



## ENROLLMENT WITH ADUM

Tutorial for students enrolling in first year of PhD thesis

## Preamble

- **Registration** is an important step, which must be **carried out with your thesis supervisor**.
- The **registration period for the 2023/2024 year is from September 1 to November 13, 2023**.
- If you are under a **doctoral contract** or if you wish to **pay your registration fees in 3 installments**, you must finalize your registration request **as soon as possible early September**.
- **Prior to enrollment with ADUM**, you must pay the **student-life and campus contribution (CVEC) to the CROUS**.

To register in 1st year of doctoral studies, go to <https://www.adum.fr/UBFC> to create your ADUM account<sup>1</sup>:

The screenshot shows the 'Private space' login page for UBFC. At the top, the UBFC logo and 'UNIVERSITÉ BOURGOGNE FRANCHE-COMTÉ' are displayed. The page is divided into two main sections. On the left, under the heading 'Private space', there is a sub-heading 'You are entering a restricted area'. Below this, there are input fields for 'Your email address' and 'Password', followed by a 'LOGIN' button. A link for 'I forgot my password' is also present. Below the login section, there are two buttons: 'CRÉER UN COMPTE' and 'CREATE AN ACCOUNT'. At the bottom left, there is a link for 'Intranet encadrants / gestionnaires'. On the right side, there is a text block explaining the private space: 'Your private space is the space dedicated to all the proceedings regarding your PhD studies: enrollment, re-enrollment and PhD defense.' Below this, it lists 'It allows you to:' followed by a bulleted list of features: access to your dossier, annual updates, upload of documents, access to ADUM Network services (job offers, network of doctors and Ph.D. Students), configuration of online display, display of Skills Profile, registration for PhD training modules, and promotion of research works. The email 'webmaster@adum.fr' is listed at the bottom of this section.

You will have to define your IDs and accept the conditions for use:

The screenshot shows the 'You want to create an account?' registration page. It begins with the heading 'You want to create an account?' followed by a paragraph explaining that creating a personal account allows enrollment as a PhD student and access to university services. It then states that the account allows applying for a PhD thesis or authorization to defend a thesis, and that the application form can be completed in sessions. A section titled 'Prepare the elements required for your registration, in order to:' lists several requirements: gain time when enrolling or re-enrolling, store descriptive data about the thesis and research work, consult and look for training modules, access to an ensemble of experiences and skills for CV, and access to online information like news, job offers, and defense notices. A paragraph notes that PhD trainees and doctors can update information at any time. Below this, a section 'Define your access codes' contains input fields for 'Main Email', 'Password at least 8 characters long', and 'Confirmation of the password'. A checkbox at the bottom indicates agreement to the Data Use Policy. A 'CREATE MY ACCOUNT' button is located at the bottom right.

<sup>1</sup> ADUM is the web application used at UBFC to manage your scholarship, from the first registration in PhD thesis to defence.

You will receive an activation link (valid for 24 hours) at the e-mail address you have given. The link will give you access to the following page:

The screenshot shows a registration form titled "What do you want to do?". It contains three radio button options for enrollment or defense dates. Below these are several dropdown menus: "University administrative area" (set to Besançon), "University you register at" (set to Université Bourgogne - Franche-Comté), "Doctoral School" (set to (Please select a value)), "Scientific area" (set to (Aucun choix possible)), and "CNU Section" (set to (Aucun choix possible)). A "CREATE MY PROFILE" button is at the bottom right.

Select **"I wish to enroll in first year of PhD thesis"**.

The "Academy" is **Besançon** for all PhD students.

The "Institution that will issue the diploma" is **Université Bourgogne Franche-Comté** for all PhD students.

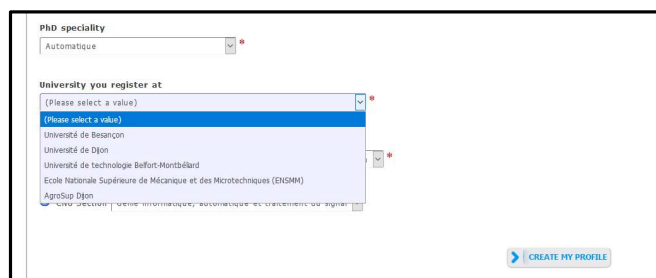
Then you will select your **doctoral school** (DS) among the 6 UBFC DSs.

The "Specialty" field will appear:

This screenshot is similar to the previous one but highlights the "PhD specialty" dropdown menu with a blue oval. The dropdown is currently empty and contains the text "(Please select a value)".

