

DOCTORAL REGISTRATION BY ADUM

1. Introduction

This guide helps you for doctoral registration by ADUM in first year (D1) to your doctoral (graduate school) ENGSYS.

All the data must be exactly given because they constitute your administrative folder.

This pedagogical registration is an important step that has to be performed with your supervisor.

Before registration, you also should contact the secretary of your laboratory. You will find its address on the link :

<https://edengsys.univ-lille.fr/en/registration-by-adum/registration-1>.

As doctoral registration process involves PhD student, supervisors and laboratory's leader, you must follow the flowcharts that are available at :

<https://edengsys.univ-lille.fr/inscription-en-these-sur-adum/adum-tutoriels-et-logigrammes>

ENGSYS School doctoral team

2. On-line registration

First, choose a permanent email address for login.

Go to : <https://www.adum.fr/index.pl>

1. Create your login and password

Vous souhaitez créer un compte ?

Créer un compte vous permet de vous enregistrer en doctorat de réaliser votre demande d'inscription en thèse ou votre demande d'autorisation de soutenance.

Vous pouvez compléter votre demande en plusieurs fois. Une fois votre demande finalisée, votre dossier électronique sera transmis à l'administration et vous pourrez imprimer les documents requis.
Préparez les éléments nécessaires à votre enregistrement afin de ne pas perdre de temps dans la saisie de votre dossier.
Ce compte vous permettra également :

- de gagner du temps au moment des réinscriptions
- de stocker les données descriptives de la thèse et du suivi du travail de recherche
- de consulter et s'inscrire aux formations
- de disposer d'un portefeuille d'expériences et de compétences dans lequel sont saisis des éléments susceptibles de nourrir un CV.
- d'accéder à des informations en lignes : actualités de l'école doctorale, de l'établissement, offres d'emploi, annonces des soutenances...

Sécurité
Tout doctorant ou docteur peut ainsi mettre à jour à tout moment les informations le concernant grâce à un accès sécurisé et peut définir les informations qui seront publiées sur le web.

Définir vos codes d'accès

Courrier électronique principal : *

Mot de passe : 8 caractères minimum 1

Confirmation du mot de passe :

* En cochant cette case, vous acceptez nos Conditions et reconnaissez avoir lu et compris notre Politique d'utilisation des données, y compris ce qui concerne l'utilisation des cookies.

2 3

2. Creation of your ADUM profile

You receive an email to activate your login (active **link during 24h**).

Création du compte personnel

Votre demande de création de compte est en cours, vous allez recevoir un courriel afin de vérifier la validité de votre courriel. Vous devrez cliquer ou copier le lien présent dans le courriel afin d'activer la création de votre compte. Attention ! Ce lien ne sera valide que 24 heures.

By clicking on the link, see the next window:

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 150 days from now)

I defended my PhD thesis on this date:

1. Select "I wish to enroll for **1** year of PhD studies".
2. Next windows is

Administrative attachment

For the academic year 2024-2025 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

*

Doctoral School

*

Doctorate speciality

*

3. University administrative area is **Lille** .
4. Contact your supervisor before you choose **Institution** you register at
 - Université de Lille
 - Centrale Lille
 - IMT Nord Europe
 - Université Gustave Eiffel.
5. You choose your doctoral school: EG ENGSYS (ENGINEERING and SYStems Sciences).
6. Select your doctorate speciality

3. Civil Status

The screenshot shows the 'Civil status' form in the ADUM system. Red circles highlight the 'Usual name' field, the 'National Identification Student Number (INE)' field, and the 'Save' button. A red arrow points from the 'Usual name' field to the 'INE' field.

Warning : INE corresponds :

- for french student to the number at bac
- to the INE you received by the preceding french institution (Master)

It is composed by 11 characters.

Do not forget to SAVE

BE CAREFUL,
Your last and first names, birthday must be the same as those in your ID paper (passport).

INE number must be carefully given because it is used in your student card.

An error increases the delay of registration.

4. Contact Information

The screenshot shows a web browser window with the URL <https://www.adum.fr/phd/profil/coordonnees.pl>. The page is titled 'Réseau Doctorants Docteurs' and has a navigation bar with 'Private space', 'My profile', 'My career', and 'Questions'. The 'My profile' section is active, and the 'Contact information' tab is selected in the left sidebar. The main content area displays the 'Contact information' form with the following fields:

- Cell phone:
- Main e-mail address (ADUM login ID): (marked with a red asterisk)
- Professional / institutional address:
- Personal website:
- ORCID Identifier:
- HAL identifier (IdHAL):
- LinkedIn account:
- Twitter account:
- Researchgate account:

Below these fields are sections for 'Current address' and 'Professional address', each with a country dropdown menu and fields for postcode, city, street number, and home phone.

Be careful, give a correct and permanent main email address. You will receive all messages to this address from your unit research, doctoral school and institution.

