

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 could 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/en/registration-by-adum/adum>

ENGYSYS 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

[illegible]

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

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.

[CRÉER MON PROFIL](#)

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 Shool

*

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 ENGYSYS (ENGINEERING and SYstems Sciences).
6. Select your doctorate speciality

3. Civil Status

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' tab is active. On the left, a sidebar menu lists various profile sections: Civil status, Contact information (highlighted), Schooling, Administrative attachment, 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 is titled 'Contact information' and contains several input fields. The 'Main e-mail address (ADUM login ID)' field is pre-filled with 'ludovic.macaire@icloud.com'. Other fields include 'Cell phone', 'Professional / institutional address', 'Personal website', 'ORCID identifier', 'HAL identifier (IdHAL)', 'LinkedIn account', 'Twitter account', 'Researchgate account', 'Current address' (with sub-fields for Country, Postcode, City, number, street, and Home phone), and 'Professional address' (with a Country field). A search bar is located in the top right corner.

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

Cell phone

Main e-mail address (ADUM login ID) * ludovic.macaire@icloud.com

Professional / institutional address

Personal website

ORCID identifier

HAL identifier (IdHAL)

LinkedIn account

Twitter account

Researchgate account

Current address

Country *

Postcode *

City *

number, street ... *

Home phone

Professional address

Country

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.

5. Academic curriculum

The screenshot shows a web browser window with the URL <https://www.adum.fr/phd/profil/scolaire.pl>. The page is titled "Réseau Doctorants Docteurs" and has a sidebar with navigation links: "Display management", "Competencies and portfolio", "Individual training contract", "Documents to be attached", and "I finalize the procedure". The main content area is titled "History of schooling" and contains the following fields:

- Mark or grade of the Master thesis: Mention:
- Rank:
- Do you hold the Agrégation 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.
- A table with one row:

<input checked="" type="checkbox"/>	Baccalauréat ou équivalence	Add
-------------------------------------	-----------------------------	-----
- n°1:
- Title of the diploma:
- Speciality:
- School:
- City:
- Country:
- Obtaining month: Year:
- Mark or Grade: on
- Rank or Grade: on
- Mention:
- SAVE button

Give your Master, speciality and year.

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 'Réseau Doctorants Docteurs' and displays a 'Welcome test TEST' message. The user's account number is 654275. The navigation bar includes '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 is titled 'Administrative attachment' and contains the following 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

The bottom of the form is labeled '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).

The screenshot shows the 'Funding' section of the ADUM website. The browser address bar displays 'https://www.adum.fr/phd/profil/financement.pl'. The page header includes a welcome message for 'test TEST' and a temporary account number '654275'. A navigation bar contains links for 'Private space', 'My profile', 'My career', and 'Questions'. A sidebar on the left lists various profile sections, with 'Status and Funding' highlighted. The main content area is titled 'Funding' and includes a 'Statut' section with radio buttons for 'full' (selected) and 'partial'. Below this, the 'Funding' section contains several form fields: 'Funding Type' (set to 'Autre financement pour les doctorants étrangers'), 'Type of Work Contract' (set to 'Contrat Formation Recherche'), 'Employer' (set to 'hkjh'), 'Funding source' (set to 'lkm'), and 'Funding from' (set to '01/05/2021' to '01/06/2021'). An 'Add a new funding' button is located at the bottom right of the form area.

8. Thesis progress

Validated Ongoing To be done

Civil status

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I finalize the procedure

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 -

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

THESIS SUPERVISION

Give a second

Give a secondary research unit if cotutelle.

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

All data will be published in theses.fr.

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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

The screenshot shows a web browser window with the URL <https://www.adum.fr/phd/profil/langues.pl>. The page is titled "Foreign Languages" and includes a sidebar with navigation links: Civil status, Contact information, Schooling, Administrative attachment, Status and Funding, Thesis progress, Foreign languages (highlighted), Display management, Competencies and portfolio, Individual training contract, Documents to be attached, and I finalize the procedure. The main content area is titled "Foreign Languages" and contains the following fields:

- Mother tongue :** A dropdown menu.
- Other languages**: A table with columns "Language" and "Level". It contains three rows for additional languages.
- What is your knowledge level in French? :** A section with two dropdown menus: "Written Expression" and "Oral Expression".
- TOEIC obtained**: Radio buttons for "yes" and "no", followed by a "Passé le Date" field and a "Mark" dropdown.
- TOEFL obtained**: Radio buttons for "yes" and "no", followed by a "Passé le Date" field and a "note" dropdown.
- Other test obtained**: Radio buttons for "oui" and "non".
- SAVE**: A button at the bottom right of the form.

