

First application in PhD Studies and subsequent registrations

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Welcome to PhD Studies !

This guide should help you understand how the PhD programme works in France and how to register for the first time and for the subsequent years of PhD.

PhD is a national degree supervised by a **decree from May 25th of 2016, setting the national frame of Education and the terms allowing the national degree delivery**.

PhD's registration must be done according to some precise rules : access modalities, scientific hosting, doctoral training, etc. This decree is extremely important, each doctoral student should acknowledge it because it sets the legal terms of the PhD and give precious information on how to carry out the thesis, its oral presentation, the rights and duties of the doctoral student, international co-tutorship, duties of the different actors of the PhD etc.

<https://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORFTEXT000032587086>

The 25th of May of 2016 decree settled that “the registration in year one of PhD is agreed by the headmaster based on a proposition by the head of doctoral school, after opinion of the thesis director and unit director or the research team about the quality of the project and the terms of its achievement”.



Thus, the doctoral student is linked to a Doctoral School (ED), a research unit (research lab) and higher education institution allowed to accredit the national diploma of PhD. The doctoral student is linked twice: scientifically to a ED and a research lab, and administratively to an institution.

What is a doctoral school?

Doctoral schools (or Ecole doctorale – ED – in French) are “under responsibility of institutions allowed to deliver the PhD, they organise the students’ training and prepare them to their professional activity at the end of their doctoral training”. The ED checks that the scientific, financial and supply conditions are met in order to ensure good progress of the student’s research work and preparation of thesis.

An ED’s tasks are multiple and defined by the third article of the decree:

- Establishment of an admission policy therein, founded on explicit and public criteria
- Organisation of scientific exchange between PhD students and the science community; proposition of interdisciplinary training
- Manages that each student receives a training about research ethics and scientific integrity
- Ensures a quality approach of the training by putting in place committees of individual monitoring of the student and offer a training or specific support to the the PhD student’s pedagogical team
- Defines and settles support arrangements for the pursuit of the professional path after obtention of the diploma in both private and public sectors
- Contributes to an international and european window, with cooperation actions conducted by higher education institutions or foreign research centers

The ED is composed by a managerial staff and an executive team.

➤ **The managerial staff :**

Manager operators have to check each application for registration and re-registration in thesis, to welcome doctoral students, to organize their training, etc. They are your contact-person, that are essential to the good progression of the thesis, you will have several encounter with them: checking and controlling elements linked to the thesis, its funding, the welcoming in scientific structures, etc.

➤ **The executive team :**

The team is generally composed of a director and a co-director, or deputy director. The executive staff is also responsible for the overall DS' functioning. Each member is precisely in charge of relationships with other institutions and the individual monitoring of each doctoral student registered within its DS. This executive team has the major task regarding candidates to thesis, which is to suggest the registration to the head of institution. Their nomination is defined by the 25th, May of 2016 decree. They are essential actors that watch the doctoral students throughout their thesis.

➤ **The ED council :**

The ED council advise the executive in its scientific policy and activity. It mostly intervenes in examining thesis applications, it is in charge for adapting the action programme within the doctoral school. It deals, through its deliberations, with the doctoral school's business.

In other words, the ED constitutes, for the students, a privileged body that monitors its students during their thesis, and that continues monitoring their professional insertion once they become doctors.

What is the federal university of Toulouse?

The federal university of Toulouse Midi-Pyrénées is a Community of universities and institutions (ComUE) accord to a law concerning higher education dating from July, the 22nd of 2013. It groups institutions of higher education and research along with research bodies located in what used to be called the Midi-Pyrénées region. it enables, at a territory level, to mutualize some services and jurisdictions but also to offer student-specific services (Welcome Desk, Toul'Box, etc.)

To this end, for the PhD, the school of PhD (doctoral university of this territory), mutualises, for the doctoral schools of Toulouse, a relevant amount of training opportunities destined to the students, including the mandatory training about science ethics and integrity that was planned in the May, 25 of 2016 decree. This service is, among other things, in charge of the PhD observatory, of the Alumni platform (network of doctors), and of Doctoriales' event (held by Pole Emploi), or even events about employment such as Apro'doc.

Pedagogic registration and administrative registration

The PhD registration is done in two parts: the **pedagogic** and the **administrative** one. The doctoral school is in charge of the pedagogic registration, that is to say that it is within these services that will be assessed the scientific quality of your research project and most of all, the adequacy of your profile with this project. Once your case has

been “approved” by the doctoral school, **your are not actually registered yet!** Your registration file then has to be examined by the scholar service of your institution of attachment (**administrative** registration), in other words you have to provide more supporting documents to your registration et respect obligations such as paying tuitions fees of the Student and Campus Life Contribution (CVEC), unless you are exempted from it.

Why do you have to pay tuition fees?

Tuition fees are defined at a national level by decree. You have to pay them in order to finish your registration in an institution of higher education and research. You will then have access to a ranges of services paid by the university (libraries, trainings, etc.).

You can be exonerated from paying tuition fees depending on your funding, status and date of thesis defence.