6. Administrative attachment

The screenshot shows a web browser window with the URL <https://www.adum.fr/phd/profil/these.pl>. The page is titled "Administrative attachment" and is part of a profile management interface. The user is logged in as "Réseau Doctorants Docteurs". The page includes a navigation menu with options like "Private space", "My profile", "My career", and "Questions". A sidebar on the left lists various sections: Civil status, Contact information, Schooling, Administrative attachment (highlighted), Status and Funding, Thesis progress, Foreign languages, Display management, Competencies and portfolio, Individual training contract, Documents to be attached, and I finalize the procedure. The main content area contains the following form fields:

- For the academic year 2021-2022 this is your 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:
- Doctoral School:
- Doctorate speciality:
- Scientific area:
- CNU Section:
- Registration regime: initial Training ongoing/throughout life Training VAE - Validation of Acquired Experience

At the bottom of the form, there is a section for "Diffusion of your Thesis".

Date of your 1st registration must be the beginning of your funding (or contract).

Registration regime is always Initial Training.

7. Status and Funding

Contact your supervisor to fulfill this part (see Annex 1 in French).
The funding attestation has to be joined in the PDF file (except for doctoral contract).

Reseau Doctorants Docteurs

Welcome test TEST
Your account number is being created (temporary number: 654275)

Private space My profile My career Questions

Validated Ongoing To be done

Civil status
Contact information
Schooling
Administrative attachment
Status and Funding
Thesis progress
Foreign languages
Display management
Competencies and portfolio
Individual training contract
Documents to be attached
I finalize the procedure

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 * Autre financement pour les doctorants étrangers

Type of Work Contract * Contrat Formation Recherche

Employer * hkjh

Funding source * lkm

Funding from * 01/05/2021 to * 01/06/2021

Add a new funding

8. Thesis progress

The screenshot shows a web browser window with the URL <https://www.adum.fr/phd/profil/deroulementthese.pl>. The page is titled "Thesis progress" and features a sidebar with navigation options: Civil status, Contact information, Schooling, Administrative attachment, Status and Funding, Thesis progress (highlighted), Foreign languages, Display management, Competencies and portfolio, Individual training contract, Documents to be attached, and I finalize the procedure. The main content area includes a warning: "Caution! These data will be published on the Internet: <http://www.theses.fr/>". Below this, there are input fields for "Thesis title in French", "Thesis title in English", and "Keywords in French" (with six numbered slots). There are also "Keywords in English" (with six numbered slots). A "Research Unit" dropdown menu is present, with a note: "Si votre unité de recherche ne se trouve pas dans la liste, vous devez contacter votre école doctorale." Below that is a field for "Secondary Research Unit: Name Type N°, url". At the bottom, the section "THESIS SUPERVISION" is partially visible.

Give a second

Give a secondary research unit if cotutelle.

Be careful, give the good supervisor because he validates the registration.

All data will be published in theses.fr.

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 ⓘ

Choose a supervisor in the list below (HDR required)

* Choisissez une valeur

Percentage of time

Codirecteur (if one exists) ⓘ

Choisissez une valeur

Percentage of time

Industrial Collaboration no yes established yes scheduled

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

*

Only two options:

- One supervisor (in the list) with 100% as percentage time.
- One supervisor (in the list) with 50% and one co-supervisor (“codirecteur”) with 50%.

In case of cotutelle, the supervisor is French and the co-supervisor is foreign. If the co-supervisor is not in the list, please contact: sec-edengsys@univ-lille.fr in order to add him in the list.

In case of CIFRE contract or industrial contract, select yes at ‘Industrial collaboration’.

9. Foreign Languages

Requête Doctorants Docteurs

https://www.adum.fr/phd/profil/langues.pl

80%

Rechercher...

Welcome test TEST
Your account number is being created (temporary number: 654275)

Private space My profile My career Questions

Validated Ongoing To be done

Civil status
Contact information
Schooling
Administrative attachment
Status and Funding
Thesis progress
Foreign languages
Display management
Competencies and portfolio
Individual training contract
Documents to be attached
I finalize the procedure

Foreign Languages

Renseigner Obligatoirement la langue anglaise

Mother tongue :

| | Language | Level |
|----|----------------------|----------------------|
| 1- | <input type="text"/> | <input type="text"/> |
| 2- | <input type="text"/> | <input type="text"/> |
| 3- | <input type="text"/> | <input type="text"/> |

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

SAVE

English level must be given.

