

GS ENGSYS - REGISTRATION DIAGRAM 2022-2023 UNIV. OF LILLE

1ST YEAR THESIS CIFRE

REQUEST FOR A LETTER OF COMMITMENT FROM THE GRADUATE SCHOOL FOR THE SUBMISSION OF A FILE TO ANRT

- Procedure to be followed: <https://edengsys.univ-lille.fr/avant-le-doctorat/cifre>
 - Contact: Ms Céline Gloanec for Ulille and Ms Thi Nguyen for the other establishments
- If the ANRT accepts the application, the student may take the steps noted below.

PhD STUDENT

- Create your ADUM account: <https://www.adum.fr/>
- Submit the academic file (see the list of documents to be provided on your ADUM space).
- Enter the informations
- 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 process.(this equals your signature)

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.

SPECIALITY DIRECTOR

- 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 THE ED

Propose the registration of the doctoral student on ADUM.

ADMINISTRATIVE REGISTRATION AT THE RESPECTIVE INSTITUTION

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