Doctoral Schools of Toulouse



AA – Aéronautique, Astronautique
Matricule ADUM : 225



ALLPHA – Art, Lettres, Langues,
Philosophie, Communication
Matricule ADUM : 223



BSB – Biologie, Santé,
Biotechnologies
Matricule ADUM : 89



CLESCO – Comportement,
Langage, Education,
Socialisation, Cognition
Matricule ADUM : 80



ED DSP – Droit et Science Politique
Matricule ADUM : 220



EDSYS – Systèmes
Matricule ADUM : 218



GEET – Génie Electrique
Electronique et
Télécommunications : du système
au nanosystème
Matricule ADUM : 48



MEGEP – Mécanique,
Energétique, Génie civil,
Procédés
Matricule ADUM : 177



EDMITT – Ecole Doctorale
Mathématiques, Informatique
et Télécommunications de
Toulouse
Matricule ADUM : 193



SEVAB – Sciences Ecologiques,
Vétérinaires, Agronomiques et
Bioingenieries
Matricule ADUM : 108



SDM – SCIENCES DE LA MATIERE
Matricule ADUM : 163



SDU2E – Sciences de l'Univers, de
l'Environnement et de l'Espace
Matricule ADUM : 178



TESC – Temps, Espaces,
Sociétés, Cultures
Matricule ADUM : 222



TSE – Toulouse Sciences
Economiques
Matricule ADUM : 221



TSM – Toulouse School of Management.
Doesn't use ADUM, please contact their
services directly to apply