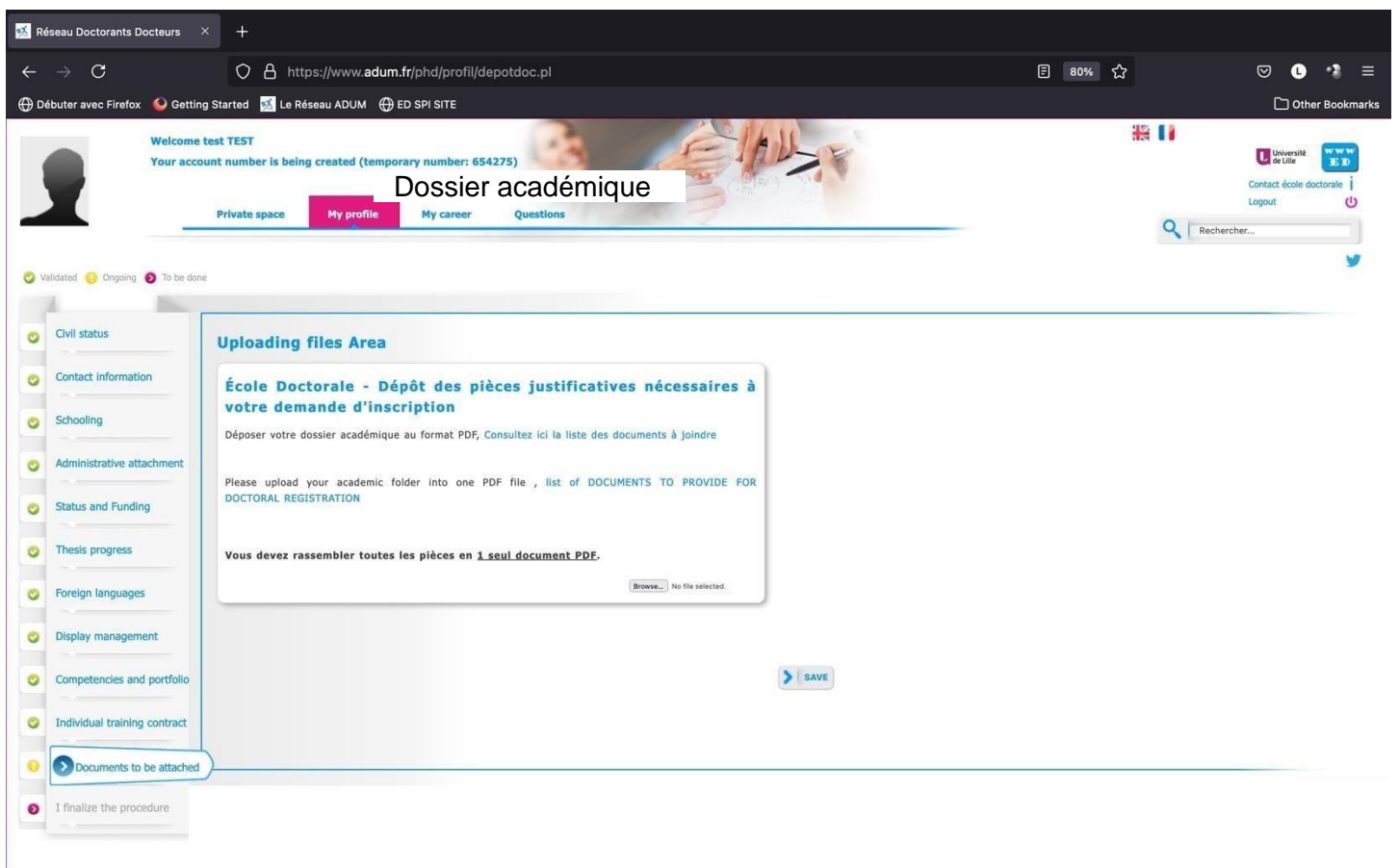
10. Document to be attached

Read carefully the list of documents at

https://edengsys.univ-lille.fr/fileadmin/user_upload/edengsys/Inscription/2023-2024/Demande_Inscription_en_Doctorat_ENGSYS_liste_des_pieces_a_fournir.pdf

AND UPLOAD ONE PDF FILE

DO NOT FORGET YOUR PHOTO !



The screenshot shows a web browser window with the URL <https://www.adum.fr/phd/profil/depotdoc.pl>. The page title is "Dossier académique" and it is part of the "Réseau Doctorants Docteurs" portal. The user is logged in as "test TEST" with a temporary account number 654275. The page features a navigation menu with "Private space", "My profile", "My career", and "Questions". A sidebar on the left lists various profile sections, with "Documents to be attached" highlighted. The main content area is titled "Uploading files Area" and contains instructions in French and English regarding the submission of academic documents as a single PDF file. A "Browse..." button is present for file selection, and a "SAVE" button is at the bottom right of the upload area.

Validated Ongoing To be done

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

Uploading files Area

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

Déposer votre dossier académique au format PDF, Consultez ici la liste des documents à joindre

Please upload your academic folder into one PDF file , list of DOCUMENTS TO PROVIDE FOR DOCTORAL REGISTRATION

Vous devez rassembler toutes les pièces en 1_seul_document_PDF.

