

## Table of contents

<a href="#">Welcome to PhD !</a>	2
<a href="#">What is a doctoral school?</a>	2
<a href="#">What is Université Fédérale Toulouse Midi-Pyrénées?</a>	3
<a href="#">Pedagogic registration and administrative registration</a>	4
<a href="#">Why do you have to pay tuition fees?</a>	4
<a href="#">Registration diagrams by Institution</a>	5
<a href="#">Doctoral Schools of Toulouse</a>	9
<a href="#">Institutions allowed to deliver PhD degree from Toulouse</a>	10
<a href="#">The Different ED groups/ authorised Institutions</a>	11
<a href="#">How to register in a PhD?</a>	12
<a href="#">The pedagogic registration</a>	13
<a href="#">Presential meeting at the Doctoral School:</a>	36
<a href="#">The administrative registration</a>	37
<a href="#">Subsequent registrations in PhD :</a>	39

## Welcome to PhD !

This guide should help you understand how the PhD programme works in France and how to register for the first time and for the subsequent years of PhD.

PhD is a national degree supervised by a **decree from May 25th of 2016, setting the national frame of Education and the terms allowing the national degree delivery.**

PhD's registration must be done according to some precise rules : access modalities, scientific hosting, doctoral training, etc. This decree is extremely important, each doctoral student should acknowledge it because it sets the legal terms of the PhD and give precious information on how to carry out the thesis, its oral presentation, the rights and duties of the doctoral student, international co-tutorship, duties of the different actors of the PhD etc.

<https://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORFTEXT000032587086>

The 25th of May of 2016 decree settled that “the registration in year one of PhD is agreed by the headmaster based on a proposition by the head of doctoral school, after opinion of the thesis director and unit director or the research team about the quality of the project and the terms of its achievement”. That's why this procedure of registration and re-registration is particularly complex and long compared to other academic registration such as Licence and Master.



Thus, the doctoral student is linked to a Doctoral School (ED), a research unit (research lab) and higher education institution allowed to accredit the national diploma of PhD. The doctoral student is linked twice: scientifically to a ED and a research lab, and administratively to an institution.

## What is a doctoral school?

Doctoral schools (or Ecole doctorale – ED – in French) are “under responsibility of institutions allowed to deliver the PhD, they organise the students' training and prepare them to their professional activity at the end of their doctoral training”. The ED checks that the scientific, financial and supply conditions are met in order to ensure good progress of the student's research work and preparation of thesis.

An ED's tasks are multiple and defined by the third article of the decree:

- Establishment of an admission policy therein, founded on explicit and public criteria
- Organisation of scientific exchange between PhD students and the science community; proposition of interdisciplinary training
- Manages that each student receives a training about research ethics and scientific integrity
- Ensures a quality approach of the training by putting in place committees of individual monitoring of the student and offer a training or specific support to the the PhD student's pedagogical team
- Defines and settles support arrangements for the pursuit of the professional path after obtention of the diploma in both private and public sectors
- Contributes to an international and european window, with cooperation actions conducted by higher education institutions or foreign research centers

The ED is composed by a managerial staff and an executive team.

### **The managerial staff :**

Manager operators have to check each application for registration and re-registration in thesis, to welcome doctoral students, to organize their training, etc. They are your contact-person, that are essential to the good progression of the thesis, you will have several encounter with them: checking and controlling elements linked to the thesis, its funding, the welcoming in scientific structures, etc.

### **The executive team :**

The team is generally composed of a director and a co-director, or deputy director. The executive staff is also responsible for the overall DS' functioning. Each member is precisely in charge of relationships with other institutions and the individual monitoring of each doctoral student registered within its DS. This executive team has the major task regarding candidates to thesis, which is to suggest the registration to the head of institution. Their nomination is defined by the 25th, May of 2016 decree. They are essential actors that watch the doctoral students throughout their thesis.

### **The ED council :**

The ED council advise the executive in its scientific policy and activity. It mostly intervenes in examining thesis applications, it is in charge for adapting the action programme within the doctoral school. It deals, through its deliberations, with the doctoral school's business.

In other words, the ED constitutes, for the students, a privileged body that monitors its students during their thesis, and that continues monitoring their professional insertion once they become doctors.

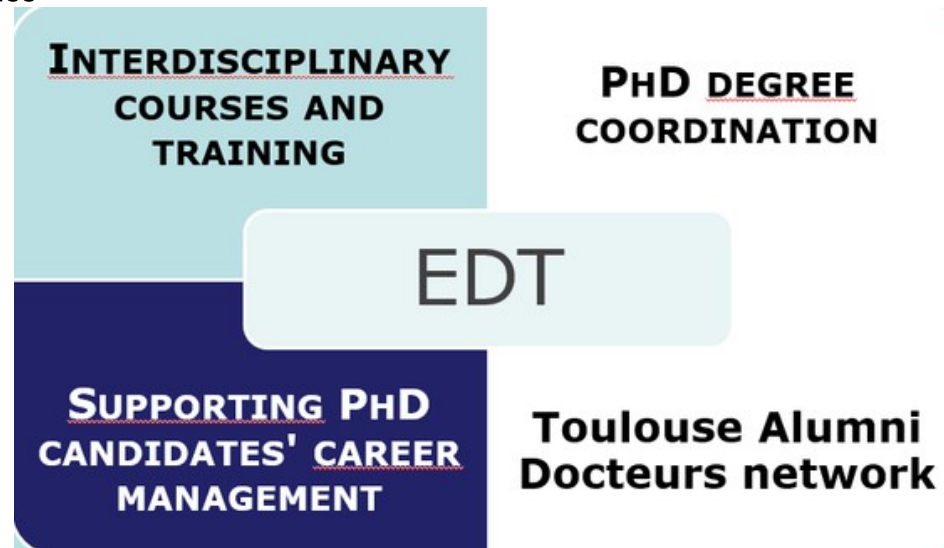
## **What is Université Fédérale Toulouse Midi-Pyrénées?**

The Université Fédérale Toulouse Midi-Pyrénées is a Community of universities and institutions (ComUE) accord to a law concerning higher education dating from July, the 22nd of 2013. It groups institutions of higher education and research along with research bodies located in what used to be called the Midi-Pyrénées region. it enables, at a territory level, to mutualize some services and jurisdictions but also to offer student-specific services (Welcome Desk, Toul'Box, etc.)

To this end, for the PhD, the **Ecole des docteurs de Toulouse** (EDT) is the doctoral college for the territory of Toulouse, it mutualises, for the doctoral schools of Toulouse, a relevant amount of training opportunities destined to the students, including the mandatory training about science ethics and integrity that was planned in the May, 25 of 2016 decree. This service is, among other things, in charge of the PhD observatory, of the Alumni platform (network of doctors), and of Doctoriales' event (held by Pole Emploi), or even events about employment such as Apro'doc. It manages the following actions :

- **transversal doctoral trainings**, catalog available [here](#),
- support for doctoral students in their **professional project and their career pursuit** ([Observatoire du Doctorat](#) and [Toulouse Alumni Doctors network](#)),
- **links with socioeconomic and cultural sectors**,
- **promotion of the Doctorate degree** from the Université de Toulouse,

- national and international influence



Three email addresses to contact us :

[docteur-metier@univ-toulouse.fr](mailto:docteur-metier@univ-toulouse.fr) regarding the trainings

[alumni.docteurs@univ-toulouse.fr](mailto:alumni.docteurs@univ-toulouse.fr) regarding the network

[ecoledesdocteurs@univ-toulouse.fr](mailto:ecoledesdocteurs@univ-toulouse.fr) for everything else

