

# ED/GS ENGSYS - DEMATERIALIZED REGISTRATION SCHEME 1ST YEAR

## THESIS COTUTELLE

The partnership agreement must be drawn up by the thesis director before any steps are taken at the Graduate School

- Useful information: <https://edengsys.univ-lille.fr/avant-le-doctorat/cotutelle>
- Contact: Ms Céline Saade for Ulille and Ms Thi Nguyen for the other institutions

Once the cotutelle project is validated by the ED, the student can start the steps noted below.

### PhD STUDENT

- Create your ADUM account: <https://www.adum.fr/>
- Submit the academic file (see list of documents to be provided on your ADUM space).
- Enter the information
- Complete the individual training agreement (CIF) in full, 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.
- Finalise the procedure (this is worth signing).

### DOCTORAL SUPERVISOR

- Check the information entered by the doctoral student.
- Modify, if necessary, the individual training agreement (CIF) before validating it.
- Give his/her opinion online on the doctoral student's request for authorization to register.

### CO-SUPERVISOR OF THE THESIS

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

### RESEARCH UNIT DIRECTOR

Give his/her opinion online on the doctoral student's application for registration.

### DOCTORAL SCHOOL SECRETARY

- Check the conformity of the academic file submitted by the doctoral student.
- Stabilise all the information entered and the CIF.
- If necessary, cancel the finalisation and give access back to the doctoral student.
- If ok, validate the verified data and contact the speciality director for validation of the academic file.

### DIRECTOR OF THE SCIENTIFIC DOMAIN

- Examine the doctoral student's academic file and the CIF.
- If the file is not compliant, cancel the finalisation and give the hand back to the doctoral student for modification
- If the file is compliant, give its opinion online on the application for authorisation to register.

### DIRECTOR OF DOCTORAL SCHOOL

Propose the registration of the doctoral student on ADUM.

### ADMINISTRATIVE REGISTRATION AT THE RESPECTIVE INSTITUTION

The ED SECRETARY sends a message to the doctoral student for his/her registration at the institution.