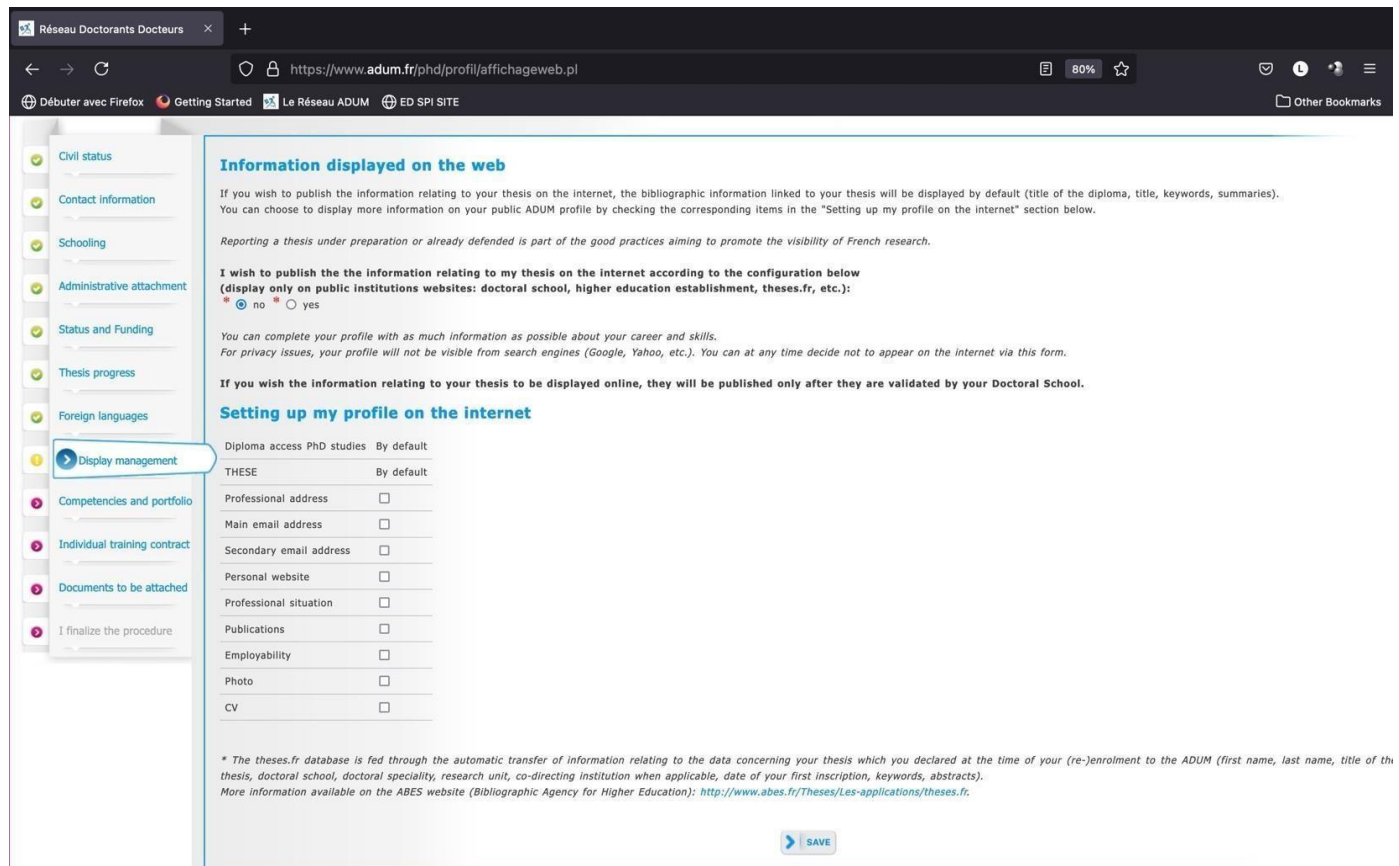
Browse... No file selected.

SAVE

11. Information displayed in the web

You can choose what you want to publish on the website of doctoral school at list of Phd students and doctors :

- https://www.adum.fr/as/ed/annulabo_these.pl?site=engsys
- https://www.adum.fr/as/ed/annulabo_docteur.pl?site=engsys



The screenshot shows a web browser window with the URL <https://www.adum.fr/phd/profil/affichageweb.pl>. The page is titled "Réseau Doctorants Docteurs" and contains a sidebar with various profile management options. The main content area is titled "Information displayed on the web" and provides instructions on how to control the visibility of thesis information on public websites. It includes a section for "Setting up my profile on the internet" with a table of checkboxes for different types of information.

Information displayed on the web

If you wish to publish the information relating to your thesis on the internet, the bibliographic information linked to your thesis will be displayed by default (title of the diploma, title, keywords, summaries). You can choose to display more information on your public ADUM profile by checking the corresponding items in the "Setting up my profile on the internet" section below.

Reporting a thesis under preparation or already defended is part of the good practices aiming to promote the visibility of French research.

I wish to publish the the information relating to my thesis on the internet according to the configuration below (display only on public institutions websites: doctoral school, higher education establishment, theses.fr, etc.):

no yes

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.

If you wish the information relating to your thesis to be displayed online, they will be published only after they are validated by your Doctoral School.