Select your **doctoral specialty** in the list.

The “Institution where the thesis will be prepared” field will appear. Select **the institution where you are going to prepare your thesis** (it must correspond to the employing establishment or the establishment of your thesis director):



The screenshot shows a web form with two main sections. The first section is titled "PHD speciality" and contains a dropdown menu with the value "Automatique" selected. The second section is titled "University you register at" and contains a dropdown menu with the value "(Please select a value)" selected. Below this dropdown, a list of institutions is displayed, including "Université de Besançon", "Université de Dijon", "Université de technologie Belfort-Montbéliard", "Ecole Nationale Supérieure de Mécanique et des Microtechniques (ENSMH)", and "AgroSup Dijon". A blue button labeled "CREATE MY PROFILE" is located at the bottom right of the form.

The “Scientific domain” and “CNU Section” fields will be filled automatically.

You will then have to provide personal information to complete your profile. Please be as thorough as possible.

“Civil status” TAB:

Validated Ongoing To be done

Civil status

Contact information

Schooling

Administrative attachment

CVEC

Status and Funding

Thesis progress

Foreign languages

Display management

Competencies and portfolio

**Last name** \*

**Usual name** ⓘ

**First name** \*

Middle name

third name

Usual first name

Date of birth \*

Country of birth \*

City of birth \*

Nationality \*

ⓘ Socio-professional category of parent 1 \*

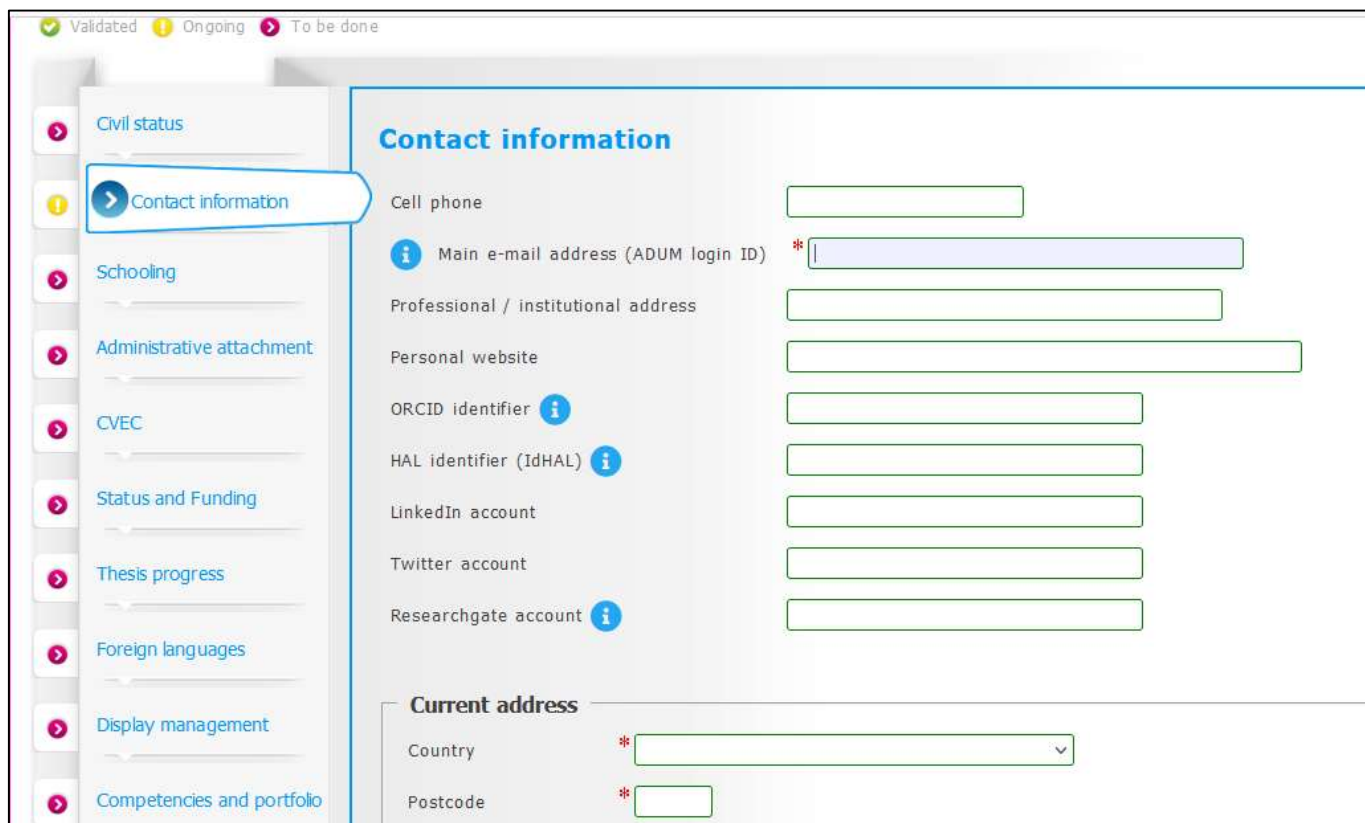
Socio-professional category of parent 2 \*

