the first letter of the first name.

Thesis Director ¹

Choose a supervisor in the list below (HDR required)

Chisissez une valeur

Percentage of time

Codirecteur de cotutelle ¹

Chisissez une valeur

Percentage of time

Lorsque la codirection est assurée par une personne du monde socio-économique qui n'appartient pas au monde universitaire, le nombre de codirecteurs peut être porté à deux.

☐ Codirecteur ☐ Co-supervisor (if one exists)

Chisissez une valeur

Percentage of time

Thesis co-supervisor (if one exists)

Chisissez une valeur

Percentage of time

Industrial Collaboration ☒ no ☐ yes established ☐ yes scheduled

Description of the thesis advancing
Update on the works done, work planning until the PhD defense: month, year scheduled for the defense, difficulties experienced, ...

ESTIMATED SCHEDULE
Specify the estimated timelines of the doctoral project main steps until the defense, the schedule is revisable every year.

INTERNATIONAL OPENING
Specify the elements, either already done or planned (according to the doctoral project progress) that will contribute to an international opening, international mobility envisaged during the thesis, specifying the object (study site abroad, experimental platform use, residence in a research unit to acquire a specific skill useful to the project), conferences and international congresses.)

Field “**industrial collaboration**”: it is specific for the **CIFRE funding** and “**contrats doctoraux de droit privé**”.

If you choose “yes”, a new section “industrial collaboration” will be displayed.

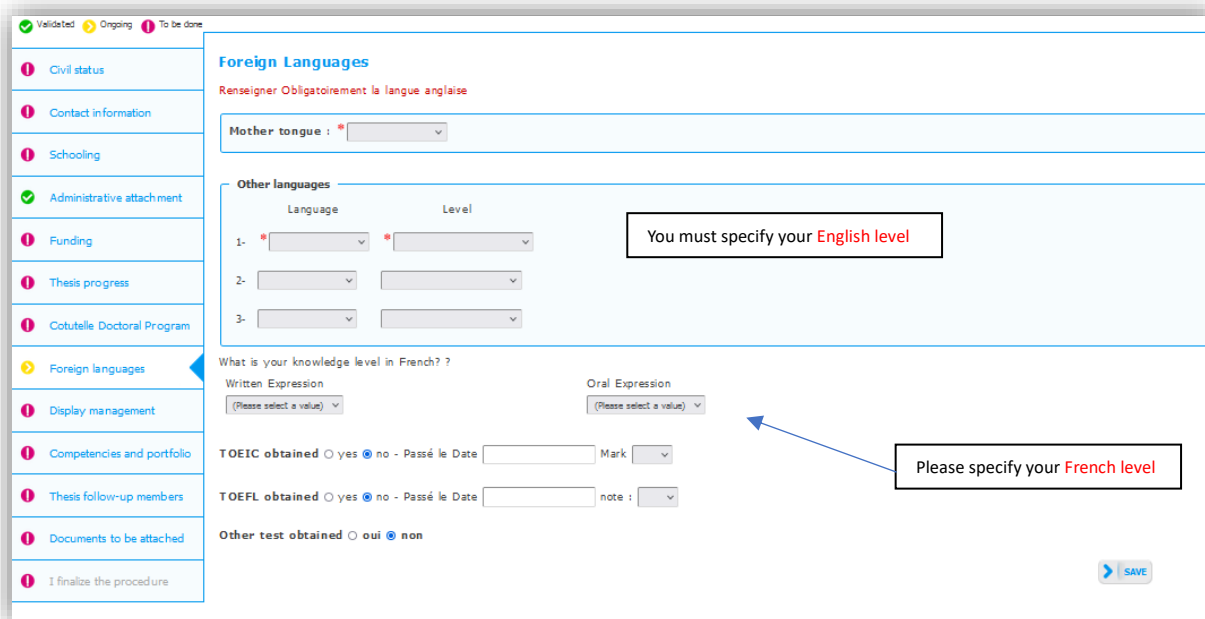
Summary of the thesis project in French
The number of characters must be less than 4000 characters (including spaces, tabs and line breaks).

Summary of the thesis project in English
The number of characters must be less than 4000 characters (including spaces, tabs and line breaks).

INDIVIDUAL TRAINING PLAN
Specify the collective training courses desired, in relation to the skills that need to be developed and to the professional project

SAUVEGARDER

7. Foreign languages



Foreign Languages
Renseigner Obligatoirement la langue anglaise

Mother tongue : *

	Language	Level
1- *		
2-		
3-		

You must specify your **English level**

What is your knowledge level in French? ?