Setting up my profile on the internet

| Diploma access PHD studies | By default |
|----------------------------|--------------------------|
| THESE | By default |
| Professional address | <input type="checkbox"/> |
| Main email address | <input type="checkbox"/> |
| Secondary email address | <input type="checkbox"/> |
| Personal website | <input type="checkbox"/> |
| Professional situation | <input type="checkbox"/> |
| Publications | <input type="checkbox"/> |
| Employability | <input type="checkbox"/> |
| Photo | <input type="checkbox"/> |
| CV | <input type="checkbox"/> |

* The theses.fr database is fed through the automatic transfer of information relating to the data concerning your thesis which you declared at the time of your (re-)enrolment to the ADUM (first name, last name, title of the thesis, doctoral school, doctoral speciality, research unit, co-directing institution when applicable, date of your first inscription, keywords, abstracts). More information available on the ABES website (Bibliographic Agency for Higher Education): <http://www.abes.fr/Theses/Les-applications/theses.fr>.

12. Competencies and Portfolio

The screenshot shows a web browser window with the URL <https://www.adum.fr/phd/profil/employabilite.pl>. The page title is "Competencies and portfolio". A sidebar on the left contains a list of menu items: Civil status, Contact information, Schooling, Administrative attachment, Status and Funding, Thesis progress, Foreign languages, Display management, Competencies and portfolio (highlighted with a blue circle), Individual training contract, Documents to be attached, and I finalize the procedure. The main content area has the heading "Competencies and portfolio" and a sub-heading "Your profile will be accessible to recruiters and the research community, so consider updating your profile regularly to keep it up-to-date." Below this, there are several form fields: "Did you teach? (university, number of hours)", "Are you looking for a job? (radio buttons for no, yes)", "Professional project" (checkboxes for various roles like Teacher/researcher, Researcher within an academic field, etc.), "Technical skills", "Transverse skills", "Missions of scientific culture" (with a note to indicate hours, audience, and institution), "Extra-professional interest areas", and "Living Abroad".

You can show your skills for your after PhD !

13. Individual training contract CIF

Individual training contract (CIF)

ALL THE FIELDS OF THIS FORM ARE COMPULSORY

Some elements which are necessary for editing this convention are still missing.
(10 characters at least)

[NEXT PAGE](#)

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.

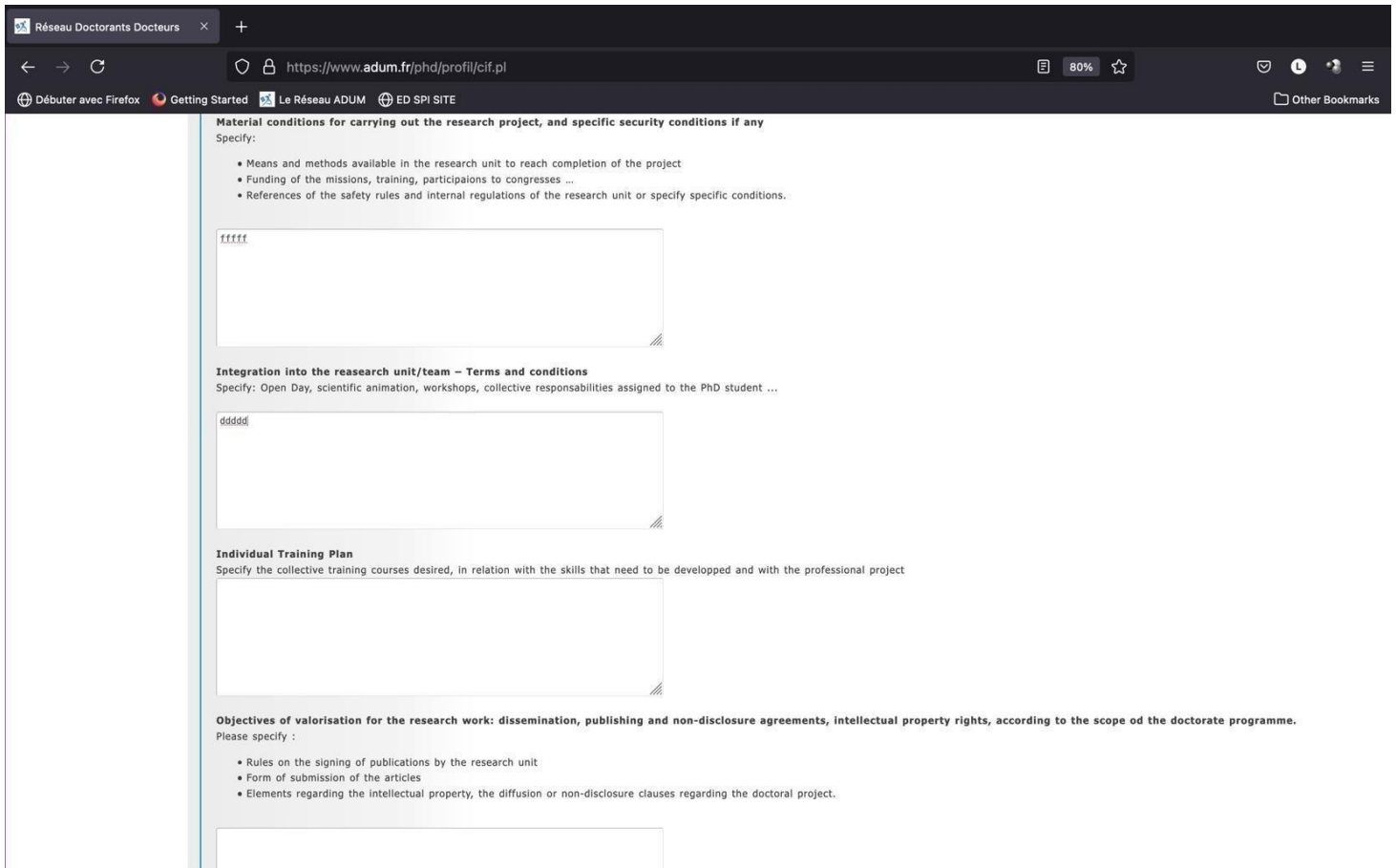
Mode of the supervision and follow-up of the PhD Student's training and research progress
Specify:

- the form the Ecole doctorale has decided the individual training committee should take.
- Specify the pre-requisites for the defence (publishing, hours or training ECTS ...) or give the references of the internal regulations of an Ecole doctorale.

Material conditions for carrying out the research project, and specific security conditions if any
Specify:

- Means and methods available in the research unit to reach completion of the project
- Funding of the missions, training, participations to congresses ...

This contract is signed by you and your supervisor. Please contact your supervisor to fulfill the items. You can add in 'Mode of the supervision' item the list of 'co-encadrants'.



Individual training Plan

The number of credits (CFD) to be collected depends on the PhD type:

- 60 CFD including at least 20 CFD on professional training for a full time PhD student.
- 30 CFD in three training areas for a PhD student with a joint supervision between two institutions of different countries (co-agreement).
- 40 CFD distributed in the area of thematic training and research methodology for CIFRE PhD Student.

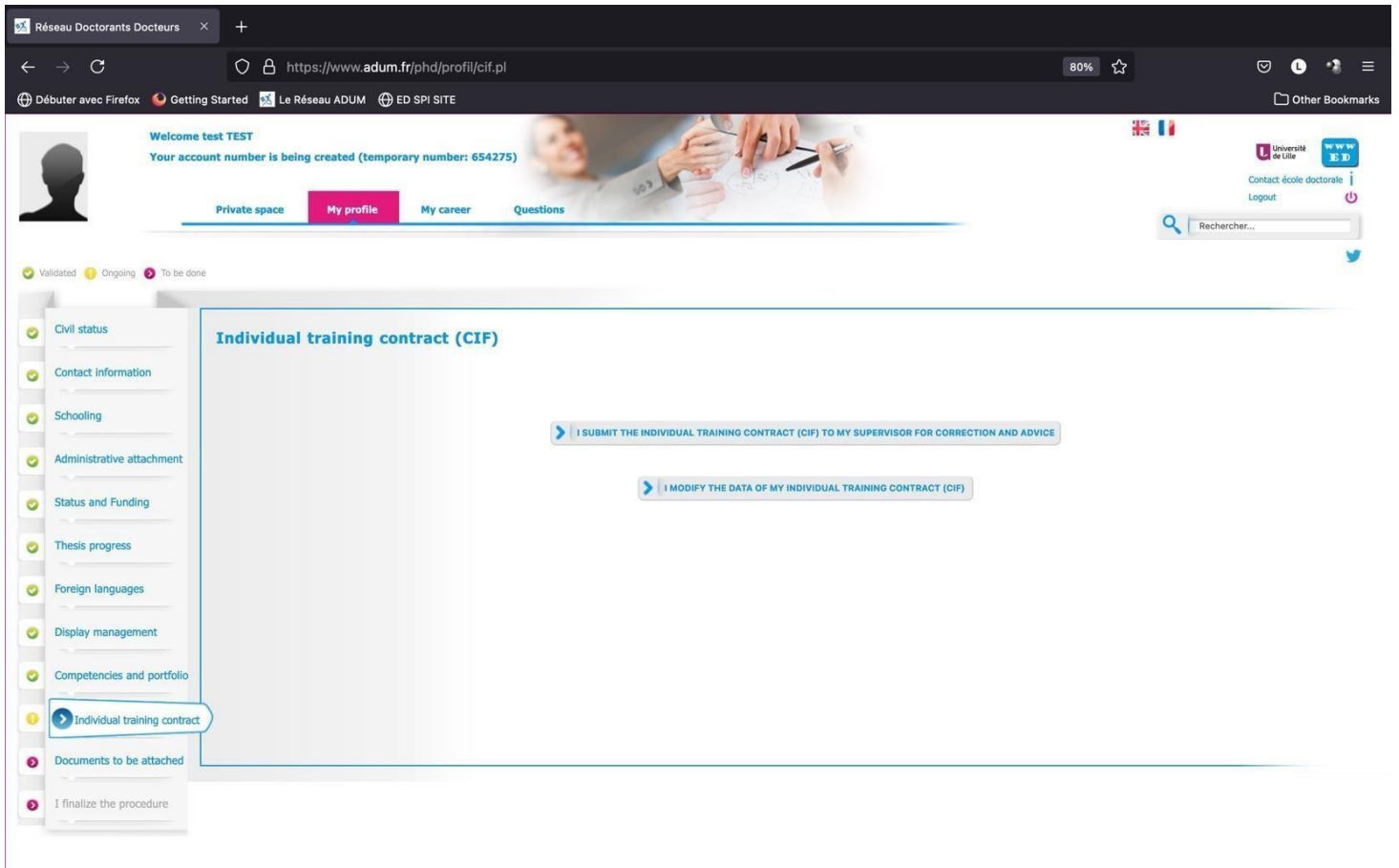
One course about ethics must be followed.