Institutions allowed to deliver PhD degree from Toulouse



Université Toulouse 1 Capitole
Matricule ADUM : **245**



Université Toulouse II – Jean Jaurès
Matricule ADUM : **246**



Université Toulouse III – Paul Sabatier
Matricule ADUM : **14**



Institut National des Sciences Appliquées de Toulouse
Matricule ADUM : **241**



Institut National Polytechnique de Toulouse
Matricule ADUM : **65**



Institut Supérieur de l'Aéronautique et de l'Espace
Matricule ADUM : **261**

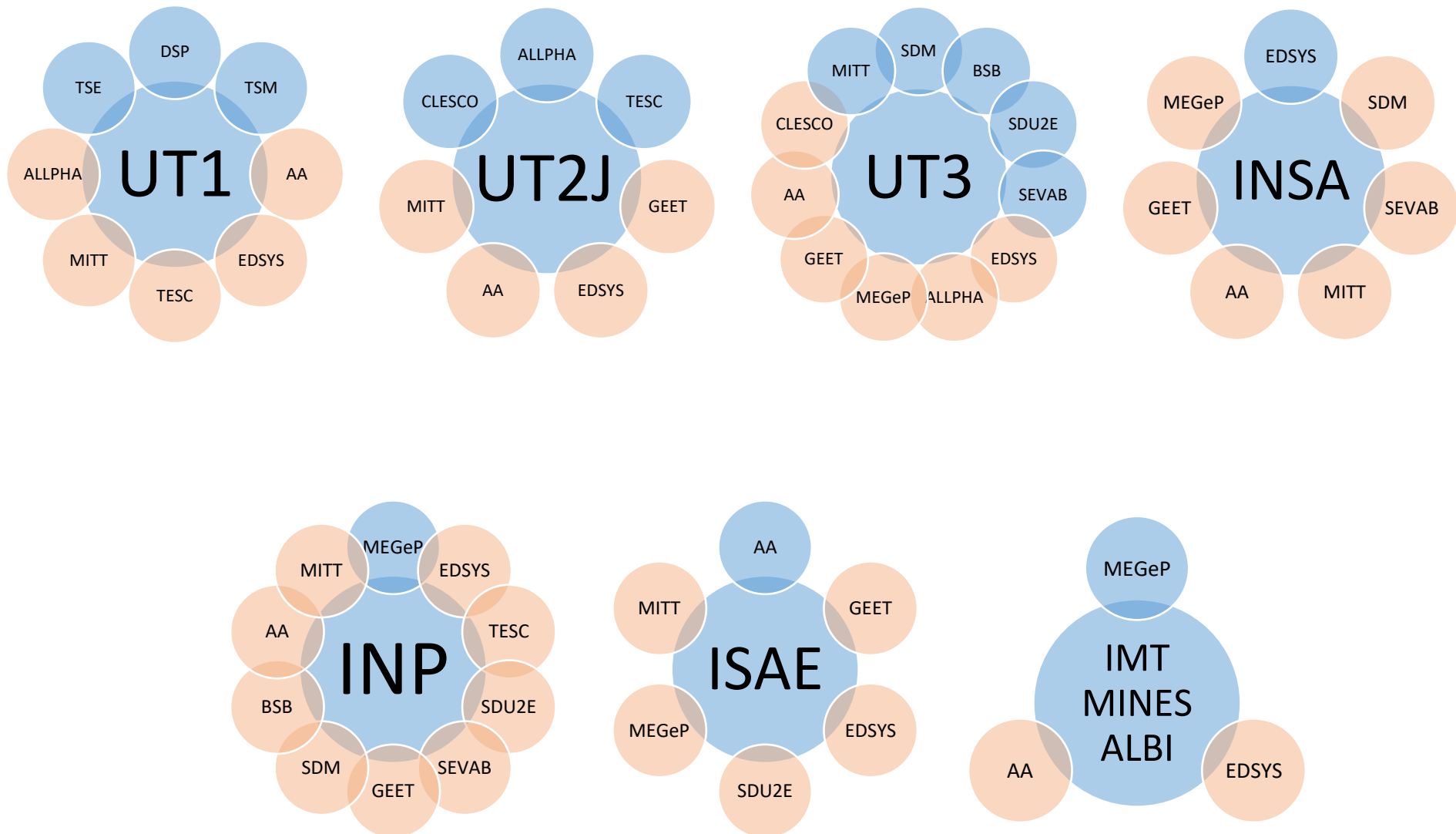


Ecole nationale supérieure des mines d'Albi-Carmaux
Matricule ADUM : **102**

The Different ED groups/ authorised Institutions

The ED in blue are attached to the institution in blue.

In orangey are the ED co-allowed to deliver a PhD diploma.



How to register in a PhD?

The Doctoral schools, the Institutions and doctoral collège of Toulouse, today use the software package ADUM for the complete management of the PhD: applications, registrations, re-registrations, oral examinations and trainings of the doctoral students.

➤ **What is ADUM or *Unique and Mutualised Access to PhD*?**

ADUM was initially (1999) an associative project created by young doctors from Montpellier that wanted to create a directory of doctors and doctoral students. Its first aim was to create a network for doctors and doctoral students within a same doctoral school to meet, which represents a significant gateway to employment. The aim was also to enable an enhancement and a better exposure to skill profiles of the graduates.

ADUM is a collaborative system of information, management and communication destined to all actors of the PhD:

- The doctoral schools
- The institutions of higher education
- The doctoral colleges
- The research units
- The thesis directors
- The libraries
- The doctoral students - to be able to register and re-register to Phds and trainings
- The doctors - to be able to have access to a network for job hunting

It is a network and common tool that adapts specifically to the needs of all these actors and that enables them to mutualise means and information.

As of the beginning of the academic year 2020-2021, registrations and re-registrations in PhD will be completely digital. A paper document that has to be signed by several persons is no longer needed! the complete steps of registration/ re-registration will occur on ADUM. Furthermore, ADUM is bilingual French/ English, you thus can choose the language you are most comfortable with.

This is the procedure to follow :

You have to create a personal account on ADUM, this account will be useful for the whole duration of your PhD and even after if you wish it. This account will enable you to:

- Register and re-register in a PhD in Toulouse
- Store data describing your progress in the PhD and organize the monitoring of your research work
- Refer to the list of offered trainings and register to them
- Gain a portfolio of experiences and skills in which elements useful for filling a resume are transcribed
- Have access and receive information about the PhD such as: news from the doctoral school, the institution, defence/ oral examination ads, etc.

When you become a doctor, you can keep your personal account on ADUM in order to use it as a network, moreover, job offers are published on the platform.

The pedagogic registration

1. Creation of an ADUM account on <https://doctorat.univ-toulouse.fr>

<div data-bbox="120 435 295 528"><p>Université Fédérale Toulouse Midi-Pyrénées</p></div> <div data-bbox="304 435 539 528"><p>DOCTORAT TOULOUSE</p></div> <div data-bbox="649 435 815 504"><p>FAIRE UN DOCTORAT</p></div> <hr/> <h2 data-bbox="116 603 784 660">ESPACE PERSONNEL</h2> <p data-bbox="116 716 810 777">Ce site est optimisé pour Google Chrome, Mozilla Firefox et Safari. Merci d'utiliser un de ces navigateurs</p> <p data-bbox="116 817 501 841"><i>Vous entrez dans une zone réservée</i></p> <p data-bbox="116 860 344 884">Votre adresse email :</p> <input data-bbox="127 892 810 951" type="text"/> <p data-bbox="116 986 282 1011">Mot de passe :</p> <input data-bbox="127 1018 810 1077" type="password"/> <div data-bbox="127 1106 338 1145"> SE CONNECTER</div> <p data-bbox="116 1163 430 1189">J'ai oublié mon mot de passe</p> <hr/> <div data-bbox="322 1238 620 1430"><div data-bbox="338 1270 591 1310"> CRÉER UN COMPTE</div><div data-bbox="338 1342 591 1382"> CREATE AN ACCOUNT</div></div>	<p>You have to create a personal account only once, for your first registration in PhD. For the subsequent years of registration you will just have to connect to your account already created.</p>
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What do you want to do?