Written Expression (Please select a value)

Oral Expression (Please select a value)

TOEIC obtained ☐ yes ☒ no - Passé le Date Mark

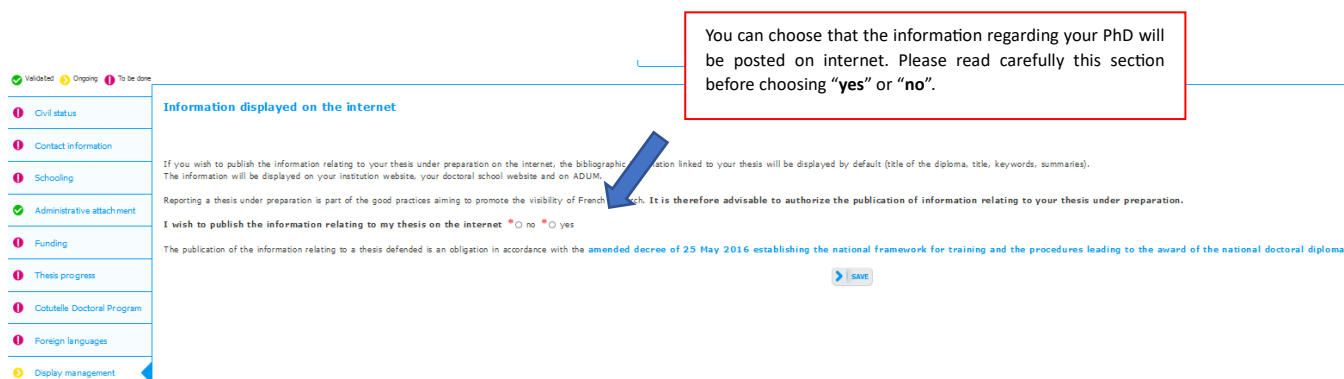
TOEFL obtained ☐ yes ☒ no - Passé le Date note :

Other test obtained ☐ oui ☒ non

Please specify your **French level**

SAVE

8. Display management



Information displayed on the internet

If you wish to publish the information relating to your thesis under preparation on the internet, the bibliographic information linked to your thesis will be displayed by default (title of the diploma, title, keywords, summaries). The information will be displayed on your institution website, your doctoral school website and on ADUM.

Reporting a thesis under preparation is part of the good practices aiming to promote the visibility of French research. It is therefore advisable to authorize the publication of information relating to your thesis under preparation.

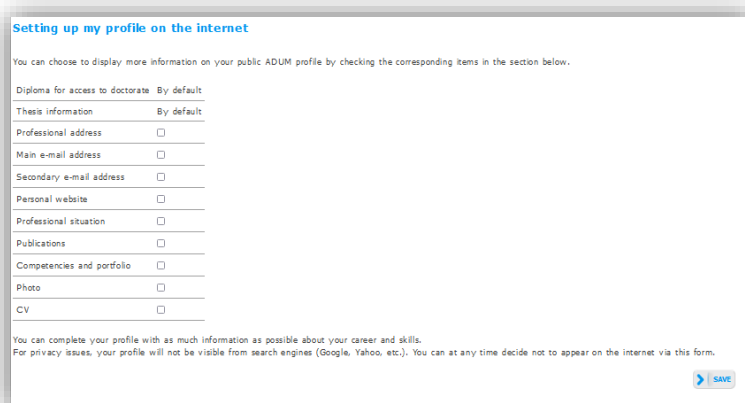
I wish to publish the information relating to my thesis on the internet * ☐ no ☒ yes

The publication of the information relating to a thesis defended is an obligation in accordance with the amended decree of 25 May 2016 establishing the national framework for training and the procedures leading to the award of the national doctoral diploma

SAVE

You can choose that the information regarding your PhD will be posted on internet. Please read carefully this section before choosing “yes” or “no”.

If you choose “yes”, a new section will be displayed.



Setting up my profile on the internet

You can choose to display more information on your public ADUM profile by checking the corresponding items in the section below.

Diploma for access to doctorate	By default
Thesis information	☒
Professional address	☐
Main e-mail address	☐
Secondary e-mail address	☐
Personal website	☐
Professional situation	☐
Publications	☐
Competencies and portfolio	☐
Photo	☐
CV	☐