## Pedagogic registration and administrative registration

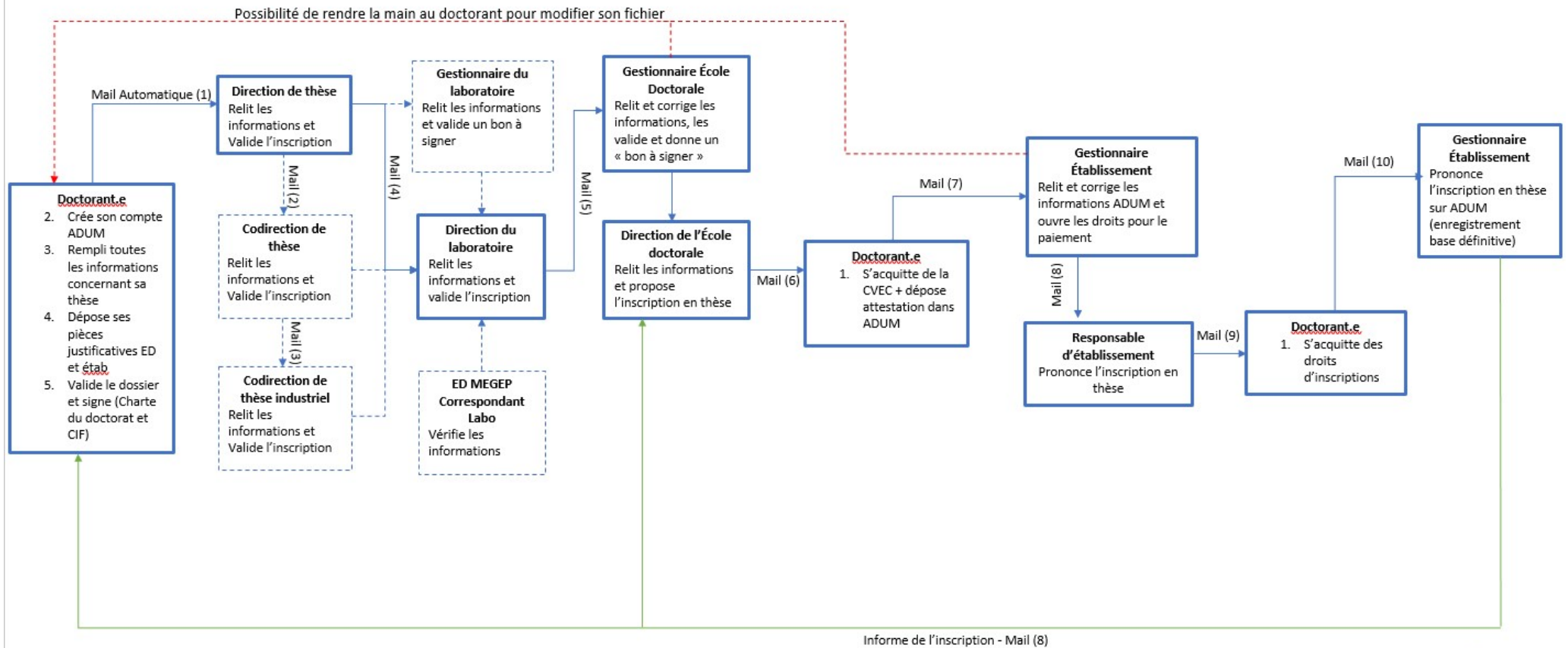
The PhD registration is done in two parts: the **pedagogic** and the **administrative** one. The doctoral school is in charge of the pedagogic registration, that is to say that it is within these services that will be assessed the scientific quality of your research project and most of all, the adequacy of your profile with this project. Once your case has been “approved” by the doctoral school, **you are not actually registered yet!** Your registration file then has to be examined by the scholar service of your institution of attachment (**administrative** registration), in other words you have to provide more supporting documents to your registration et respect obligations such as paying tuitions fees of the Student and Campus Life Contribution (CVEC), unless you are exempted from it.

## Why do you have to pay tuition fees?

Tuition fees are defined at a national level by decree. You have to pay them in order to finish your registration in an institution of higher education and research. You will then have access to a ranges of services paid by the university (libraries, trainings, etc.). You can be exonerated from paying tuition fees depending on your funding, status and date of thesis defence.

# Registration diagrams by Institution

Étude Doctorale Toulouse - Procédure inscription-réinscription pour les établissements – ISAE-SUPAERO, INSA Toulouse, IMT Mines Albi et ENAC

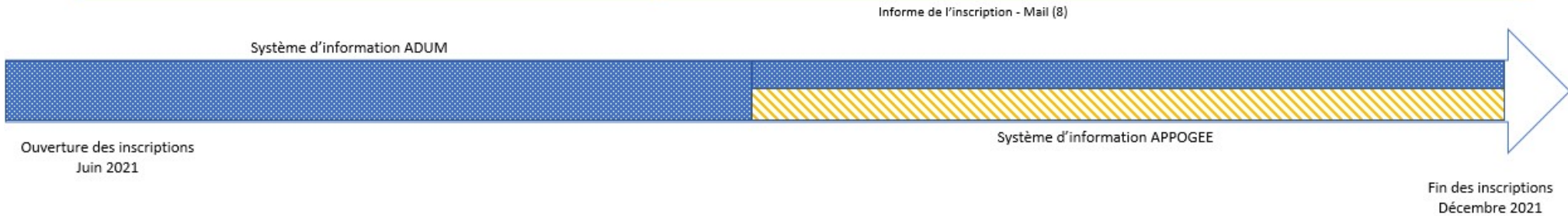
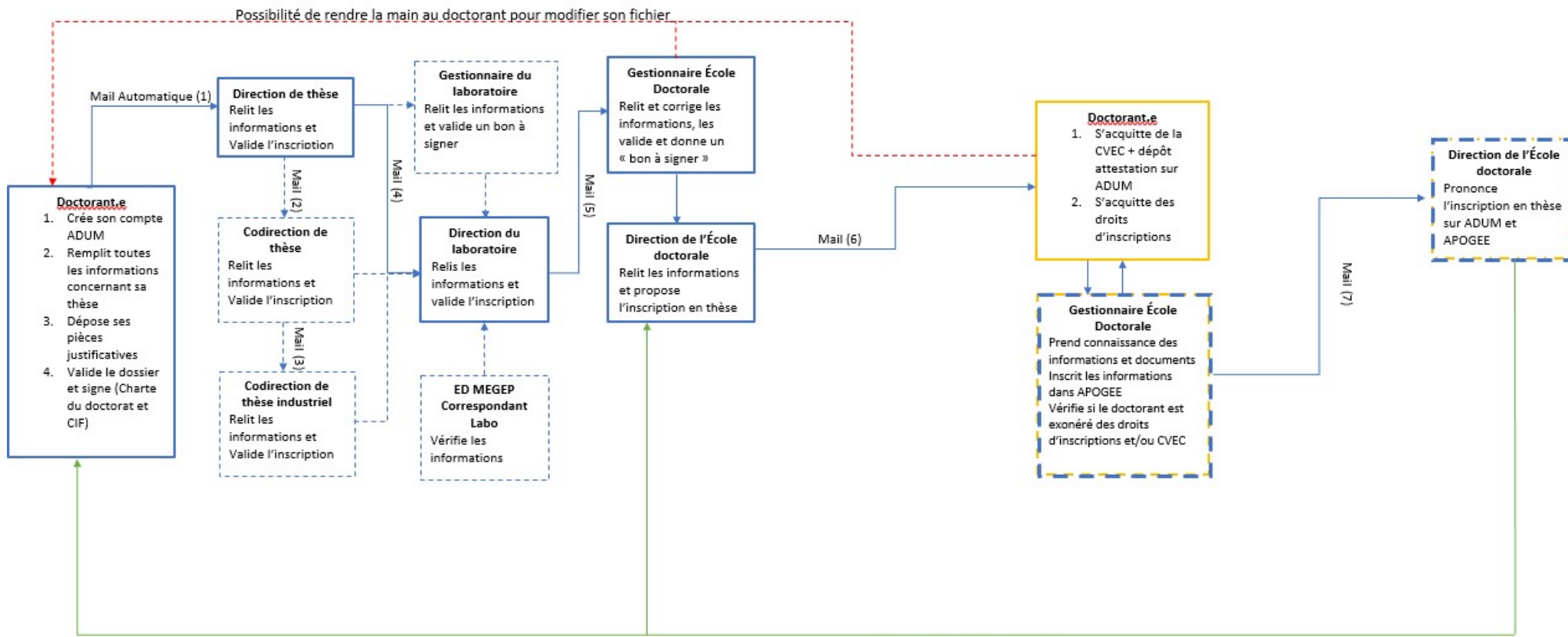