At the top of the page, there is a "Welcome test TEST" message and a note: "Your account number is being created (temporary number: 654275)". The top navigation bar includes links for "Private space", "My profile", "My career", and "Questions". The top right corner features a search bar, a "Logout" button, and a "Contact école doctorale" button.

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 is titled "Dossier académique" and features a navigation bar with "Private space", "My profile", "My career", and "Questions". A "Welcome test TEST" message indicates the account number is being created (temporary number: 654275). The left sidebar lists various sections: 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 (highlighted), and I finalize the procedure. The main content area, titled "Uploading files Area", contains a box for "École Doctorale - Dépôt des pièces justificatives nécessaires à votre demande d'inscription". This box instructs users to upload their academic folder as a PDF file, referencing a list of documents to provide for doctoral registration. It also states that all pieces must be assembled in a single PDF document. A "Browse..." button is present, with the text "No file selected." below it. A "SAVE" button is located at the bottom right of the main content area.

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 includes instructions on how to publish thesis information. It also features 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>.

SAVE

12. Competencies and Portfolio

Réseau Doctorants Docteurs

← → ↺

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

80%

Other Bookmarks

Débuter avec Firefox Getting Started Le Réseau ADUM ED SPI SITE

Civil status

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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-

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'.

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 ...
- References of the safety rules and internal regulations of the research unit or specify specific conditions.

fffff

Integration into the research unit/team – Terms and conditions
Specify: Open Day, scientific animation, workshops, collective responsibilities assigned to the PhD student ...

ddddd

Individual Training Plan
Specify the collective training courses desired, in relation with the skills that need to be developed and with the professional project

Objectives of valorisation for the research work: dissemination, publishing and non-disclosure agreements, intellectual property rights, according to the scope of the doctorate programme.
Please specify :

- Rules on the signing of publications by the research unit
- Form of submission of the articles
- Elements regarding the intellectual property, the diffusion or non-disclosure clauses regarding the doctoral project.

Individual training Plan

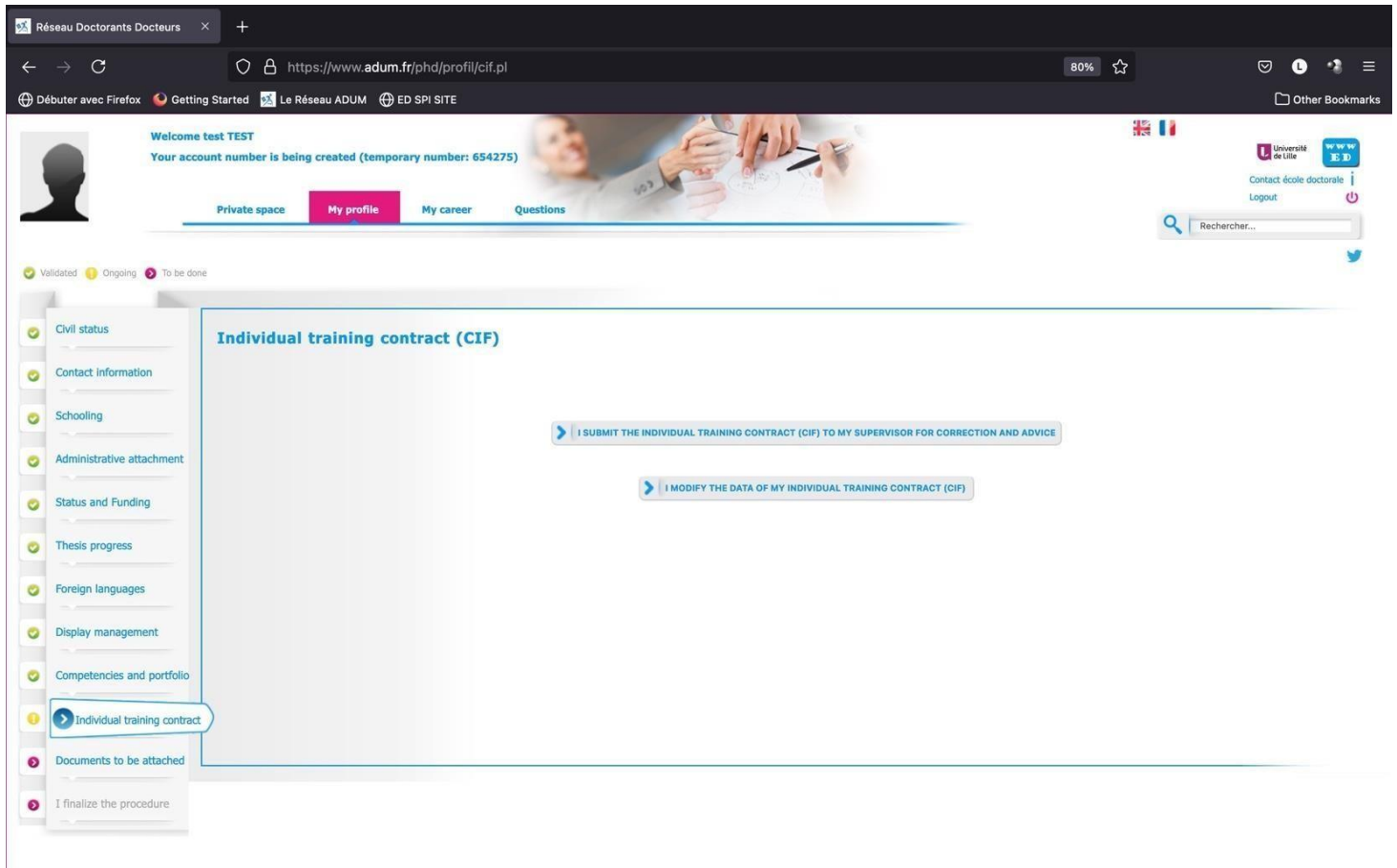
Training courses are listed on ADUM in the form of skill blocks.

