

ED/GS ENGSYS - DEMATERIALIZED PROCEDURE FOR 4TH YEAR AND MORE

Attention: the Individual Thesis Monitoring Committee (CSI) is mandatory for the re-registration in the 4th 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/> by uploading the requested documents for the ED and/or the institution.
- Add in the tab "Parcours individuel de formation" of the convention individuelle de formation (CIF) the training courses followed during the last 3 years and the courses to be done for this additional year if the threshold of doctoral training credits is not reached.
- 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.