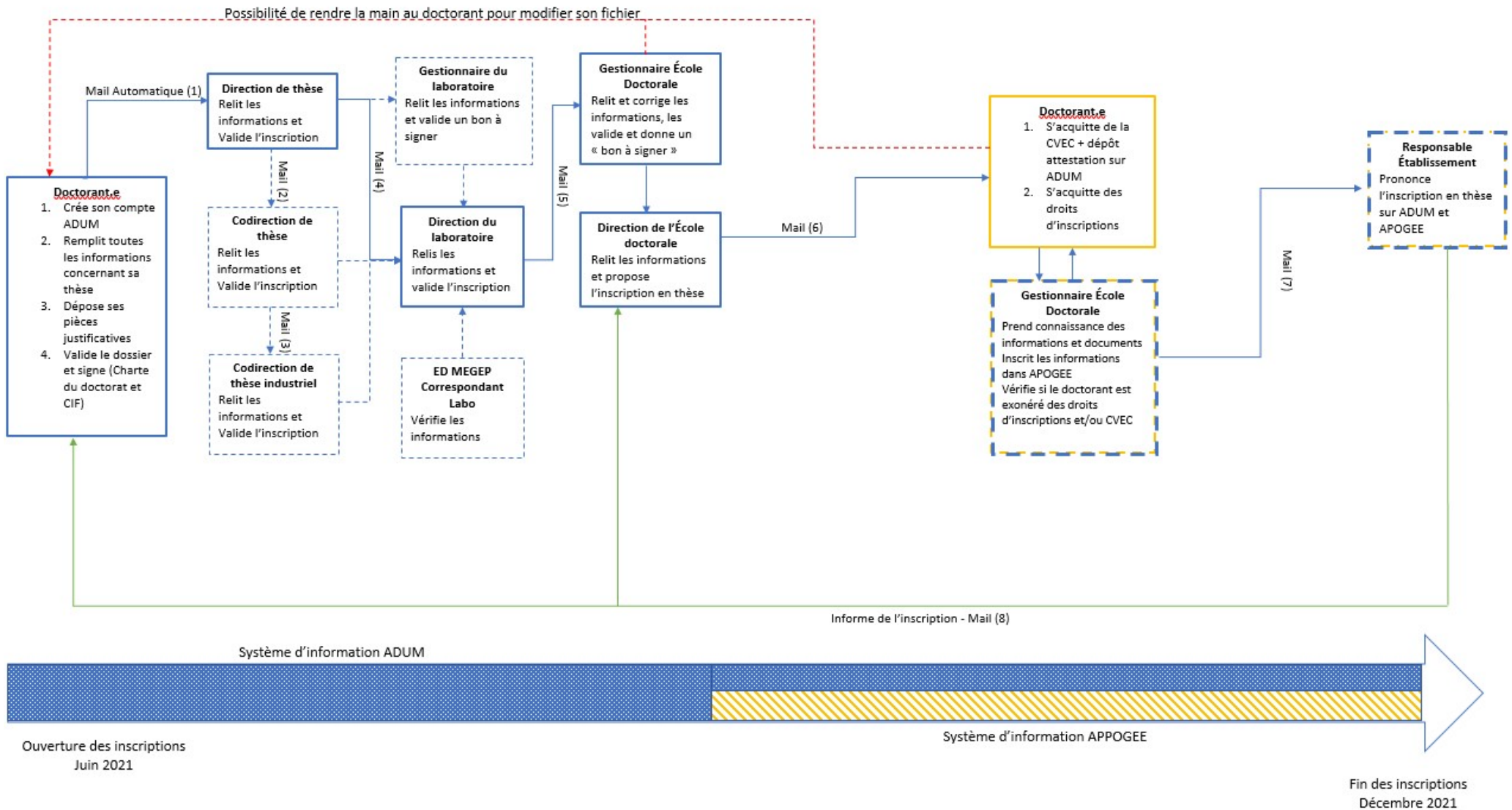
Système d'information ADUM

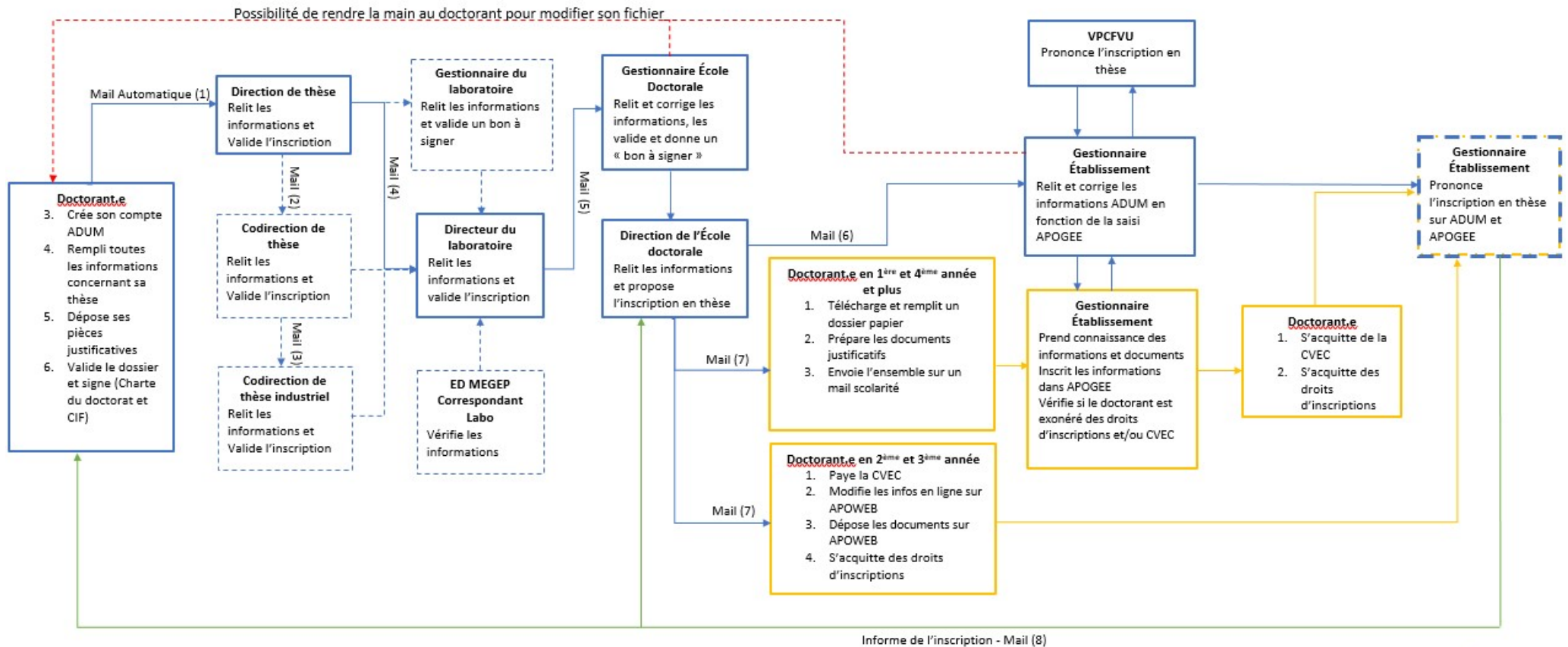
Ouverture des inscriptions  
Jun 2021.