☒ I wish to enroll for ° year of PhD studies

☐ I wish to defend my PhD defense on this date: (no more than 3 months from now)

☐ I defended my PhD thesis on this date:

University administrative area

*

University you register at

*

Doctoral Shool

*

Doctorate speciality

*

Scientific area

*

 CNU Section

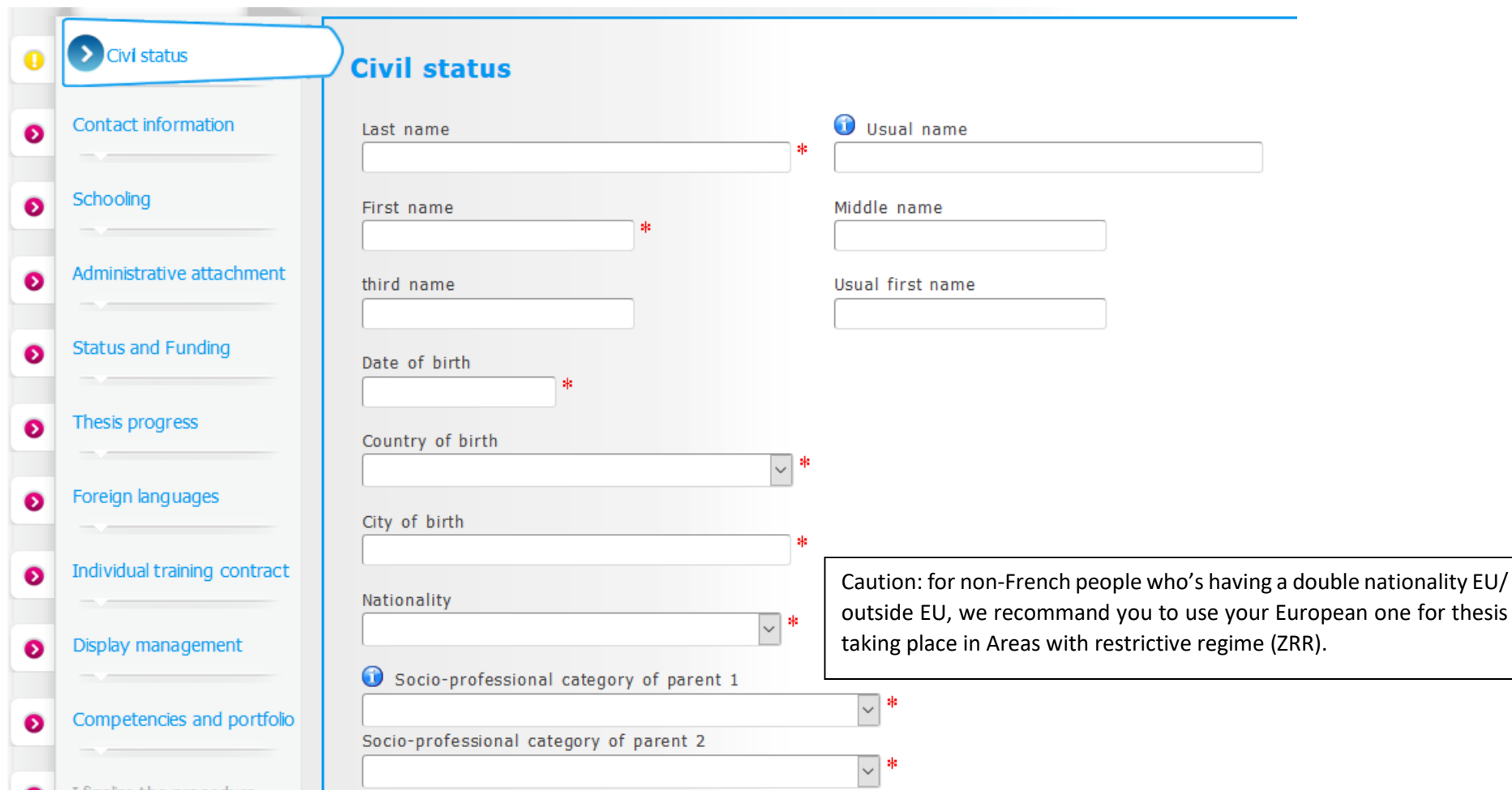
 **CREATE MY PROFILE**

2. You have to fill out a certain amount of mandatory forms :

The information that are compulsory to provide are marked with a red asterisk, you can of course add the information you find useful to provide. Your registration is held within a series of subsequent steps that you have to fill out precisely.

✔ Validated ⚠ Ongoing ➤ To be done

Once a step is saved, it will appear in green and you can move on to the next one.



Civil status

Last name *

First name *

third name

Date of birth *

Country of birth *

City of birth *

Nationality *

Socio-professional category of parent 1 *

Socio-professional category of parent 2 *

Usual name


Middle name

Usual first name

Caution: for non-French people who's having a double nationality EU/ outside EU, we recommend you to use your European one for thesis taking place in Areas with restrictive regime (ZRR).

Gender
☐ * Woman ☐ * Man









Family status

 National Identifying Student Number (INE)

The INE number is the unique National Student Identifier. You will find this N° on the French high school diploma transcript.

This number enables to certify your identity. If you are a foreigner and never studied in France, an INE number will be provided by the scholar scholar service of your institution.

 SAVE

-  Civil status
-   Contact information
-  Schooling
-  Administrative attachment
-  Status and Funding
-  Thesis progress
-  Foreign languages


Contact information

Cell phone

 Main e-mail address (ADUM login ID)

Secondary email address


Personal website

ORCID identifier 

HAL identifier (IdHAL) 

LinkedIn account

Twitter account

Researchgate account 

It is important to give your personal mobile phone number in order to facilitate your exchanges with your doctoral school and the scholar service.