To complete this section, **choose at least 3 training courses to be taken in the 1st year** (ethics training is compulsory and should be taken in the 1st year).

The list of **training courses for the 2024-2025 doctoral college** can help you build your training plan.

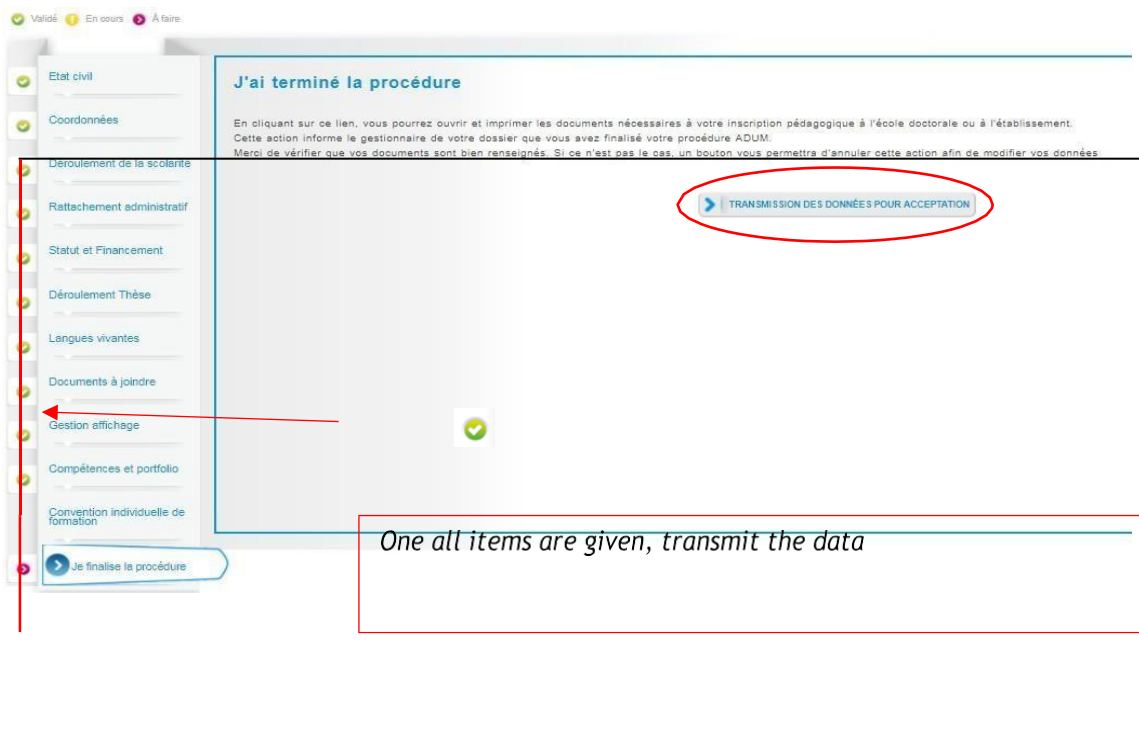
[Link to the full catalog](https://edengsys.univ-lille.fr/fileadmin/user_upload/edengsys/Les_formations_doctorales_professionnelles_24-25.pdf)

https://edengsys.univ-lille.fr/fileadmin/user_upload/edengsys/Les_formations_doctorales_professionnelles_24-25.pdf



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

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

“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 financer 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 €105 contribution for the 2025/2026 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.