Inscription en continue  
toute l'année universitaire

# Étude Doctorale Toulouse - Procédure inscription-réinscription – Université Toulouse 1 Capitole







Ouverture des inscriptions  
Juin 2021

Système d'information APOGEE

Fin des inscriptions  
Décembre 2021



## Doctoral Schools of Toulouse



**AA** – Aéronautique,  
Astronautique  
Matricule ADUM : 225



**ALLPHA** – Art, Lettres,  
Langues, Philosophie,  
Communication  
Matricule ADUM : 223



**BSB** – Biologie, Santé,  
Biotechnologies  
Matricule ADUM : 89



**CLESCO** – Comportement,  
Langage, Education,  
Socialisation, Cognition  
Matricule ADUM : 80



**ED DSP** – Droit et Science Politique  
Matricule ADUM : 220



**EDSYS** – Systèmes  
Matricule ADUM : 218



**GEET** – Génie Electrique  
Electronique et  
Télécommunications : du  
système au nanosystème  
Matricule ADUM : 48



**MEGEP** – Mécanique,  
Energétique, Génie civil,  
Procédés  
Matricule ADUM : 177



**EDMITT** – Ecole Doctorale  
Mathématiques, Informatique  
et Télécommunications de  
Toulouse  
Matricule ADUM : 193



**SEVAB** – Sciences Ecologiques,  
Vétérinaires, Agronomiques et  
Bioingenieries  
Matricule ADUM : 108



**SDM** – SCIENCES DE LA  
MATIERE  
Matricule ADUM : 163



**SDU2E** – Sciences de  
l'Univers, de l'Environnement et  
de l'Espace  
Matricule ADUM : 178



**TESC** – Temps, Espaces,  
Sociétés, Cultures  
Matricule ADUM : 222



**TSE** – Toulouse Sciences  
Economiques  
Matricule ADUM : 221



**TSM** – Toulouse School of  
Management. Matricule ADUM : 226

Institutions allowed to deliver PhD degree from Toulouse



**Université Toulouse 1 Capitole**  
Matricule ADUM : 245



**Université Toulouse – Jean Jaurès**  
Matricule ADUM : 246



**Université Toulouse III – Paul Sabatier**  
Matricule ADUM : 14



**Institut National des Sciences Appliquées de Toulouse**  
Matricule ADUM : 241



**Toulouse Institut National Polytechnique**  
Matricule ADUM : 65



**Institut Supérieur de l'Aéronautique et de l'Espace**  
Matricule ADUM : 261



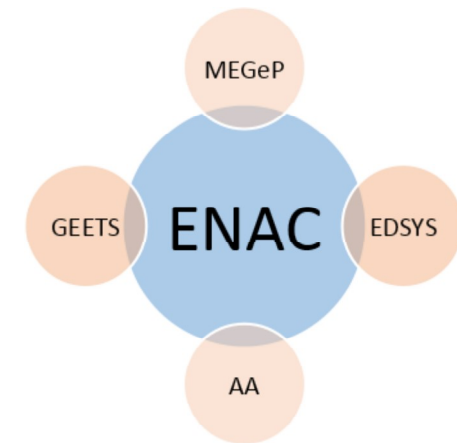
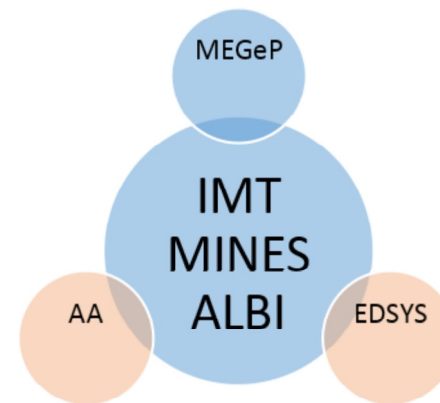
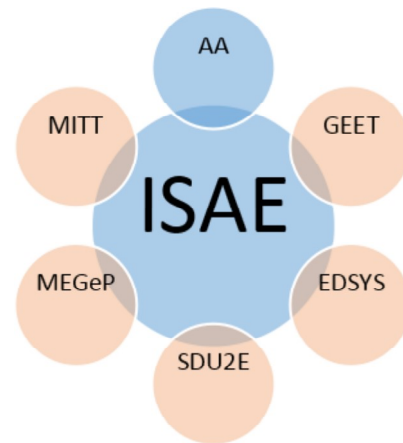
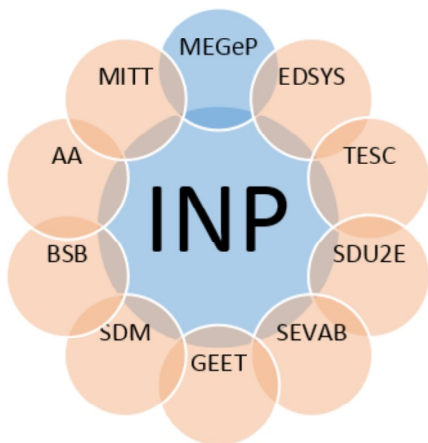
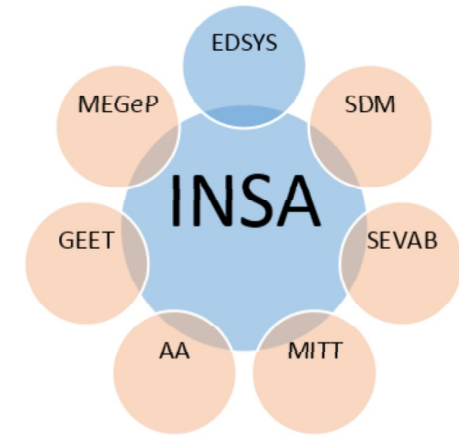
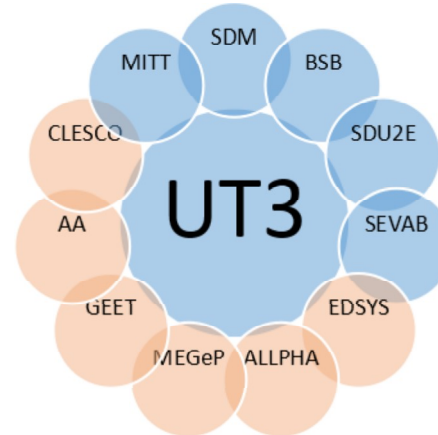
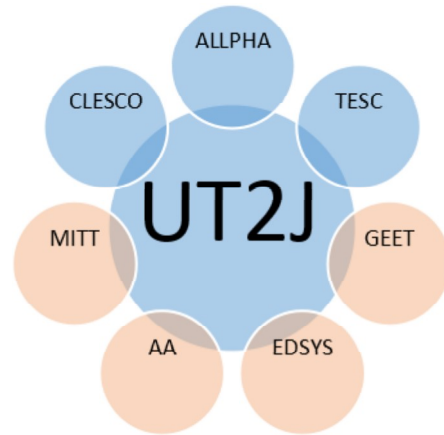
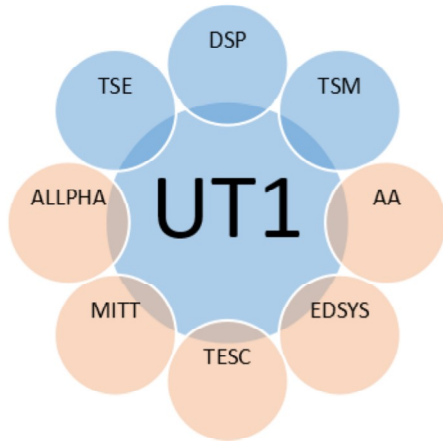
**Ecole nationale supérieure des mines d'Albi-Carmaux**  
Matricule ADUM : 102



**Ecole Nationale d'Aviation Civile**  
Matricule ADUM : NC

## The Different ED groups/ authorised Institutions

The ED in blue are attached to the institution in blue.  
In orangey are the ED co-allowed to deliver a PhD diploma.



