

ED/GS ENGSYS - DEMATERIALIZED PROCEDURE FOR 2ND AND 3RD YEAR

Attention: the Individual Thesis Monitoring Committee (CSI) is mandatory for the re-registration in the 2nd year or in the 3rd year if the CSI was not carried out during the 2nd year.

- Useful information : <https://edengsys.univ-lille.fr/pendant-le-doctorat/comite-de-suivi-individuel-csi>
- To contact : the thesis director and/or the specialty director.

Once the minutes of the CSI are filed (by the referent or the specialty director) on ADUM, you can begin the steps noted below.

DOCTORANT

- Update your ADUM account : <https://www.adum.fr/>
- Modify the tab "Individual training course" of the individual training agreement (CIF) by noting the training courses followed in the 1st year and those you would like to do in the 2nd (or 3rd) year.
- Save and transmit the CIF via ADUM to the thesis director for validation. **No signature of the CIF is required.**
- Finalize the procedure.

DOCTORAL SUPERVISOR

- Check the information entered by the doctoral student
- Modify, if necessary, the individual training agreement (CIF) **before validating it.**
- Give its opinion (favorable or unfavorable) on the doctoral student's request for re-registration.

CO-DIRECTOR OF THE THESIS

To give his/her opinion (favorable or unfavorable) on the doctoral student's request for re-enrollment.

DIRECTOR OF THE RESEARCH UNIT

Gives his/her opinion (favorable or unfavorable) on the doctoral student's request for re-registration.

SPECIALTY DIRECTOR

- Examine the file and if necessary, cancel the finalization and give access to the doctoral student for modification.
- Give its opinion (favorable or unfavorable) on the doctoral student's request for re-registration.

ADMINISTRATIVE MANAGER

- Check all the information in the doctoral student's ADUM account. If necessary, cancel the finalization and give back the access to the PhD student for modification.
- Validate the verified data and submit the re-enrolment request to the ED director.

DIRECTOR OF THE ED

Propose (or not) the re-registration of the PhD student on ADUM.

ADMINISTRATIVE REGISTRATION AT THE RESPECTIVE INSTITUTION

The ED Administrative manager sends a message to the doctoral student for his registration at the institution.