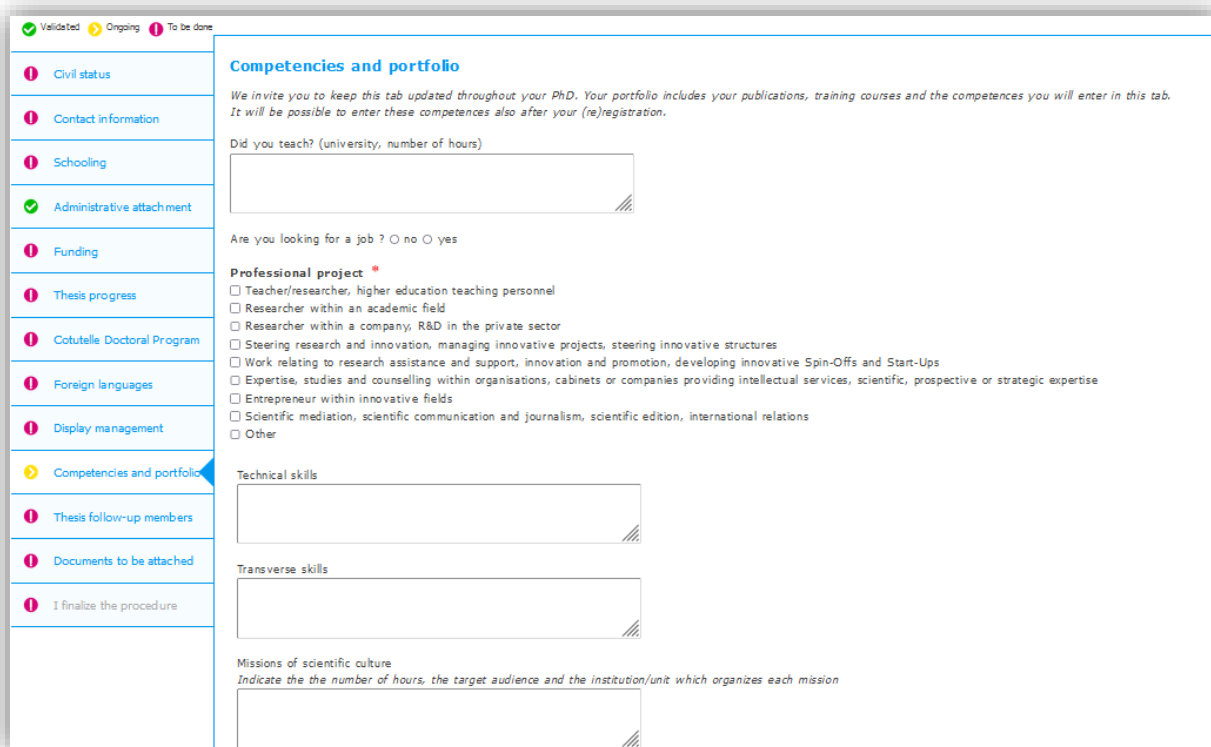
You can complete your profile with as much information as possible about your career and skills. For privacy issues, your profile will not be visible from search engines (Google, Yahoo, etc.). You can at any time decide not to appear on the internet via this form.

SAVE

9. Competences and portfolio

Please remember that this section could be updated on a regular basis during your doctoral studies. Your portfolio contains your publications, the trainings you followed and the skills you gained.

It is possible to add this information in a second phase after your enrollment.



Competencies and portfolio

We invite you to keep this tab updated throughout your PhD. Your portfolio includes your publications, training courses and the competences you will enter in this tab. It will be possible to enter these competences also after your (re)registration.

Did you teach? (university, number of hours)

Are you looking for a job ? ☐ no ☐ yes

Professional project *

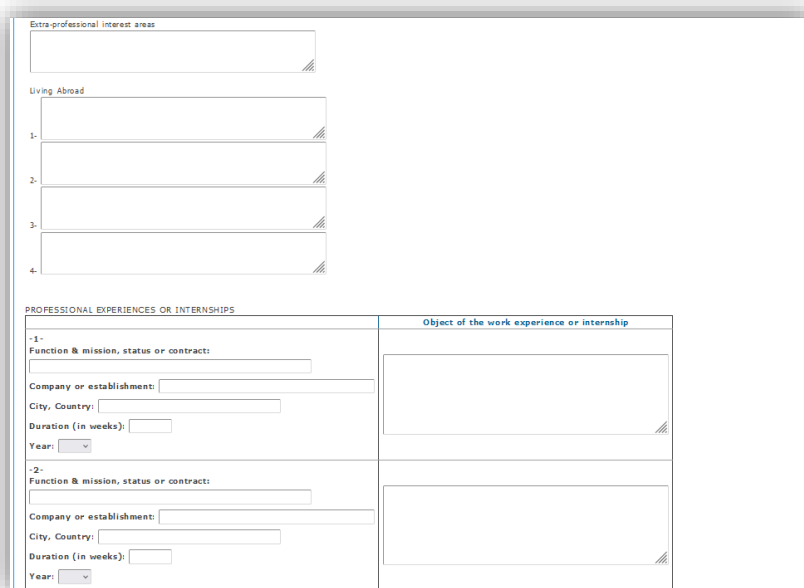
- ☐ Teacher/researcher, higher education teaching personnel
- ☐ Researcher within an academic field
- ☐ Researcher within a company, R&D in the private sector
- ☐ Steering research and innovation, managing innovative projects, steering innovative structures
- ☐ Work relating to research assistance and support, innovation and promotion, developing innovative Spin-Offs and Start-Ups
- ☐ Expertise, studies and counselling within organisations, cabinets or companies providing intellectual services, scientific, prospective or strategic expertise
- ☐ Entrepreneur within innovative fields
- ☐ Scientific mediation, scientific communication and journalism, scientific edition, international relations
- ☐ Other

Technical skills

Transverse skills

Missions of scientific culture
Indicate the the number of hours, the target audience and the institution/unit which organizes each mission

In this field, you can highlight your studies and your skills/professional experiences.