The email address you are providing must be your main address, it will be your log-in on ADUM, you will receive communications regarding your thesis on this same address.

Current address

Country *

Postcode *

City *

number, street ... *

Home phone

Permanent family address

Country

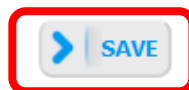
Postcode

City

number, street ...

Home phone

It can also be relevant to provide a permanent address (such as your parents'), where it will be possible to send you important communications in case of relocation (diploma for example).



Civil status

Contact information

Schooling

Administrative attachment

Status and Funding

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Foreign languages

Individual training contract

Display management

Diploma allowing access to PhD studies

Country

City

University

Type of diploma

Name, Title

Speciality

Parcours

Obtaining

Mark or grade of the Master thesis

Mention

Rank

It is your Master degree (or equivalent for diplomas obtained abroad), for French diplomas.

History of schooling

Do you hold the Agregation 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**.

You then have to add all the diplomas you obtained since you high school diploma. Examples: Engineer diploma, bachelor degree, etc.

✓ Baccalauréat

Add

You then have to add all the diplomas you obtained since you high school diploma. Examples:
Engineer diploma, bachelor degree, etc.

n°1

Title of the diploma

Baccalauréat

*

Speciality

▼

School

City

Country

▼

Obtaining month

▼

Year

▼

*

Mark or Grade

Rank or Grade

▼

on

▼

Mention

▼



SAVE

- > Civil status
- > Contact information
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- > Administrative attachment**
- > Status and Funding
- > Thesis progress
- > Foreign languages
- > Individual training contract
- > Display management
- > Competencies and portfolio
- > I finalize the procedure

Administrative attachment

For the academic year 2019-2020 this is your ^o 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

*

University you register at

*

Doc


*

Doc

*

Scientific area

*

 CNU Section

Diffusion of your Thesis

Consult the information note -> ["This information note is intended for the PhD students - RGPD authorisation for data transfer"](#)


 SAVE


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Funding

Statut

Fraction of working time dedicated to preparing the PhD thesis (as a fraction of a full-time work): ☒ * full ☐ * partial

Status:

- ☒ * remuneration dedicated to the preparation of the doctorate
☐ * remuneration not dedicated to the preparation of the doctorate

Funding

Funding Type  * 

Type of Work Contract  *

Employer *

Funding source *

Funding from * to *

If you have several fundings, you have to fill them out by adding a new funding.

> Add a new funding

> SAVE

>

Civil status

>

Contact information

>

Schooling

>

Administrative attachment

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Status and Funding

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Thesis progress

>

Foreign languages

>

Individual training contract

Thesis progress

Caution! These data will be published on the Internet: <http://www.theses.fr/> ⓘ

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 -

With the scrollable menu, you have to select you research lab of attachment for the thesis.

Research Unit

 *

Specify the title of the research unit

*

URL

Secondary Research Unit: Name Type N°, url

You have to fill out the names of the persons supervising you during your thesis:

THESIS SUPERVISION

Information: From the 3rd typed letter, a search is carried out on **all the people listed in the base that can d** moments.

If the name of your supervisor has only 3 letters, add a space and then enter the first letter of the first name.

The names of the thesis director is available in a scrollable menu, you just have to select it on the list.

Regarding the co-director, there a several possibilities:

- You find them on the scrollable list
- They are not on the list: you have to enter their surname and name manually (or their ADUM serial number if you know it), pay close attention to the spelling

Caution!

The thesis director and co-director are responsible for the good progress of the thesis with respect to the university and ED, they ensure the scientific monitoring of the thesis together.

The percentage of time must be divided by the number of directors

Thesis Director

Choose a supervisor in the list below (HDR required)

 x v *

Percentage of time v

Codirecteur (if one exists)

Choisissez une valeur v

Percentage of time v

Codirecteur (if one exists)

Choisir un co-directeur ou une co-directrice dans la liste ci-dessous (DOCTORAT Obligatoire).

Ce type de co-direction n'existe que dans des cas particuliers (CIFRE, contrats de recherche, etc)


Choisissez une valeur v

Percentage of time v


Industrial Collaboration ☐ no ☐ yes established ☒ yes scheduled

If so, you have to select whether you thesis will be held within an industrial collaboration or not, and if yes you have to precise if it is established or in progress.

The industrial collab creates a special case with a 3rd co-director.

Caution! These data will be published on the Internet: <http://www.theses.fr/> 

Summary of the thesis project in French



Summary of the thesis project in English



In this summary, you have to be careful not to reveal any confidential information. These elements are public and published on thèses.fr. These information are required and their publication enables to to have an overview on the state of research in France and protect your thesis subject. This way, no one will be able to choose the same elements as yours for their thesis.

Before the thesis, checking out thèses.fr will allow you to define your project thesis acknowledging what has already be done or not.

For a better exposure of your thesis, this summary must be written in English.

>

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!

