

EG/GS ENGSYS - DEMATERIALIZED PROCEDURE

1st YEAR COTUTELLE THESIS

The thesis supervisor must draw up the cotuelle project before taking any steps at the GS.

- Useful information: <https://edengsys.univ-lille.fr/avant-le-doctorat/cotutelle> **Contact:** Céline Saade (celine.saade@univ-lille.fr)

Once the cotutelle project has been validated by the GS, the student can begin the steps outlined below.

DOCTORANT

- Create your ADUM account: <https://www.adum.fr/>
- Submit your academic file (see list of documents to be provided in your ADUM space).
- Enter the information
- Fully complete the individual training agreement (CIF), noting a few training titles (this is a forecast that can be modified each year when you re-register for your doctorate), then save and send the CIF via ADUM to the thesis director for validation.
- Finalize the procedure (this is equivalent to a signature).

DOCTORAL SUPERVISOR

- Check the information entered by the doctoral student. Modify, if necessary, the individual training agreement (CIF **before validating it**).
- Provide online feedback on the doctoral student's request for authorization to register.

CO-SUPERVISOR

- Give your opinion online on the doctoral student's application for registration.

RESEARCH UNIT DIRECTOR

Give your opinion online on the doctoral student's application for registration.

SPECIALTY DIRECTOR

- Examine the doctoral student's academic file and the CIF.
- If the file is not compliant, cancel the finalization and give the doctoral student the opportunity to modify it.
- If the file is compliant, give an online opinion on the application for registration authorization.

GS MANAGER

- Check the conformity of the academic file submitted by the doctoral student.
- Stabilize all information entered and the CIF.
- If necessary, cancel finalization and give access back to the doctoral student.
- If ok, validate verified data.

GS DIRECTOR

Propose the doctoral student's registration on ADUM.

ADMINISTRATIVE REGISTRATION AT THE RESPECTIVE ESTABLISHMENT

GS administration team sends a message to the doctoral student to register with the establishment.