Extra-professional interest areas

Living Abroad

1-

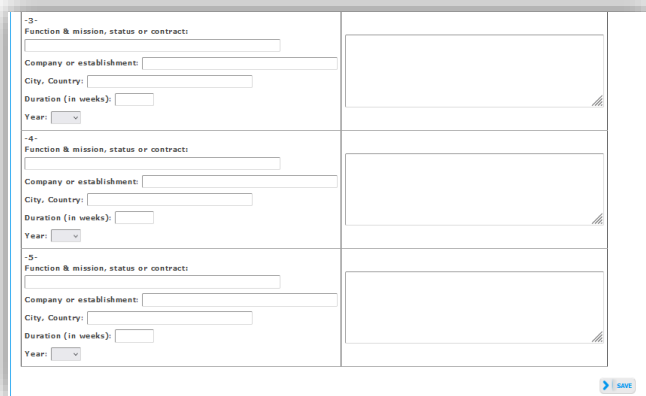
2-

3-

4-

PROFESSIONAL EXPERIENCES OR INTERNSHIPS

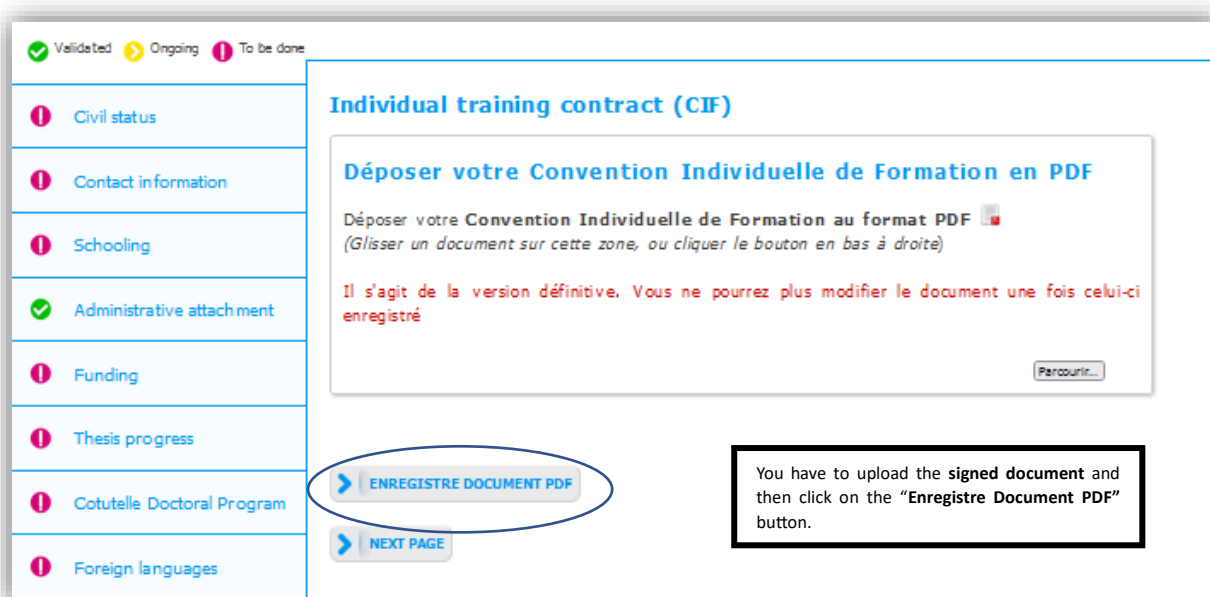
Function & mission, status or contract	Object of the work experience or internship
-1- Function & mission, status or contract: Company or establishment: City, Country: Duration (in weeks): Year:	
-2- Function & mission, status or contract: Company or establishment: City, Country: Duration (in weeks): Year:	



10. Individual training contract (CIF)



This section will appear only for the PhD candidates enrolled in the first year and, for some cases, for those enrolled in the second year.



Individual training contract (CIF)

Déposer votre Convention Individuelle de Formation en PDF

Déposer votre **Convention Individuelle de Formation** au format PDF 
(Glisser un document sur cette zone, ou cliquer le bouton en bas à droite)

Il s'agit de la version définitive. Vous ne pourrez plus modifier le document une fois celui-ci enregistré