## How to register in a PhD?

The Doctoral schools, the Institutions and The Ecole des docteurs, use the software package ADUM for the complete management of the PhD: applications, registrations, re-registrations, thesis defences and trainings of the doctoral students.

### What is ADUM or *Unique and Mutualised Access to PhD?*

ADUM was initially (1999) an associative project created by young doctors from Montpellier that wanted to create a directory of doctors and doctoral students. Its first aim was to create a network for doctors and doctoral students within a same doctoral school to meet, which represents a significant gateway to employment. The aim was also to enable an enhancement and a better exposure to skill profiles of the graduates.

ADUM is a collaborative system of information, management and communication destined to all actors of the PhD:

- The doctoral schools
- The institutions of higher education
- The doctoral colleges
- The research units
- The thesis directors
- The libraries
- The doctoral students - to be able to register and re-register to Phds and trainings
- The doctors - to be able to have access to a network for job hunting

It is a network and common tool that adapts specifically to the needs of all these actors and that enables them to mutualise means and information.

As of the beginning of the academic year 2020-2021, registrations and re-registrations in Phd will be completely digital. A paper document that has to be signed by several persons is no longer needed! the complete steps of registration/ re-registration will occur on ADUM. Furthermore, ADUM is bilingual French/ English, you thus can chose the language you are most comfortable with.

### **This is the procedure to follow :**


You have to create a personal account on ADUM, this account will be useful for the whole duration of your PhD and even after if you wish it. This account will enable you to:

- Register and re-register in a PhD in Toulouse
- Store data describing your progress in the PhD and organize the monitoring of you research work
- Refer to the list of offered trainings and register to them
- Gain a portfolio of experiences and skills in which elements useful for filling a resume are transcribed
- Have access and receive information about the PhD such as: news from the doctoral school, the institution, defence/ oral examination ads, etc.

When you become a doctor, you can keep your personal account on ADUM in order to use it as a network, moreover, job offers are published on the platform.

## The pedagogic registration

### 1. Creation of an ADUM account on <https://doctorat.univ-toulouse.fr>

 <p><b>DOCTORAT TOULOUSE</b></p> <p>FAIRE UN DOCTORAT</p> <hr/> <h1>ESPACE PERSONNEL</h1> <p>Ce site est optimisé pour Google Chrome, Mozilla Firefox et Safari. Merci d'utiliser un de ces navigateurs</p> <p><i>Vous entrez dans une zone réservée</i></p> <p>Votre adresse email :</p> <input data-bbox="114 775 797 834" type="text"/> <p>Mot de passe :</p> <input data-bbox="114 900 797 959" type="password"/> <p><a href="#">SE CONNECTER</a></p> <p><a href="#">J'ai oublié mon mot de passe</a></p> <hr/> <p><a href="#">CRÉER UN COMPTE</a></p> <p><a href="#">CREATE AN ACCOUNT</a></p> <hr/>	<p>You have to create a personal account only once, for your first registration in PhD. For the subsequent years of registration you will just have to connect to your account already created.</p>
--	---

## What do you want to do?

I wish to enroll for ° year of PhD studies

I wish to defend my PhD defense on this date:  (no more than 3 months from now)

I defended my PhD thesis on this date:

---

### University administrative area

\*

### University you register at

\*

### Doctoral School

\*

### Doctorate speciality

\*

### Scientific area

\*

CNU Section

[▶ CREATE MY PROFILE](#)

## 2. You have to fill out a certain amount of mandatory forms :

The information that are compulsory to provide are marked with a red asterisk, you can of course add the information you find useful to provide. Your registration is held within a series of subsequent steps that you have to fill out precisely.

✔ Validated    ⚠ Ongoing    ➡ To be done

Once a step is saved, it will appear in green and you can move on to the next one.

The screenshot shows a web interface for a 'Civil status' form. On the left is a vertical sidebar with a list of steps: 'Civil status' (highlighted in green with a right-pointing arrow), 'Contact information', 'Schooling', 'Administrative attachment', 'Status and Funding', 'Thesis progress', 'Foreign languages', 'Individual training contract', 'Display management', and 'Competencies and portfolio'. The main content area is titled 'Civil status' and contains several input fields. Fields for 'Last name', 'First name', 'third name', 'Date of birth', 'Country of birth', 'City of birth', 'Nationality', 'Socio-professional category of parent 1', and 'Socio-professional category of parent 2' are marked with a red asterisk (\*). Fields for 'Usual name', 'Middle name', and 'Usual first name' are marked with a blue 'i' icon. A blue callout box highlights the 'Civil status' step in the sidebar. A white box with a black border contains the following text: 'Caution: for non-French people who's having a double nationality EU/ outside EU, we recommand you to use your European one for thesis taking place in Areas with restrictive regime (ZRR).'

Gender  
 \* Woman  \* Man

Family status

**i** National Identifying Student Number (INE)

**i** Student Card Number

**>** SAVE

- >** Civil status
- >** **Contact information**
- >** Schooling
- >** Administrative attachment
- >** Status and Funding
- >** Thesis progress
- >** Foreign languages

## Contact information

Cell phone

**i** Main e-mail address (ADUM login ID)  \*

Secondary email address

Personal website

ORCID identifier **i**

HAL identifier (IdHAL) **i**

LinkedIn account

Twitter account

Researchgate account **i**

It is important to give your personal mobile phone number in order to facilitate your exchanges with your doctoral school and the scholar service.

The email address you are providing must be your main address, it will be your log-in on ADUM, you will receive communications regarding your thesis on this same address.



### Current address

Country \*

Postcode \*

City \*

number, street ... \*

Home phone

### Permanent family address

Country

Postcode

City

number, street ...

Home phone



It can also be  
your parents'),  
communication

Civil status  
 Contact information  
 **Schooling**  
 Administrative attachment  
 Status and Funding  
 Thesis progress  
 Foreign languages  
 Individual training contract  
 Display management

## Diploma allowing access to PhD studies

Country

City

University  \*

Type of diploma  \*

Name, Title  \*

Speciality  \*

Parcours

Obtaining   \*

Mark or grade of the Master thesis  Mention

Rank

It is your Master degree (or equivalent for diplomas obtained abroad), for French diplomas.

## History of schooling

Do you hold the Agregation degree?  yes  no

Are you engineer?  yes  no

Year of your first enrollment in a french Higher Education institution  \*

You then have to add all the diplomas you obtained since you high school diploma. Examples: Engineer diploma, bachelor degree, etc.

Indicate all your diplomas, from the baccalauréat until the last diploma **before the diploma allowing access to PhD studies**.