>

Foreign languages

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Individual training contract

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Display management

>

Competencies and portfolio

>

I finalize the procedure

Foreign Languages

Renseigner Obligatoirement la langue anglaise

Mother tongue : *

Other languages

	Language	Level
1-	<div></div>	<div></div>
2-	<div></div>	<div></div>
3-	<div></div>	<div></div>

What is your knowledge level in French? ?

Written Expression

(Please select a value)

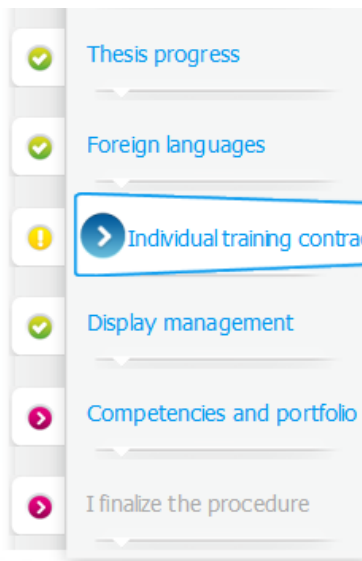
Oral Expression

(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



DO NOT FORGET TO CLICK ON THE "SAVE" BUTTON BEFORE LEAVING THIS PAGE. Otherwise, the new information you have entered will be lost.

Estimated Schedule for the Research Work

Specify the provisional deadlines for the main steps of the doctoral project up until the defence.

- Expected duration (3 years full-time work, between 3 and 6 years of part-time work)
- Schedule of the stays in the different countries in case of a joint-supervision international thesis.
- Time distribution between academical laboratories and non-academical research facilities (Cifre or thesis done in partnership with a company)
- Deliverables and project milestones in the case of contracts for partner-oriented research.

The estimated schedule for research work is optional, you will be able each year, at each re-registration to receive this calendar according to the progress of your thesis.

Mode of the supervision and follow-up of the doctorant's training and research progress

Specify:

- Means and methods available in the research unit to reach completion of the project
- Funding of the missions, training, participations to congresses ...
- References of the safety rules and internal regulations of the research unit or specify specific conditions.

These elements are optional and specific to each thesis, the international openness does not necessarily apply to all thesis.

✓ Civil status

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✓ Display management

! > Competencies and portfolio

> I finalize the procedure

Competencies and portfolio

Your profile will be accessible to recruiters and the research community, so consider updating your profile regularly to keep it up-to-date.

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

Extra-professional interest areas

Living Abroad

1-

2-

PROFESSIONAL EXPERIENCES OR INTERNSHIPS

	Object of the work experience or internship
<p>-1-</p> <p>Function & mission, status or contract:</p> <input type="text"/> <p>Company or establishment:</p> <input type="text"/> <p>City, Country: <input type="text"/></p> <p>Duration (in weeks): <input type="text"/></p> <p>Year: <input type="text"/> <input type="button" value="v"/></p>	<input type="text"/>
<p>-2-</p> <p>Function & mission, status or contract:</p> <input type="text"/> <p>Company or establishment:</p> <input type="text"/> <p>City, Country: <input type="text"/></p> <p>Duration (in weeks): <input type="text"/></p> <p>Year: <input type="text"/> <input type="button" value="v"/></p>	<input type="text"/>

Careful ! Please mention at this point step only concerns doctoral students with International Cosupervision of Thesis (Cotutelle internationale) or an Industrial Convention (Collaboration industrielle)

Cotutelle internationale de thèse [Établie]

Période de validité de la cotutelle : date de début : date de fin :

Pays de la cotutelle *

Etablissement partenaire de la cotutelle de thèse *

Chef d'établissement : titre + prénom + nom *

Adresse du siège social de l'institution partenaire *


Ville *

Organisation de la cotutelle (descriptif, planning des séjours) *

Etablissement de la soutenance : *

Navigation menu (left sidebar):

- Etat civil
- Coordonnées
- Déroulement de la scolarité
- Rattachement administratif
- Statut et Financement
- Déroulement Doctorat
- Cotutelle** (highlighted)
- Collaboration industrielle
- Langues vivantes
- Gestion affichage

 **Cotutelle**

Collaboration industrielle

Langues vivantes

Gestion affichage

Compétences et portfolio

Je finalise la procédure

Ville *

Organisation de la cotutelle (descriptif, planning des séjours)

*

Etablissement de la soutenance : *

Propriété intellectuelle et confidentialité

--> Recherche pouvant déboucher sur un titre de propriété intellectuelle ☐ oui ☒ non

--> Recherche nécessitant une attention particulière à la confidentialité ☐ oui ☒ non

Service en charge de l'établissement et du suivi de la cotutelle au sein de l'institution partenaire

Nom du service *

Nom de la personne responsable des cotutelles *

*

Adresse postale

Email *

✓

Etat civil

✓

✓

Coordonnées

✓

✓

Déroulement de la scolarité

✓

✓

✓

✓

✓

✓

!