ENREGISTRE DOCUMENT PDF

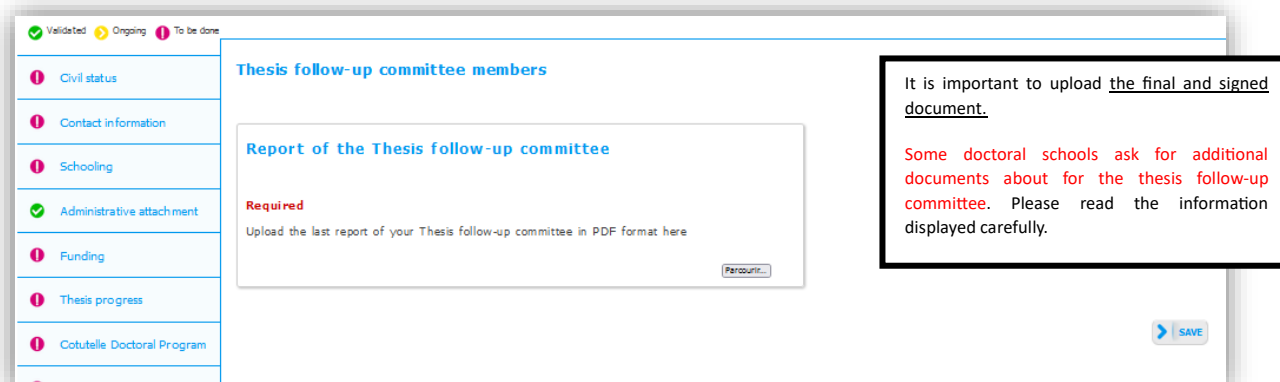
NEXT PAGE

You have to upload the signed document and then click on the "Enregistre Document PDF" button.

11. Thesis Follow-up Committee



This section will appear only for PhD candidates enrolled in their second year (or more) of doctoral studies.



Thesis follow-up committee members

Report of the Thesis follow-up committee

Required

Upload the last report of your Thesis follow-up committee in PDF format here

SAVE

It is important to upload the final and signed document.

Some doctoral schools ask for additional documents about for the thesis follow-up committee. Please read the information displayed carefully.

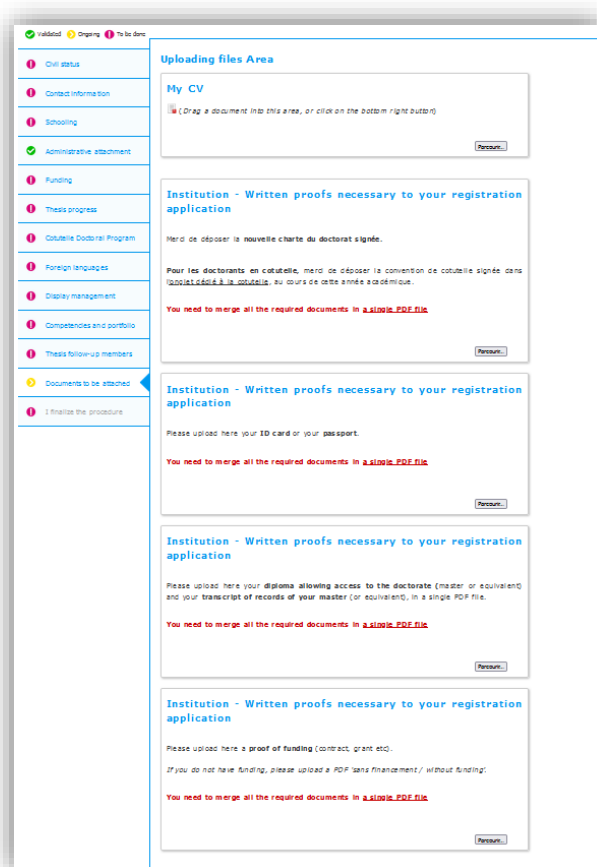
12. Documents to be attached

In this section, you will find **several fields for uploading documents**.

Please **follow the instructions for each field**. These fields can vary from a doctoral school to another and from an academic institution to another.

Important: for all the documents, except the photo, the only format accepted is **PDF**.

You could see for example:



Validated (green) | Ongoing (yellow) | To be done (red)

- CV status
- Contact information
- Schooling
- Administrative attachment
- Funding
- Thesis progress
- Cotutelle Doctoral Program
- Foreign languages
- Display management
- Competences and portfolio
- Thesis follow-up members
- Documents to be attached**
- I finalize the procedure

Uploading files Area

My CV

Drag a document into this area, or click on the bottom right button

Poursuivre...

Institution - Written proofs necessary to your registration application

Merci de déposer la nouvelle charte du doctorat signée.

Pour les doctorants en cotutelle, merci de déposer la convention de cotutelle signée dans l'annuaire de la cotutelle, au cours de votre année académique.

You need to merge all the required documents in a **single PDF file**.

Poursuivre...

Institution - Written proofs necessary to your registration application

Please upload here your ID card or your passport.

You need to merge all the required documents in a **single PDF file**.

Poursuivre...

Institution - Written proofs necessary to your registration application

Please upload here your diploma allowing access to the doctorate (master or equivalent) and your transcript of records of your master (or equivalent), in a single PDF file.

You need to merge all the required documents in a **single PDF file**.

Poursuivre...

Institution - Written proofs necessary to your registration application

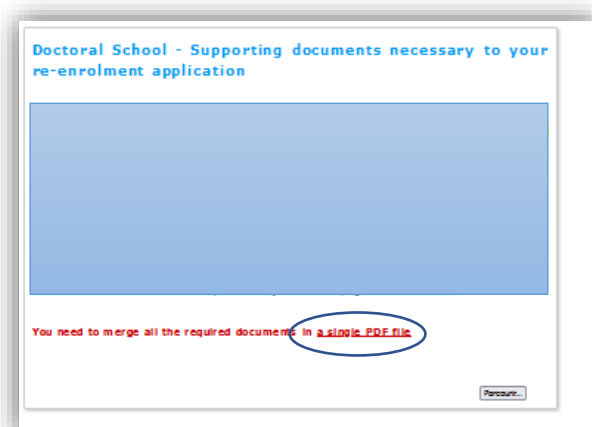
Please upload here a proof of funding (contract, grant etc).

