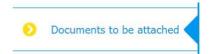


Enrollment application: list of documents to be uploaded to ADUM

1st year PhD enrollment



MANDATORY DOCUMENTS

ID photo (jpg format,	, colour photo, well framed,	vertical orientation,	plain light background).

□ CV.

□ ID or passport.

Master degree or official degree certificate bearing the stamp of the university. If you obtained your
diploma abroad and you have not a French or English version, you must provide the diploma
supplement in English (if applicable) or an official French translation made by a sworn translator.

☐ Charte du doctorat (Doctoral Charter), that you can find on ADUM and that must be signed (*).

☐ Employment contract or hiring certificate from the employer's HR or scholarship certificate, mentioning the start and end dates of the contract as well as the net monthly salary.

ADDITIONAL DOCUMENTS according with your situation

- ☐ If you don't hold a master degree or equivalent diploma, you must fill in the **Autorisation d'inscription dérogatoire en doctorat** form, that you can find on ADUM and that must be <u>signed</u> by your doctoral school.
- ☐ If you are going to do your PhD under an international joint supervision (cotutelle internationale), you have to provide the **Demande de mise en place d'une convention de cotutelle internationale** form, filled in and signed by all parties.
- ☐ If you are going to do your PhD under an international co-supervision (codirection internationale), you have to provide the **Demande de mise en place d'une convention de codirection internationale** form, filled in and signed by all parties.
- □ If you hold a scholarship from France or a foreign government, and the net monthly amount of the scholarship does not reach 1.500€, you must ask for a salary compensation by filling in the Demande d'aide spécifique au doctorant boursier (ASDB) form. Submit this document signed by all parties.



□ Convention individuelle de formation - CIF (Individual training contract): fill in all the form's sections from your ADUM account and click 'save'. Once the CIF has been approved by your supervisor, you must upload the document to the "Individual training contract" section of your ADUM account.



□ CVEC certificate: https://cvec.etudiant.gouv.fr/ Once your application has been validated by the doctoral school you will receive an email from ADUM inviting you to pay the CVEC and obtain your certificate. Then you have to upload the document to the "CVEC" section of your ADUM account. In case of exemption, you have to submit the document proving your situation.



2nd year PhD enrollment



☐ If you hold a scholarship and you benefit from the "Aide spécifique au doctorant boursier (ASDB)", you must fill in and sign the Déclaration annuelle de ressources form, that you can find on ADUM. You also have to provide the scholarship certificate covering the current academic year.



□ CVEC certificate: https://cvec.etudiant.gouv.fr/ Once your application has been validated by the doctoral school you will receive an email from ADUM inviting you to pay the CVEC and obtain your certificate. Then you have to upload the document to the "CVEC" section of your ADUM account. In case of exemption, you have to submit the document proving your situation.

3rd year PhD enrollment



☐ If you hold a scholarship and you benefit from the "Aide spécifique au doctorant boursier (ASDB)", you must fill in and sign the Déclaration annuelle de ressources form, that you can find on ADUM. You also have to provide the scholarship certificate covering the current academic year.



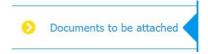
☐ Thesis monitoring committee report (comité de suivi individuel de thèse), signed by the committee members, to be uploaded to the "Thesis follow-up" section of your ADUM account.



□ CVEC certificate: https://cvec.etudiant.gouv.fr/ Once your application has been validated by the doctoral school you will receive an email from ADUM inviting you to pay the CVEC and obtain your certificate. Then you have to upload the document to the "CVEC" section of your ADUM account. In case of exemption, you have to submit the document proving your situation.



Exceptional enrollment after the 3rd year



- □ Employment contract or hiring certificate from the employer's HR or scholarship certificate, mentioning the start and end dates of the contract as well as the net monthly salary. Funding must cover the duration of the doctorate until the date of the thesis defence.
- □ Thesis progress report.
- ☐ Thesis writing schedule and/or research plan.
- ☐ Additional seek leave certificate or maternity leave certificate.



☐ Thesis monitoring committee report (comité de suivi individuel de thèse), signed by the committee members, to be uploaded to the "Thesis follow-up" section of your ADUM account.



□ CVEC certificate: https://cvec.etudiant.gouv.fr/ Once your application has been validated by the doctoral school you will receive an email from ADUM inviting you to pay the CVEC and obtain your certificate. Then you have to upload the document to the "CVEC" section of your ADUM account. In case of exemption, you have to submit the document proving your situation.