“**Married name**” field: this field has to be filled **only if you are a married woman** (it is your husband’s family name)



“**INE No**” field: only the students who passed a baccalaureate in France after 1995 have an INE No (you can find it on the transcript of your baccalaureate marks). **Do not fill this field if you do not have an INE No.**

## “Contact information” TAB:



Validated Ongoing To be done

Civil status

**Contact information**

Schooling

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### Contact information

Cell phone

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

Professional / institutional address

Personal website

ORCID identifier **i**

HAL identifier (IdHAL) **i**

LinkedIn account

Twitter account

Researchgate account **i**

#### Current address

Country \*

Postcode \*

We more particularly draw your attention to the “**e-mail address**” field. ADUM is a tool for the dematerialized management of UBFC PhD students, so a lot of information will be sent via e-mail.



Main e-mail address: please enter a **permanent e-mail address that you check very regularly** and will keep checking once your thesis is completed.

Second e-mail address: please enter a second e-mail address if you have one. It will be used as a back-up address if we cannot reach you through your main address.

## “Schooling” TAB:

Validated Ongoing To be done

Civil status

Contact information

Schooling

Administrative attachment

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Status and Funding

Thesis progress

Foreign languages

Display management

Competencies and portfolio

### 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

### History of schooling

Diploma allowing you access to the PhD thesis :



In the “**Type of diploma**” field, if your diploma was awarded abroad, select “**foreign diploma**” whatever the diploma is (you will be able to provide details about your diploma in the “Name of the diploma” field).



“Administrative attachment” TAB:

**Administrative attachment**

For the academic year 2021-2022 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 School**  
\*