➤ Collaboration industrielle

➤

➤

➤

➤

Collaboration Industrielle

Société *

Référent :
Nom Prénom
email

Adresse

Code Postal Ville

Pays

Descriptif

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Documents to be attached

Individual training contract

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I finalize the procedure

Uploading files Area

My photo

Parcourir... Aucun fichier sélectionné.

Établissement - Dépôt des pièces justificatives nécessaires à votre demande d'inscription

Liste des pièces justificatives

Vous devez rassembler tous les documents en 1 seul document PDF.

Parcourir... Aucun fichier sélectionné.

École Doctorale - Dépôt des pièces justificatives nécessaires à votre demande d'inscription

Liste des pièces justificatives

Vous devez rassembler tous les documents en 1 seul document PDF.

Parcourir... Aucun fichier sélectionné.

Here, you have to upload two different PDF documents according to a precise list of documents. They are supporting documents necessary for your administrative and pedagogic registration

One of these PDFs will be sent to your doctoral school and the other one will be sent to the scholar service. Please upload the PDFs in the order indicated on the list


If needed, you will find on the Internet some tutorials helping you create a unique PDF from different documents.



Nombre minimum obligatoire de membres à déclarer dans le comité : 2

Membre 1

Sélectionnez le nom du membre dans la liste ci-dessous ou sélectionnez 'Autre' si vous ne trouvez pas le nom désiré.

 (Veuillez sélectionner un... ▼)

Membre 2

Sélectionnez le nom du membre dans la liste ci-dessous ou sélectionnez 'Autre' si vous ne trouvez pas le nom désiré.

 (Veuillez sélectionner un... ▼)

Membre 3

Sélectionnez le nom du membre dans la liste ci-dessous ou sélectionnez 'Autre' si vous ne trouvez pas le nom désiré.

 (Veuillez sélectionner un... ▼)

Membre 4

Sélectionnez le nom du membre dans la liste ci-dessous ou sélectionnez 'Autre' si vous ne trouvez pas le nom désiré.

 (Veuillez sélectionner un... ▼)

Membre 5

Sélectionnez le nom du membre dans la liste ci-dessous ou sélectionnez 'Autre' si vous ne trouvez pas le nom désiré.

 (Veuillez sélectionner un... ▼)

 **SAUVEGARDER**



Convention individuelle de formation

TOUS LES CHAMPS DE CE FORMULAIRE SONT OBLIGATOIRES

PENSEZ À SAUVEGARDER LA PAGE, sinon les données que vous avez entrées ne seront pas enregistrées.

Calendrier du projet de recherche

Préciser les échéances prévisionnelles des étapes principales du projet doctoral jusqu'à la soutenance

- Année 1
- Année 2
- Année 3
- Au-delà éventuellement

Modalités d'encadrement, de suivi de la formation et d'avancement des recherches de la thèse

Préciser :

- les modalités décidées par l'Ecole doctorale pour le comité individuel de formation
- les prérequis spécifiques pour la soutenance (publications, heures ou ECTS de formation...) ou renvoyer à un règlement intérieur ED

Conditions matérielles de réalisation du projet de recherche, le cas échéant, les conditions de sécurité spécifiques

Préciser :

- Moyens et méthodes disponibles dans l'unité de recherche pour mener à bien le projet
- Modalités de financement des missions, des formations, de participation aux congrès...
- Renvoyer au règlement intérieur et de sécurité de l'unité de recherche ou préciser les conditions spécifiques

Modalités d'intégration dans l'unité ou l'équipe de recherche

A compléter : Journée d'accueil, animation scientifique, séminaires, responsabilités collectives confiées au doctorant...

Parcours prévisionnel individuel de formation

A compléter : Liste des formations envisagées en lien avec projet professionnel (qu'elles soient dispensées ou non dans le cadre de l'école doctorale) : formations transversales, scientifiques et techniques...

Objectifs de valorisation des travaux de recherche de la thèse : diffusion, publication et confidentialité, droit à la propriété intellectuelle selon le champ du programme de doctorat.

A préciser :

- Règles de signature des publications de l'unité de recherche
- Modalités de soumission des articles
- Eléments liés à la propriété intellectuelle, à la diffusion ou la confidentialité en lien avec le projet doctoral



SAUVEGARDER

J'ai terminé la procédure

Les documents nécessaires à votre inscription auprès des services de scolarité seront téléchargeables dès que l'inscription pédagogique aura été effectuée par votre école doctorale.

Vous recevrez un mail pour vous en informer.

Attention : ne procéder à la finalisation de son dossier qu'après avoir signé le Checklist de l'école doctorale avec son(ses) directeur(trice) de thèse.

- ☐ Je reconnais avoir pris connaissance du contenu de la [charte du doctorat](#) et je m'engage à la respecter. Je m'engage également à respecter et à me tenir informé du cadre réglementaire national et des règles internes de l'université qui me concernent.
- ☐ Je certifie que les données relatives à la Convention Individuelle de Formation saisies dans mon dossier ADUM correspondent aux conditions de réalisation de mon projet doctoral. Je m'engage à respecter les termes de ladite Convention Individuelle de Formation.