If you do not have funding, please upload a PDF (sans financement / without funding)

You need to merge all the required documents in a **single PDF file**.

Poursuivre...

Some PhD candidates will have **some extra fields** to fill in.



Doctoral School - Supporting documents necessary to your re-enrolment application

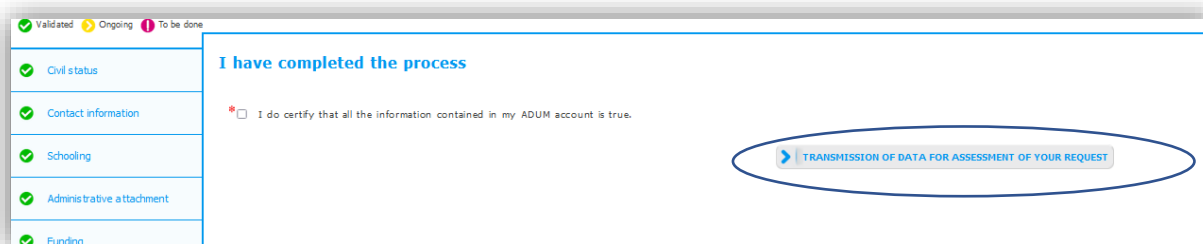
You need to merge all the required documents in a **single PDF file**.

Poursuivre...

Some guidelines:

- ✓ **Read carefully the information for each field;**
- ✓ You can upload only one PDF document in each field. We recommend using [PDFsam](#) if you need to merge documents;
- ✓ If you need to modify a document, please go to “Parcourir” and then upload a new version;
- ✓ The green status bar means that a document has been uploaded.

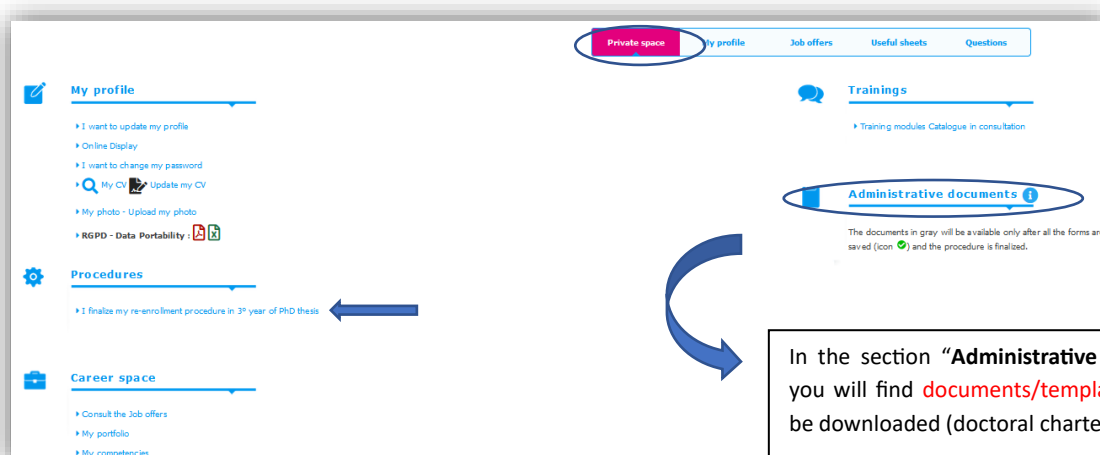
13. I finalize the procedure



When all the sections are green → your registration form is complete and you can submit it.

Important: once you submit your form, you will not be able to modify it!

If you fill in your ADUM form in different moments (but before submitting the form), you will have to log in. Then, please click on “I finalize my re-enrolment procedure in X° year of PhD thesis” to be able to carry on → please see below.



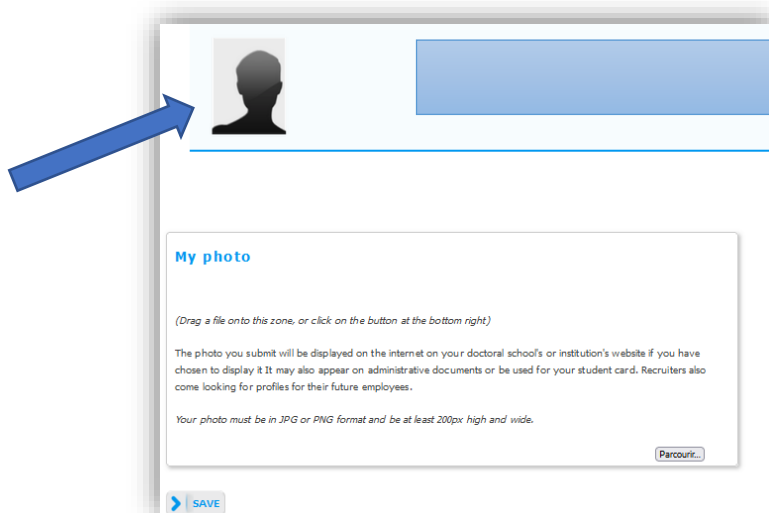
In the section “**Administrative documents**” you will find **documents/templates** that can be downloaded (doctoral charter, forms etc).