**Doctorate speciality**  
\*

**University you register at**  
\*

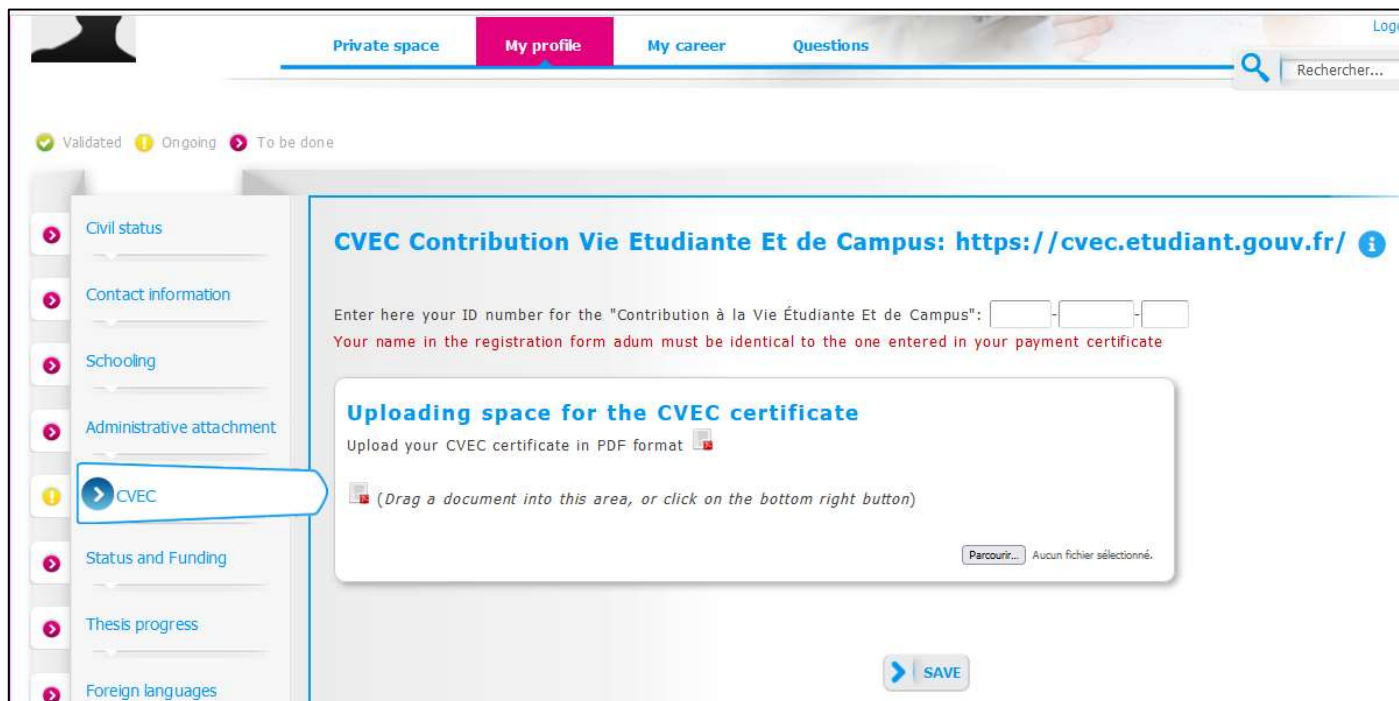
**Scientific area**




The “date of entry at the University of Bourgogne Franche-Comté” is the same as the “date of the beginning of the thesis”.

“CVEC” tab :

The CVEC is the "Contribution Vie Etudiante et de Campus". Any student who registers and pays tuition fees at a French university must pay it to the CROUS. Before registering on ADUM, you must go to the website <https://cvec.etudiant.gouv.fr> and pay the amount of 95 €. You will get a receipt of payment that you will have to deposit here (in PDF format).



The screenshot shows the 'My profile' section of the ADUM website. The navigation bar includes 'Private space', 'My profile' (highlighted), 'My career', and 'Questions'. A search bar is located in the top right corner. Below the navigation bar, there are status indicators: 'Validated' (green checkmark), 'Ongoing' (yellow exclamation mark), and 'To be done' (red X). A sidebar on the left lists various profile sections: 'Civil status', 'Contact information', 'Schooling', 'Administrative attachment', 'CVEC' (highlighted with a blue arrow), 'Status and Funding', 'Thesis progress', and 'Foreign languages'. The main content area is titled 'CVEC Contribution Vie Etudiante Et de Campus: <https://cvec.etudiant.gouv.fr/>'. It contains a form for entering the ID number for the 'Contribution à la Vie Étudiante Et de Campus' and a note: 'Your name in the registration form adum must be identical to the one entered in your payment certificate'. Below this is an 'Uploading space for the CVEC certificate' section with the instruction 'Upload your CVEC certificate in PDF format' and a file upload area with a 'Parcourir...' button and the text 'Aucun fichier sélectionné.'. A 'SAVE' button is located at the bottom right of the form area.

 If you are enrolled in an international cosupervision and you have paid your registration fees in the partner institution, you do not have to pay the CVEC (you do not have to do anything on the CROUS website)

## “Status and funding” TAB:

Validated 1 Ongoing 3 To be done

Civil status  
Contact information  
Schooling  
Administrative attachment  
CVEC  
Status and Funding  
Thesis progress  
Foreign languages  
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 \*

In the field entitled “**Share of the working time devoted to the preparation of the doctoral degree** (on a full-time basis)”, you can choose between “full time” and “part time”. The legal duration of a doctoral thesis is 3 years, based on a full-time-equivalent devoted to research. If the whole three years are going to be devoted to the achievement of your PhD thesis, you must select “full time”. If you have a salaried activity in parallel with your doctoral thesis, the thesis duration can be up to 6 years at most; in that case you must select “part time”.



“Thesis progress” TAB:

**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 -

Keywords in English

1 - \*    2 - \*



It is important that you properly fill in the fields entitled “Thesis title in French”, “Thesis title in English”, “Key-words in French”, and “Key-words in English” because **these data are automatically transferred to the theses.fr website.**

**THESIS SUPERVISION**

**Information:** From the 3rd typed letter, a search is carried out on **all the people listed in the base that can direct a thesis**. Wait a few moments.  
If the name of your supervisor has only 3 letters, add a space and then enter the first letter of the first name.

**Thesis Director**

Choose a supervisor in the list below (HDR required)

\* Choisissez une valeur

Percentage of time

**Codirecteur (if one exists)**

Choisissez une valeur

Percentage of time

*Lorsque la codirection est assurée par une personne du monde socio-économique qui n'appartient pas au monde universitaire, le nombre de codirecteurs peut être porté à deux.*


**Codirecteur (if one exists)**

Choisissez une valeur

Percentage of time

Industrial Collaboration  no  yes established  yes scheduled

In the “Industrial collaboration” field, please select “yes” only if you are doing your doctoral studies within the framework of a CIFRE agreement.


