

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

## 4TH YEAR AND ABOVE

Please note: the individual thesis monitoring committee (CSI) is mandatory for re-registration in the 4th 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 report of the CSI has been filed on ADUM by the thesis advisor or the speciality director, you can begin the steps noted below.

### PhD Student

- Update your ADUM account: <https://www.adum.fr/> by depositing 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 credits for doctoral training is not reached.
- 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.
- Gives 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 file and if necessary, cancel the finalisation and give access to the doctoral student for modification.
- Give its opinion (favourable or unfavourable) on the doctoral student's application for re-registration.

### GRADUATE SCHOOL SECRETARY

- Check all the information in the doctoral student's ADUM account.
- 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.