Once the assistant of your Doctoral School checked your registration form (step 1), you will be able to upload a **sum-up document**.

14. Your photo

You can upload your photo by clicking on the icon.

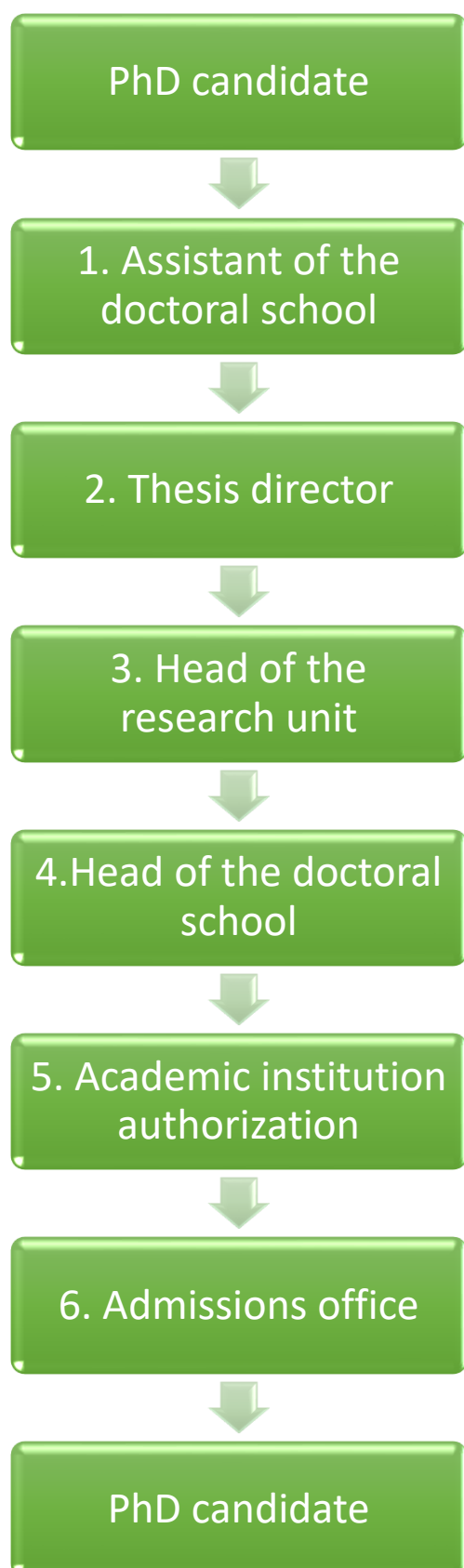
Important: ADUM is a professional tool, please add an appropriate photo.



III) Validation steps of the enrolling process

When you finish your registration process and send your form for final validation, the assistant of your Doctoral School will check the information on ADUM. If major modifications are required, the assistant will ask you to make the **necessary adjustments** (on the whole form or on some documents). In this case, please **save** the (new) information and /or the (new) documents when you finished.

You will find below the validation steps of your form. The process is completely digitalised.



You fill in your ADUM form and submit it.

The assistant of your doctoral school checks the form. You may be authorised to modify the whole document or only specific parts of it.

Your thesis director gives his/her opinion on the ADUM platform.

The head of the research unit you belong to gives his/her opinion on the ADUM platform.

The head of your doctoral school gives his/her opinion.

Your university / academic institution accepts or refuses your enrollment/ re-enrollment.