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

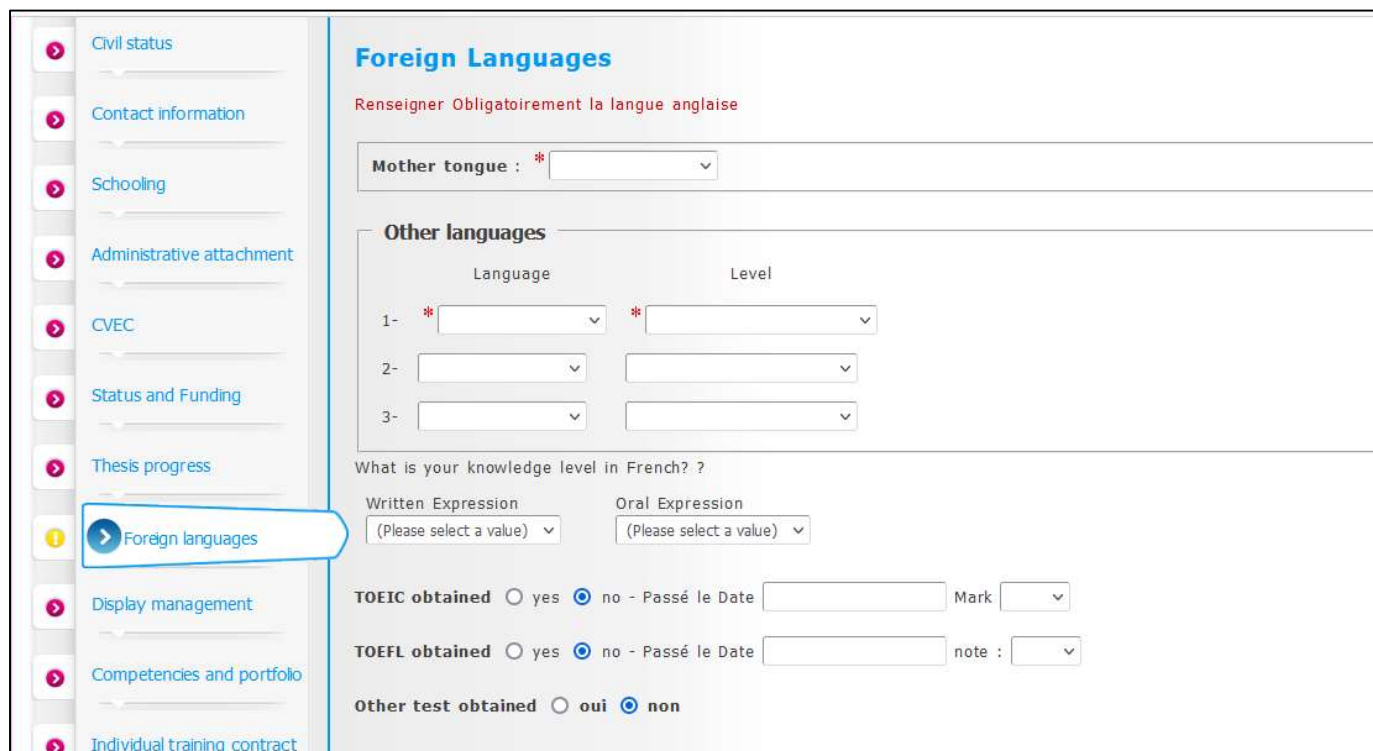
\*

 SAUVEGARDER



It is important that you properly fill in these fields because **these data are automatically transferred to the theses.fr website**. We strongly recommend that your supervisor reads it before publication.

“Foreign Languages” tab :



**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

Oral Expression

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

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

**Other test obtained**  oui  non

You can indicate here your foreign languages skills.

“Display management” tab :

Validated Ongoing To be done

Civil status  
Contact information  
Schooling  
Administrative attachment  
CVEC  
Status and Funding  
Thesis progress  
Foreign languages  
Display management  
Competencies and portfolio

### Information displayed on the web

If you wish to publish the information relating to your thesis on the internet, the bibliographic information linked to your thesis will be displayed by default (title of the diploma, title, keywords, summaries).  
You can choose to display more information on your public ADUM profile by checking the corresponding items in the "Setting up my profile on the internet" section below.