All PhD students must collect a number of credits following their participation in doctoral training in the three areas :

- Thematic training (summer schools, master classes, training courses organized by the laboratory or SPI, technical courses);
- Training related to language, research methodology or research tools (organized by SPI or Doctoral College);
-

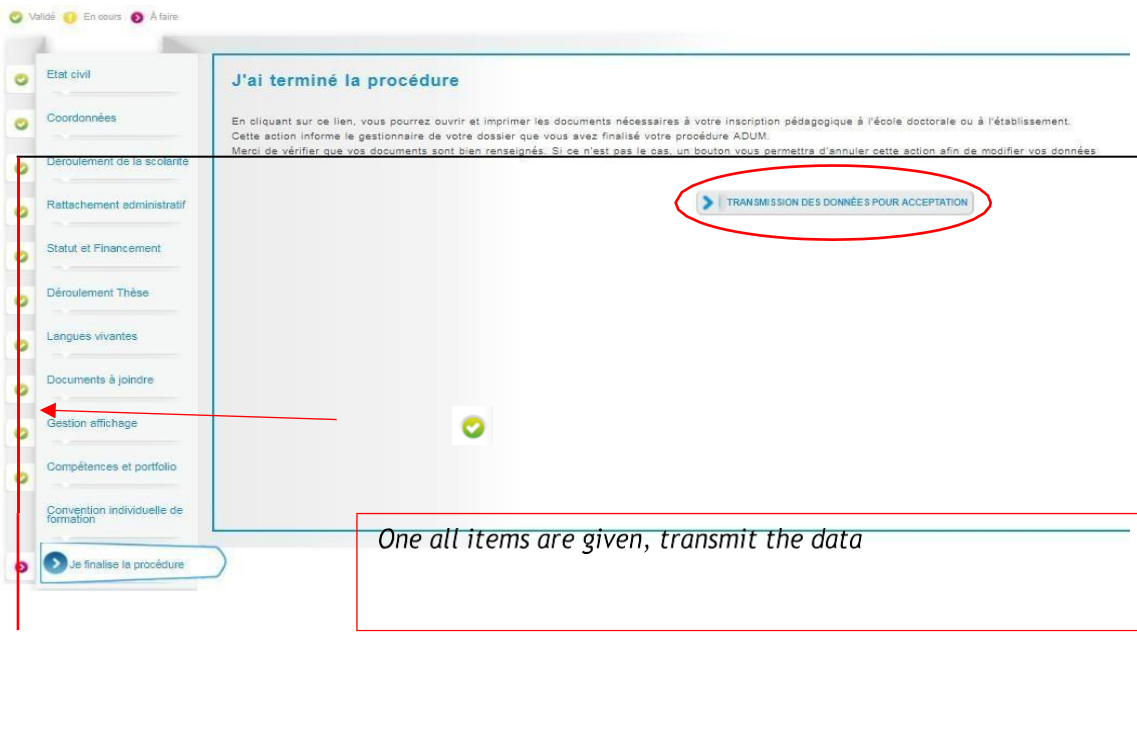
Professional training (see catalog organized by Doctoral College) :

Appendix 3 contains the list of training courses for the 2023-2024 doctoral college, to help you draw up your training plan.



DO NOT FORGET TO SUBMIT YOUR CIF !

14. Finalization of the procedure when all items are green



3 Verification and validation of EG - Pedagogical registration

The EG checks, stabilizes and, if necessary, corrects the data you have entered in ADUM. If major changes need to be made to your file, the EG may choose to give you back control of your file in ADUM so that you can make the changes. The procedure is described in the flowchart associated with your year and thesis type (see <https://edengsys.univ-lille.fr/inscription-en-these-sur-adum/adum-tutoriels-et-logigrammes>).

4 Administrative registration and payment of registration fees (see Appendix 2)

The administrative registration and fee payment procedures will be sent to you by your thesis preparation institution.