✓ Baccalauréat

Add

You then have to add all the diplomas you obtained since you high school diploma. Examples: Engineer diploma, bachelor degree, etc.

n°1

Title of the diploma

Baccalauréat \*

Speciality

School

City

Country

Obtaining month

Year

\*

Mark or Grade

Rank or Grade

on

Mention



- Civil status
- Contact information
- Schooling
- Administrative attachment**
- Status and Funding
- Thesis progress
- Foreign languages
- Individual training contract
- Display management
- Competencies and portfolio
- I finalize the procedure

## Administrative attachment

For the academic year 2019-2020 this is your <sup>o</sup> registration for PhD Thesis

**Cotutelle Doctoral Program:**  non  yes planned  yes ongoing  yes established

Date of your 1st registration for PhD thesis:  \*

Date of entry at the University:  \*

Professional situation in the moment of your 1st registration for PhD thesis

### University administrative area

\*

### University you register at

\*

### Doctoral Shool

\*

### Doctorate speciality

\*

### Scientific area












\*

 Training  \* initial  \* ongoing

### Diffusion of your Thesis

Consult the information note -> ["This information note is intended for the PhD students - RGPD authorisation for data transfer"](#)

 SAVE

-  Civil status
-  Contact information
-  Schooling
-  Administrative attachment
-   Status and Funding
-  Thesis progress
-  Foreign languages
-  Individual training contract
-  Display management
-  Competencies and portfolio

## Funding

### Statut

Fraction of working time dedicated to preparing the PhD thesis (as a fraction of a full-time work):  \* full  \* partial

Status:

- \* remuneration dedicated to the preparation of the doctorate
- \* remuneration not dedicated to the preparation of the doctorate

### Funding

Funding Type  \* 

Type of Work Contract  \*

Employer  \*

Funding source  \*

Funding from  \* to  \*

If you have several fundings, you have to fill them out by adding a new funding.

 Add a new funding

 SAVE

**Thesis progress**

Caution! These data will be published on the Internet: <http://www.theses.fr/> ⓘ

Thesis title in French

Thesis title in English

Keywords in French

1 -  \* 2 -  \*

3 -  \* 4 -

5 -  6 -

**Thesis progress**

- Civil status
- Contact information
- Schooling
- Administrative attachment
- Status and Funding
- Thesis progress**
- Foreign languages
- Individual training contract

Keywords in English

1 -  \* 2 -  \*

3 -  \* 4 -

5 -  6 -

With the scrollable menu, you have to select you research lab of attachment for the thesis.

Research Unit

\*

Specify the title of the research unit

\*


URL

Secondary Research Unit: Name Type N°, url


## You have to fill out the names of the persons supervising you during your thesis:

<b>THESIS SUPERVISION</b>	
<p><b>Information:</b> From the 3rd typed letter, a search is carried out on <b>all the people listed in the base that can</b> meet the criteria of the moments.</p> <p>If the name of your supervisor has only 3 letters, add a space and then enter the first letter of the first name.</p> <p><b>Thesis Director</b> </p> <p>Choose a supervisor in the list below (HDR required)</p> <p><input type="text" value="GARNIER Florent"/>   *</p> <p>Percentage of time <input type="text" value="100"/> </p>	<p>The names of the thesis director is available in a scrollable menu, you just have to select it on the list.</p> <p>Regarding the co-director, there a several possibilities:</p> <ul style="list-style-type: none"> <li>- You find them on the scrollable list</li> <li>- They are not on the list: you have to enter their surname and name manually (or their ADUM serial number if you know it), pay close attention to the spelling</li> </ul>
<p><b>Codirecteur (if one exists)</b> </p> <p><input type="text" value="Choisissez une valeur"/></p> <p>Percentage of time <input type="text"/> </p>	<p>Caution!</p>
<p><b>Codirecteur (if one exists)</b></p> <p>Choisir un co-directeur ou une co-directrice dans la liste ci-dessous (DOCTORAT Obligatoire). Ce type de co-direction n'existe que dans des cas particuliers (CIFRE, contrats de recherche, etc)</p> <p><input type="text" value="Choisissez une valeur"/></p> <p>Percentage of time <input type="text"/> </p>	<p>The thesis director and co-director are responsible for the good progress of the thesis with respect to the university and ED, they ensure the scientific monitoring of the thesis together.</p>
<p><b>Industrial Collaboration</b> <input type="radio"/> no <input type="radio"/> yes established <input checked="" type="radio"/> yes scheduled</p>	<p>If so, you have to select whether you thesis will be held within an industrial collaboration or not, and if yes you have to precise if it is established or in progress.</p> <p>The industrial collab creates a special case with a 3rd co-director.</p>



Caution! These data will be published on the Internet: <http://www.theses.fr/> 

**Summary of the thesis project in French**



**Summary of the thesis project in English**



In this summary, you have to be careful not to reveal any confidential information. These elements are public and published on thèses.fr. These information are required and their publication enables to to have an overview on the state of research in France and protect your thesis subject. This way, no one will be able to choose the same elements as yours for their thesis.

Before the thesis, checking out thèses.fr will allow you to define your project thesis acknowledging what has already be done or not.

For a better exposure of your thesis, this summary must be written in English.

- [Civil status](#)
- [Contact information](#)
- [Schooling](#)
- [Administrative attachment](#)
- [Status and Funding](#)
- [Thesis progress](#)
- [Foreign languages](#)**
- [Individual training contract](#)
- [Display management](#)
- [Competencies and portfolio](#)
- [I finalize the procedure](#)

## Foreign Languages

Renseigner Obligatoirement la langue anglaise

Mother tongue :  \*

**Other languages**

	Language	Level
1-	<input type="text"/>	<input type="text"/>
2-	<input type="text"/>	<input type="text"/>
3-	<input type="text"/>	<input type="text"/>

What is your knowledge level in French? ?

Written Expression  (Please select a value)

Oral Expression  (Please select a value)

**TOEIC obtained**  yes  no - Passé le Date  Mark

**TOEFL obtained**  yes  no - Passé le Date  note :

**Other test obtained**  oui  non

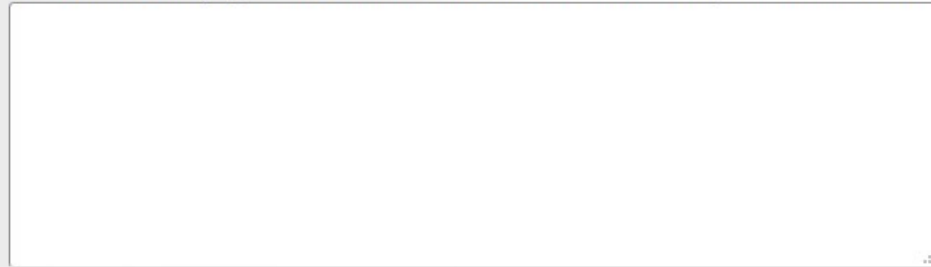
- ✓ Thesis progress
- ✓ Foreign languages
- ! > Individual training contract
- ✓ Display management
- Competencies and portfolio
- I finalize the procedure

**DO NOT FORGET TO CLICK ON THE "SAVE" BUTTON BEFORE LEAVING THIS PAGE. Otherwise, the new information you have entered will be lost.**

#### **Estimated Schedule for the Research Work**

Specify the provisional deadlines for the main steps of the doctoral project up until the defence.

- Expected duration (3 years full-time work, between 3 and 6 years of part-time work)
- Schedule of the stays in the different countries in case of a joint-supervision international thesis.
- Time distribution between academical laboratories and non-academical research facilities (Cifre or thesis done in partnership with a company)
- Deliverables and project milestones in the case of contracts for partner-oriented research.



#### **Mode of the supervision and follow-up of the doctorant's training and research progress**

Specify:

- Means and methods available in the research unit to reach completion of the project
- Funding of the missions, training, participations to congresses ...
- References of the safety rules and internal regulations of the research unit or specify specific conditions.

