

# ED/GS ENGSYS - DEMATERIALIZED REGISTRATION SCHEME 2022-2023

## 2ND AND 3RD YEAR

Please note: the individual thesis monitoring committee (CSI) is compulsory for re-registration in the 2nd year or in the 3rd year if the IMC was not carried out in the 2nd year.

- Useful information: <https://edengsys.univ-lille.fr/pendant-le-doctorat/comite-de-suivi-individuel-csi>
- person to contact : the thesis director and/or the speciality director.

Once the CSI report has been filed (by the supervisor or the speciality director) on ADUM, you can start the steps noted below.

### DOCTORANT

- Update your ADUM account: <https://www.adum.fr/>
- Modify the tab "Individual training course" of the individual training agreement (CIF) by noting the training courses followed in the 1st year and those you would like to do in the 2nd (or 3rd) year.
- Save and transmit the CIF via ADUM to the thesis director for validation.
- Finalise the procedure.

### 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 (favourable or unfavourable) on the doctoral student's re-registration request.

### CO-DIRECTOR OF THE THESIS

Give his/her opinion (favourable or unfavourable) on the doctoral student's application for re-registration.

### DIRECTOR OF THE RESEARCH UNIT

Give his/her opinion (favourable or unfavourable) on the doctoral student's application for re-registration.

### 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.

### DOCTORAL SCHOOL SECRETARY

- Check all the information in the doctoral student's ADUM account. If necessary, cancel the finalisation and give access back to the doctoral student for modification.
- Validate the verified data then submit the re-enrolment request to the Director of the Doctoral School for approval.

### 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.