 TRANSMISSION DES DONNÉES POUR INSTRUCTION DU DOSSIER

3. You have completed your application form :

Now, on your ADUM personal account, you will be able to track the progress of your application, in other words “where is your file located”. You will find these information along opinions are given, you will also be able to see their reasoned opinion:



Procédures

Votre demande de réinscription en 3^{ème} année de thèse est en cours de traitement.

INSCRIPTION - L'avis de la direction de thèse est en attente depuis le 17 octobre 2019

Caution! At this step you must not consider you are registered to the ED! An email is automatically sent to your thesis director in order for the application to be examined. Then, it will be the research director and the doctoral school headmaster to examine your application and to deliver their digitalised signature on your application form.

Presential meeting at the ED:

Depending on your doctoral school, it is possible that a face-to-face meeting is required before the executive presents your file for administrative registration. Once you will see the “ED- favorable opinion on registration”, your application for pedagogic registration is completed, however you are not registered in PhD yet! You now have to proceed to your [administrative registration](#) nearby your institution's attachement.

The administrative registration

At this step of your registration procedure, it is necessary to distinguish the Institutions from one another. There are two types of institutions: those whose registration procedure and re-registration is entirely done on ADUM including the payment of tuition fees (ISAE, INSA, IMT MINES ALBI), and those whose **administrative registration** is partly done on the ADUM software (UT1, UT2, UT3, INP).

➤ For the institutions of ISAE, INSA et IMT MINES ALBI :

Your application form has been accepted by the Doctoral School executive but you are not registered yet in PhD. The scholar service of your institution of attachment will now examine your application. In order that the Scholar service can proceed you must follow some imperatives.

You must have received an e-mail that indicates that you must logging in your ADUM personal account in order to pay the Student and Campus Life Contribution (CVEC),

This step is mandatory, you have to obtain the proof of payment of exemption by following the procedure : <https://cvec.etudiant.gouv.fr/>

Once you have obtained your payment/exemption proof, you have to drop it on your ADUM personal account and fill the certificate number :

Contribution Vie Etudiante - Paiement 2019-2020 Numéro : - - **Vérifier...**

Once The Scholar service of you institution of attachment has evaluated that your application is compliant, the Headmaster of the Institution of attachment will deliver its final decision for your PhD application, he's the one who pronounce the inscription. You will receive an e-mail that informs you of the final decision, i twill also invite you to pay your tuition fees if not already done from your ADUM personal account. Once you hve payed the tuition fees, you will be official registered in PhD.

In order to obtain your student card, Certificate of school attendance and sticker renewal, please contact your Scholar service. You will find the right contact in you ADUM personal account.

➤ For the institutions of UT1, UT2J et UT3 :

Your application form has been accepted by the Doctoral School executive but you are not registered yet in PhD. The scholar service of your institution of attachment will now examine your application. In order that the Scholar service can proceed you must follow some imperatives.

You must have received an e-mail that indicates that you must logging in your ADUM personal account in order to pay the Student and Campus Life Contribution (CVEC),

This step is mandatory, you have to obtain the proof of payment of exemption by following the procedure : <https://cvec.etudiant.gouv.fr/>

Once you have obtained your payment/exemption proof, you have to drop it on your ADUM personal account and fill the certificate number :

Contribution Vie Etudiante - Paiement 2019-2020 Numéro :

-

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Vérifier...

Once The Scholar service of your institution of attachment has evaluated that your application is compliant, the Headmaster of the Institution of attachment will deliver its final decision for your PhD application, he's the one who pronounce the inscription. You will receive an e-mail that informs you of the final decision, i twill also invite you to pay your tuition fees if not already done from your ADUM personal account. Once you hve payed the tuition fees, you will be official registred in PhD.

For doctoral students from Université Toulouse I Capitole : you will receive an e-mail with an Internet link you must login in in order to pay your tuition fees.

For doctoral students from Universités Toulouse II Jean Jaurès et Toulouse III Paul Sabatier : you will receive an e-mail inviting you to contact the Scholar service in order to know the payment modalities of tuition fees.

In order to obtain your student card, Certificate of school attendance and sticker renewal, please contact your Scholar service. You will find the right contact in you ADUM personal account.

➤ **For institution Toulouse INP :**

Your application form has been accepted by the Doctoral School executive but you are not registred yet in PhD. The scholar service of your institution of attachment will now examine your application. In order that the Scholar service can proceed you must follow some imperatives.

The Scholar service of Toulouse INP will contact you in order to tell you the procedure you will have to follow to pay the Student and Campus Life Contribution (CVEC) and to pay your tuition fees.

Subsequent registrations in PhD :

Register in the subsequent years of PhD is simple, you will practically have to proceed the same way as your first application, but the procedure will be a bit easier.

You will have indeed to register on your ADUM personal account.

As your first application in PhD, your registration will follow this pattern :



At each new registration you will have to update your ADUM personal account, that means you will for example have to notify any thesis changes such as direction of thesis, title's thesis, etc.

Each year you will also have to provide some supporting documents to your Doctoral School and Scholar service, but these documents will be fewer than for your first application !

You will also have to pay the Student and Campus Life Contribution (CVEC) and your tuition fees each year.