- Civil status
- Contact information
- Schooling
- Administrative attachment
- Status and Funding
- Thesis progress
- Foreign languages
- Individual training contract
- Display management
- Competencies and portfolio**
- I finalize the procedure

## Competencies and portfolio

Your profile will be accessible to recruiters and the research community, so consider updating your profile regularly to keep it up-to-date.

Did you teach? (university, number of hours)

Are you looking for a job ?  no  yes

### Professional project \*

- Teacher/researcher, higher education teaching personnel
- Researcher within an academic field
- Researcher within a company, R&D in the private sector
- Steering research and innovation, managing innovative projects, steering innovative structures
- Work relating to research assistance and support, innovation and promotion, developing innovative Spin-Offs and Start-Ups
- Expertise, studies and counselling within organisations, cabinets or companies providing intellectual services, scientific, prospective or strategic expertise
- Entrepreneur within innovative fields
- Scientific mediation, scientific communication and journalism, scientific edition, international relations
- Other

Technical skills

Transverse skills

Missions of scientific culture

*Indicate the the number of hours, the target audience and the institution/unit which organizes each mission*

Extra-professional interest areas

Living Abroad

1-

2-

PROFESSIONAL EXPERIENCES OR INTERNSHIPS

	Object of the work experience or internship
<p>-1-</p> <p><b>Function &amp; mission, status or contract:</b></p> <input type="text"/>	<input type="text"/>
<p><b>Company or establishment:</b></p> <input type="text"/>	
<p><b>City, Country:</b> <input type="text"/></p>	<input type="text"/>
<p><b>Duration (in weeks):</b> <input type="text"/></p>	
<p><b>Year:</b> <input type="text"/></p>	<input type="text"/>
<p>-2-</p> <p><b>Function &amp; mission, status or contract:</b></p> <input type="text"/>	
<p><b>Company or establishment:</b></p> <input type="text"/>	
<p><b>City, Country:</b> <input type="text"/></p>	
<p><b>Duration (in weeks):</b> <input type="text"/></p>	
<p><b>Year:</b> <input type="text"/></p>	

Careful ! Please mention at this point step only concerns doctoral students with International Cosupervision of Thesis (Cotutelle internationale) or an Industrial Convention (Collaboration industrielle)

**Cotutelle internationale de thèse [Établie]**

Période de validité de la cotutelle : date de début :  date de fin :

Pays de la cotutelle  \*

Etablissement partenaire de la cotutelle de thèse  \*

Chef d'établissement : titre + prénom + nom  \*

Adresse du siège social de l'institution partenaire  \*

Ville  \*

Organisation de la cotutelle (descriptif, planning des séjours)  \*

Etablissement de la soutenance :  \*

**Menu (à gauche) :**


- Etat civil
- Coordonnées
- Déroulement de la scolarité
- Rattachement administratif
- Statut et Financement
- Déroulement Doctorat
- Cotutelle**
- Collaboration industrielle
- Langues vivantes
- Gestion affichage

   Cotutelle

 Collaboration industrielle

 Langues vivantes

 Gestion affichage

 Compétences et portfolio

 Je finalise la procédure

Ville  \*

Organisation de la cotutelle (descriptif, planning des séjours)  
 \*

Etablissement de la soutenance :  \*

**Propriété intellectuelle et confidentialité**

--> Recherche pouvant déboucher sur un titre de propriété intellectuelle  oui  non

--> Recherche nécessitant une attention particulière à la confidentialité  oui  non

**Service en charge de l'établissement et du suivi de la cotutelle au sein de l'institution partenaire**

Nom du service  \*

Nom de la personne responsable des cotutelles  \*

Adresse postale  \*

Email  \*

**Collaboration Industrielle**

Société  \*

Référent :

Nom  Prénom

email

Adresse

Code Postal  Ville

Pays

Descriptif

Etat civil

Coordonnées

Déroulement de la scolarité

Rattachement administratif

Statut et Financement

Déroulement Doctorat

**Collaboration industrielle**

Langues vivantes

Gestion affichage



- ✓ Civil status
- ✓ Contact information
- ✓ Schooling
- ✓ Administrative attachment
- ✓ Status and Funding
- ✓ Thesis progress
- ✓ Foreign languages
- ! Documents to be attached**
- Individual training contract
- ✓ Display management
- ✓ Competencies and portfolio
- I finalize the procedure

## Uploading files Area

### My photo

Parcourir... Aucun fichier sélectionné.

### Établissement - Dépôt des pièces justificatives nécessaires à votre demande d'inscription

Liste des pièces justificatives

**Vous devez rassembler tous les documents en 1 seul document PDF.**

Parcourir... Aucun fichier sélectionné.

### École Doctorale - Dépôt des pièces justificatives nécessaires à votre demande d'inscription

Liste des pièces justificatives

**Vous devez rassembler tous les documents en 1 seul document PDF.**

Parcourir... Aucun fichier sélectionné.

Here, you have to upload two different PDF documents according to a precise list of documents. They are supporting documents necessary for your administrative and pedagogic registration

One of these PDFs will be sent to your doctoral school and the other one will be sent to the scholar service. Please upload the PDFs in the order indicated on the list


If needed, you will find on the Internet some tutorials helping you create a unique PDF from different documents.



**Nombre minimum obligatoire de membres à déclarer dans le comité : 2**

**Membre 1**

Sélectionnez le nom du membre dans la liste ci-dessous ou sélectionnez 'Autre' si vous ne trouvez pas le nom désiré.

 (Veuillez sélectionner un... ▼)


**Membre 2**

Sélectionnez le nom du membre dans la liste ci-dessous ou sélectionnez 'Autre' si vous ne trouvez pas le nom désiré.

 (Veuillez sélectionner un... ▼)


**Membre 3**

Sélectionnez le nom du membre dans la liste ci-dessous ou sélectionnez 'Autre' si vous ne trouvez pas le nom désiré.

 (Veuillez sélectionner un... ▼)

**Membre 4**

Sélectionnez le nom du membre dans la liste ci-dessous ou sélectionnez 'Autre' si vous ne trouvez pas le nom désiré.

 (Veuillez sélectionner un... ▼)

**Membre 5**

Sélectionnez le nom du membre dans la liste ci-dessous ou sélectionnez 'Autre' si vous ne trouvez pas le nom désiré.

 (Veuillez sélectionner un... ▼)

 SAUVEGARDER



## Convention individuelle de formation

**TOUS LES CHAMPS DE CE FORMULAIRE SONT OBLIGATOIRES**

**PENSEZ À SAUVEGARDER LA PAGE, sinon les données que vous avez entrées ne seront pas enregistrées.**

### Calendrier du projet de recherche

Préciser les échéances prévisionnelles des étapes principales du projet doctoral jusqu'à la soutenance

- Année 1
- Année 2
- Année 3
- Au-delà éventuellement

#### Modalités d'encadrement, de suivi de la formation et d'avancement des recherches de la thèse

Préciser :

- les modalités décidées par l'Ecole doctorale pour le comité individuel de formation
- les prérequis spécifiques pour la soutenance (publications, heures ou ECTS de formation...) ou renvoyer à un règlement intérieur ED

#### Conditions matérielles de réalisation du projet de recherche, le cas échéant, les conditions de sécurité spécifiques

Préciser :

- Moyens et méthodes disponibles dans l'unité de recherche pour mener à bien le projet
- Modalités de financement des missions, des formations, de participation aux congrès...
- Renvoyer au règlement intérieur et de sécurité de l'unité de recherche ou préciser les conditions spécifiques

#### Modalités d'intégration dans l'unité ou l'équipe de recherche

A compléter : Journée d'accueil, animation scientifique, séminaires, responsabilités collectives confiées au doctorant...