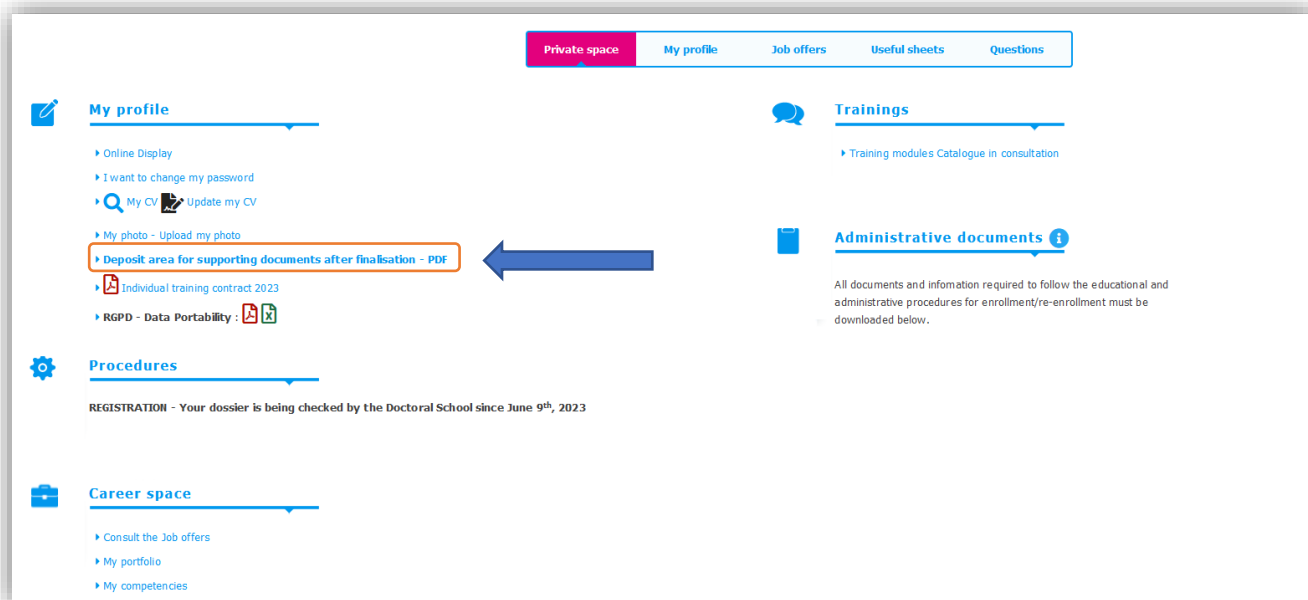
In most cases, it is at this stage that you can begin the **administrative enrollment**. Your academic institution will give you all the necessary information regarding this part. This procedure will be often carried out outside ADUM.

The steps 5 and 6 are done together and by the same contact person in some academic institutions or by different contacts in other institutions.

If all the steps of your registration process have been correctly completed, then you will be notified that your final enrollment is confirmed.

Attention: some academic institutions ask for additional documents after Step 4 or Step 5.

In your *private space*, please click on “**Deposit area for supporting documents after finalisation – PDF**” and follow the instructions.



IV) Annexe – Funding

In order to help you complete the “Funding” section, here are a few examples:

The first three examples concern PhD candidates with a funding dedicated to the preparation of the thesis.

- PhD candidate with a public law Doctoral Contract (contrat doctoral de droit public), offered by the university:

Type of Work Contract

* Contrat doctoral de droit public

Employer

* University etc

Code SIRET

Funding Type 1

* Financement d'un établissement public Français

Funding source 1

* University etc

- PhD candidate with a private law Doctoral Contract (contrat doctoral de droit privé):

Type of Work Contract

* Contrat doctoral de droit privé

Employer

* EXEMPLE : Commissariat à l'énergie atomique et aux énergies alternatives (CEA) Code SIRET

Funding Type 1

* Financement d'un établissement public Français %

Funding source 1

* EXEMPLE : Commissariat à l'énergie atomique et aux énergies alternatives (CEA)

- PhD candidate with a CIFRE funding:

Type of Work Contract

* Contrat de travail à Durée Déterminée CDD de droit privé

Employer

* EXEMPLE : TOTAL Code SIRET

Funding Type 1

* CIFRE ANRT %

Funding source 1

* EXEMPLE : TOTAL

- Other situations:

The following list is not exhaustive and may not consider your specificity.

	Funding dedicated / not dedicated to the preparation of the doctorate	Type of Work Contract	Employer	Funding type	Funding source
Exemple	Doctorant Ingénieur chez Arcelor	Engineering			
	2. Financement spécifique du doctorat	3. Contrat doctoral de droit privé	4. Arcelor	5. Partenariat d'entreprises ou d'associations	6. Arcelor
Exemple	Doctorant boursier malien	With a scholarship from the government of your country			
	2. Financement spécifique du doctorat	3. Autres boursiers	4. gouvernement malien	5. Programmes gouvernementaux hors France et Union Européenne	6. gouvernement malien
Exemple	Doctorant retraité	Retired person			
	2. Financement non spécifique du doctorat	3. Non concerné	4. retraité	5. retraité	6. retraité
Exemple	Doctorant dentiste (profession libérale)	Dentist			
	2. Financement non spécifique du doctorat	3. Activité libérale	cabinet dentaire X	5. En emploi à titre principal	6. Cabinet dentaire X
Exemple	Doctorant professeur de collège	School teacher			
	2. Financement non spécifique du doctorat	3. Fonctionnaire	collège X	5. En emploi à titre principal	6. collège X

Exemple	Doctorant commissaire de police	Police chief			
	2. Financement non spécifique du doctorat	3. Fonctionnaire	Ministère intérieur	5. Fonctionnaire, hors enseignement	6. Commissaire de police
Exemple	Doctorant sans financement, sortant d'un master	Without funding			
	2. Financement non spécifique du doctorat	3. Non concerné -Autres statuts	non concerné	5. Sans financement	
Exemple	Doctorant avocat	Lawyer			
	2. Financement non spécifique du doctorat	3. Activité libérale	nom cabinet d'avocat	En emploi à titre principal	6. cabinet avocat X