

GS ENGSYS - REGISTRATION DIAGRAM UNIV. OF LILLE

1ST YEAR NORMAL THESIS

Relevant funding: doctoral contract, foreign scholarship, research contract, employee,
- Useful information: <https://edengsys.univ-lille.fr/inscription-en-these-sur-adum/consignes-de-rentree>
- Contact: Ms Céline SAADE (sec-edengsys@univ-lille.fr)
Once the funding has been obtained, the student can begin the procedures 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.

DOCTORAL SUPERVISOR

- Check the information entered by the PhD student.
- Modify, if necessary, the individual training agreement (CIF) before validating it.

DOCTORAL SCHOOL SECRETARY

- Check the conformity of the academic file submitted by the PhD student.
- Stabilise all the information entered and the CIF.
- If necessary, cancel the finalisation and give access to the PhD student for modification.
- If the file is compliant and complete, contact the Director of the Scientific Domain to validate the academic file.

DIRECTOR OF THE SCIENTIFIC DOMAIN

- Examine the PhD student's academic file and the CIF.
- If the file is not compliant, cancel the finalisation and give the hand back to the PhD student for modification
- If the file is compliant, give its opinion online, allowing the PhD student to print the registration documents (authorisation to register, thesis charter and CIF)

PHD STUDENT

- Print, sign and have the thesis director sign the registration documents.
- Send them to the lab secretariat for signature by the lab director and the specialty director, attaching a copy of the funding obtained - except for doctoral contracts.

LAB SECRETARY

- Transmit to the ED secretary the registration documents signed by the lab Director and the Director of the Speciality Domain for approval by the Director of the Doctoral School

DIRECTOR OF THE DOCTORAL SCHOOL

- Sign the documents and propose the registration on ADUM.

ADMINISTRATIVE REGISTRATION AT THE UNIVERSITY OF LILLE

- The ED secretary sends a message to the Phd student for his/her registration at the University.