#### Parcours prévisionnel individuel de formation

A compléter : Liste des formations envisagés en lien avec projet professionnel (qu'elles soient dispensées ou non dans le cadre de l'école doctorale) : formations transversales, scientifiques et techniques...

**Objectifs de valorisation des travaux de recherche de la thèse : diffusion, publication et confidentialité, droit à la propriété intellectuelle selon le champ du programme de doctorat.**

A préciser :

- Règles de signature des publications de l'unité de recherche
- Modalités de soumission des articles
- Eléments liés à la propriété intellectuelle, à la diffusion ou la confidentialité en lien avec le projet doctoral

 SAUVEGARDER

## J'ai terminé la procédure

Les documents nécessaires à votre inscription auprès des services de scolarité seront téléchargeables dès que l'inscription pédagogique aura été effectuée par votre école doctorale.

Vous recevrez un mail pour vous en informer

Attention : ne procéder à la finalisation de son dossier qu'après avoir signé la Checklist de l'école doctorale avec son(ne) directeur(trice) de thèse

- \* Je reconnais avoir pris connaissance du contenu de la [charte du doctorat](#) et je m'engage à la respecter. Je m'engage également à respecter et à me tenir informé du cadre réglementaire national et des règles internes de l'université qui me concernent.
- \* Je certifie que les données relatives à la Convention Individuelle de Formation saisies dans mon dossier ADUM correspondent aux conditions de réalisation de mon projet doctoral. Je m'engage à respecter les termes de ladite Convention Individuelle de Formation.

 TRANSMISSION DES DONNÉES POUR INSTRUCTION DU DOSSIER

### 3. You have completed your application form :

Now, on your ADUM personal account, you will be able to track the progress of your application, in other words “where is your file located”. You will find these information along opinions are given, you will also be able to see their reasoned opinion:

Caution! At this step you must not consider you are registered to the ED! An email is automatically sent to your thesis director in order for the application to be examined. Then, it will be the research director



## Procédures

Votre demande de réinscription en 3<sup>ème</sup> année de thèse est en cours de traitement.

**INSCRIPTION - L'avis de la direction de thèse est en attente depuis le 17 octobre 2019**

### Presential meeting at the Doctoral School:

Depending on your doctoral school, it is possible that a face-to-face meeting is required before the executive presents your file for administrative registration. Once you will see the “ED- favorable opinion on registration”, your application for pedagogic registration is completed, however you are not registered in PhD yet!

You now have to proceed to your **administrative registration** nearby your institution's attachement.

### The administrative registration

At this step of your registration procedure, it is necessary to distinguish the Institutions from one another. There are two types of institutions: those whose registration procedure and re-registration is entirely done on ADUM including the payment of tuition fees (ISAE, INSA, IMT MINES ALBI), and those whose **administrative registration** is partly done on the ADUM software (UT1, UT2, UT3, INP).

#### For the institutions of ISAE, INSA et IMT MINES ALBI :

Your application form has been accepted by the Doctoral School executive but you are not registered yet in PhD. The scholar service of your institution of attachment will now examine your application. In order that the Scholar service can proceed you must follow some imperatives.

You must have received an e-mail that indicates that you must logging in your ADUM personal account in order to pay the Student and Campus Life Contribution (CVEC),

This step is mandatory, you have to obtain the proof of payment of exemption by following the procedure : <https://cvec.etudiant.gouv.fr/>

Once you have obtained your payment/exemption proof, you have to drop it on your ADUM personal account and fill the certificate number :

Contribution Vie Etudiante - Paiement 2019-2020 Numéro :

Vérifier...

**Caution :** For the doctoral students who are in cotutelle international, please check out your convention to know if you must pay or not the CVEC or contact directly the Scholar service.

Once The Scholar service of you institution of attachment has evaluated that your application is compliant, the Headmaster of the Institution of attachment will deliver its final decision for your PhD application, he's the one who pronounce the inscription. You will receive an e-mail that informs you of the final decision, it will also invite you to pay your tuition fees if not already done from your ADUM personal account. Once you have paid the tuition fees, you will be officially registered in PhD.

In order to obtain your student card, Certificate of school attendance and sticker renewal, please contact your Scholar service. You will find the right contact in your ADUM personal account.

**More information on the Institutions websites :**

<https://www.isae-supaero.fr/en/research/doctoral-programs/admissions/>

<http://www.insa-toulouse.fr/en/formation/ecolesdoctorales.html>

<https://www.imt-mines-albi.fr/en/phd-studies>

### ➤ **For the institutions of UT1, UT2J et UT3 :**

Your application form has been accepted by the Doctoral School executive but you are not registered yet in PhD. The scholar service of your institution of attachment will now examine your application. In order that the Scholar service can proceed you must follow some imperatives.

You must have received an e-mail that indicates that you must log in your ADUM personal account in order to pay the Student and Campus Life Contribution (CVEC),

This step is mandatory, you have to obtain the proof of payment of exemption by following the procedure : <https://cvec.etudiant.gouv.fr/>

Once you have obtained your payment/exemption proof, you have to drop it on your ADUM personal account and fill the certificate number :

**Contribution Vie Etudiante - Paiement 2019-2020** Numéro :  -  -  [Vérifier...](#)

**Caution :** For the doctoral students who are in cotutelle international, please check out your convention to know if you must pay or not the CVEC or contact directly the Scholar service.

Once The Scholar service of your institution of attachment has evaluated that your application is compliant, the Headmaster of the Institution of attachment will deliver its final decision for your PhD application, he's the one who pronounce the inscription. You will receive an e-mail that informs you of the final decision, it will also invite you to pay your tuition fees if not already done from your ADUM personal account. Once you have paid the tuition fees, you will be officially registered in PhD.

**For doctoral students from Université Toulouse I Capitole** : you will receive an e-mail with an Internet link you must login in in order to pay your tuition fees.

**For doctoral students from Universités Toulouse II Jean Jaurès et Toulouse III Paul Sabatier** : you will receive an e-mail inviting you to contact the Scholar service in order to know the payment modalities of tuition fees.

In order to obtain your student card, Certificate of school attendance and sticker renewal, please contact your Scholar service. You will find the right contact in you ADUM personal account.

**More information on the Universities websites :**

<https://www.ut-capitole.fr/formations/s-inscrire/s-inscrire-en-doctorat/s-inscrire-en-doctorat-584518.kjsp>

<https://www.univ-tlse2.fr/accueil/recherche/etudes-doctorales>

<https://www.univ-tlse3.fr/inscription-en-1re-annee-de-doctorat>

### ➤ **For institution Toulouse INP :**

Your application form has been accepted by the Doctoral School executive but you are not registered yet in PhD. The scholar service of your institution of attachment will now examine your application. In order that the Scholar service can proceed you must follow some imperatives.

The Scholar service of Toulouse INP will contact you in order to tell you the procedure you will have to follow to pay the Student and Campus Life Contribution (CVEC) and to pay your tuition fees.

**More information on the Toulouse INP website :**

<https://www.inp-toulouse.fr/fr/recherche/doctorat/s-inscrire-en-doctorat.html>

## Subsequent registrations in PhD :

Register in the subsequent years of PhD is simple, you will practically have to proceed the same way as your first application, but the procedure will be a bit easier.

You will have indeed to register on your ADUM personal account.

As your first application in PhD, your registration will follow this pattern :



At each new registration you will have to update your ADUM personal account, that means you will for example have to notify any thesis changes such as direction of thesis, title's thesis, etc.

Each year you will also have to provide some supporting documents to your Doctoral School and Scholar service, but these documents will be fewer than for your first application !

You will also have to pay the Student and Campus Life Contribution (CVEC) and your tuition fees each year.