Appendix 1: Funding: How to fill in your funding details correctly

« Type of financing » field :

| Choose.... : | National PhD students |
|--|--|
| Higher education establishment | <i>If you have a doctoral contract financed by your thesis preparation institution</i> |
| Local authority | <i>If you have a doctoral contract financed by a local authority (50% Regional Council, MEL, City, etc.)</i> |
| CIFRE agreement | <i>If you are working on a CIFRE thesis</i> |
| Salaried activity (excluding thesis funding) | <i>If you were working as a salaried employee before registering for your thesis and are continuing your thesis with the same employment contract.</i> |
| ANR credits | <i>If you have a doctoral contract financed by ANR funds</i> |
| Unfinanced | <i>If you don't have any funding to complete your thesis</i> |
| Research contract | <i>If you have a doctoral contract financed by a research contract</i> |
| EPST | <i>If you have a doctoral contract financed by an EPST (CNRS, IFFSTAR, INED, INRA, INRIA, INSERM, IRD, IRSTEA)</i> |
| EPIC | <i>If you have a doctoral contract financed by an EPIC (ADEME, AFD, ANDRA, CNES, CEA, EFS, IFREMERetc.)</i> |
| Public research organization neither EPST nor EPIC | <i>If you have a doctoral contract funded by another public research organization</i> |
| Ministry outside MENESR | <i>If you have a doctoral contract funded by a ministry other than the Ministry of Higher Education, Research and Innovation</i> |
| Association or foundation | <i>If you receive funding from an association or foundation French</i> |
| Company | <i>If you are paid by a company</i> |
| European or multilateral program | <i>If you have a doctoral contract financed by a European program</i> |
| Primary school teacher or secondary | <i>If you are a civil servant in primary or secondary education</i> |
| Higher education civil servant | <i>If you are a civil servant in higher education</i> |

| You choose... : | Foreign doctoral students |
|--|---|
| Funding from foreign governments for foreign doctoral students | <i>If you receive funding from the government of your home country</i> |
| French government funding for foreign doctoral students | <i>If you receive funding from the French government (including French embassy, Campus France)</i> |
| Other funding for foreign doctoral students | <i>If you receive funding from another structure at Abroad (including associations and foundations)</i> |

“Type of employment contract” field :

| | |
|---|--|
| <i>You choose... :</i> | All doctoral students |
| <i>Stock exchange</i> | <i>If you are receiving a grant to complete your thesis</i> |
| <i>Training and research contract</i> | DO NOT CHOOSE |
| <i>CDD</i> | <i>If you have a fixed-term contract other than a doctoral contract</i> |
| <i>CDI</i> | <i>If you have a permanent contract</i> |
| <i>Doctoral contract</i> | <i>If you have a 3-year Doctoral Contract, regulatory ref.: Decree n°2016-1173 of August 29, 2016 amending Decree n°2009-464 of April 23, 2009 relating to contract doctoral students in public higher education or research establishments.</i> |
| <i>Contrat doctoral Normalien or Polytechnicien</i> | <i>If you have a doctoral contract specific to ENS and Polytechniciens</i> |
| <i>Not concerned</i> | <i>If you do not have an employment contract</i> |
| <i>Doctoral contract on EPST grant</i> | <i>If you have a 3-year EPST-funded doctoral contract, regulatory ref.: Decree n°2016-1173 of August 29, 2016 amending the Decree no. 2009-464 of April 23, 2009 on contract doctoral students in public higher education or research establishments.</i> |
| <i>Doctoral contract on institutional grant higher education (excluding MESR)</i> | <i>If you have a doctoral contract financed by a Ministry other than the Ministry of Higher Education, Research and Innovation. 3-year contract, regulatory ref.: Décret n°2016-1173 du 29 août 2016 modifiant le décret n°2009-464 du 23 avril 2009 relatif aux doctorants contractuels des établissements publics d'enseignement supérieur ou de research.</i> |
| <i>Doctoral contract on non-earmarked MESR grant</i> | DO NOT CHOOSE |

“Employer” field:

If you have a contract of any kind, enter your employer (who issued your contract) here.

“Source of funds” field:

If you benefit from a contract, you must indicate the name of the financier of this contract (this may or may not be the same as the employer).

Appendix 2: Student and Campus Life Contribution CVEC

Art. L. 841-5. - I. - *A contribution intended to promote the reception and social, health, cultural and sporting support of students, and to bolster the preventive and health education actions carried out for their benefit, is instituted for the benefit of public higher education establishments, establishments mentioned in articles L. 443-1 and L. 753-1 of the present code or article L. 1431-1 of the general code of territorial collectivities providing initial higher education training, private higher education establishments of general interest and regional centers for university and school works.*

This must be done BEFORE you register, using the following procedure:

-Log on to <https://www.messervices.etudiant.gouv.fr/>, in the Student and Campus Life section.

-Login with login details (if account already exists) or INE number

-Declaration of study city

-Payment of the €103 contribution for the 2024/2025 academic year (online by credit card or in cash at a Post Office)

-Receipt of a certificate to be supplied with the registration form

- See exemption criteria on the CVEC website. ATTENTION: even if you are exempt, you must take the necessary steps and provide the exemption certificate when you register with the school.

Appendix 3: Collège Doctoral 2023-2024 training catalog

Link to the full catalog:

https://edengsys.univ-lille.fr/fileadmin/user_upload/edengsys/catalogue_2023-2024_web.pdf