*Reporting a thesis under preparation or already defended is part of the good practices aiming to promote the visibility of French research.*

**I wish to publish the the information relating to my thesis on the internet according to the configuration below (display only on public institutions websites: doctoral school, higher education establishment, theses.fr, etc.):**  
\*  no \*  yes

*You can complete your profile with as much information as possible about your career and skills.  
For privacy issues, your profile will not be visible from search engines (Google, Yahoo, etc.). You can at any time decide not to appear on the internet via this form.*

**If you wish the information relating to your thesis to be displayed online, they will be published only after they are validated by your Doctoral School.**

### Setting up my profile on the internet

Diploma access PhD studies	By default
THESE	By default

The theses.fr database is fed through the automatic transfer of information relating to the data concerning your thesis which you declared at the time of your (re-)enrolment to the ADUM (first name, last name, title of the thesis, doctoral school, doctoral speciality, research unit, co-directing institution when applicable, date of your first inscription, keywords, abstracts).

More information available on the ABES website (Bibliographic Agency for Higher Education): <http://www.abes.fr/Theses/Les-applications/theses.fr>.

“Competences and portfolio” tab :

The screenshot shows a web interface for a user profile. On the left is a vertical sidebar with navigation tabs: Civil status, Contact information, Schooling, Administrative attachment, CVEC, Status and Funding, Thesis progress, Foreign languages, Display management, and Competencies and portfolio (which is highlighted with a blue arrow). The main content area is titled "Competencies and portfolio" and includes the following elements:

- A note: "Your profile will be accessible to recruiters and the research community, so consider updating your profile regularly to keep it up-to-date."
- A text input field for "Did you teach? (university, number of hours)".
- A question: "Are you looking for a job ?" with radio buttons for "no" and "yes".
- A section titled "Professional project \*" with a list of checkboxes:
  - 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
- A text input field for "Technical skills".

This tab allows you to complete your profile by enhancing your skills and various experiences.



“Individual training contract” TAB:

**Individual training contract (CIF)**

**ALL THE FIELDS OF THIS FORM ARE COMPULSORY**

Some elements which are necessary for editing this convention are still missing.  
(10 characters at least)

[NEXT PAGE](#)

**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 stages of the doctoral project until the defence, by year (Year 1, Year 2, Year 3)

**Mode of the supervision and follow-up of the PhD Student's training and research progress:**  
Also specify the Scheduled frequency of work meetings with thesis supervisor and/or co-supervisor:



The Individual training agreement is an important and regulatory document. It must be validated by your thesis supervisor. It is important to **fill in this tab with your thesis supervisor, or at the very least in agreement with him after prior discussion with him.**

« Documents to be attached » tab :

Validated Ongoing To be done

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Individual training contract

Documents to be attached

I finalize the procedure

### Uploading files Area

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

- Justificatif de financement
- Attestation CVEC
- Diplôme de master 2 + relevé de notes
- Demande de dispense de master si le diplôme permettant l'inscription en thèse est obtenu hors UE
- Descriptif du projet de thèse
- Courrier d'acceptation de l'ANRT (si vous êtes en thèse CIFRE)
- Copie de la pièce d'identité
- Plan Individuel de Formation
- Attestation de responsabilité civile (si vous dépendez de l'UTBM)
- Dépôt d'une photo d'identité sur votre profil ADUM conseillé pour l'édition de votre carte d'étudiant
- Proof of financing
- Proof of CVEC payment
- Master 2 Diploma + results transcript OR Masters's degree exemption request
- Master's degree exemption request (if the diploma which allows you to register in PhD thesis is out of EU)
- Description of the thesis project
- ANRT acceptance letter (if you are in a CIFRE PhD thesis)
- Copy of the identity document
- Individual training plan
- Certificate of Civil Liability (if you register in UTBM)
- Deposit of your ID picture on your ADUM profile is recommended in order to print your student card

**Vous devez rassembler toutes les pièces en 1 seul document PDF.**

Parcourir... Aucun fichier sélectionné.

**Additional documents are required to complete your registration file.** The list of these documents which must be provided is indicated here. You must group these documents in a **single PDF document** and submit it here.

“I finalize the procedure” tab :

**Je finalise la procédure**

\* Je reconnais avoir pris connaissance du contenu de la [Charte des thèses](#) et je m'engage à la respecter. Je m'engage également à respecter et à me tenir informé(e) du cadre réglementaire national et des règles internes à l'établissement 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](#)

[Je finalise la procédure](#)

Once you have completed all the tabs (when they all turned green) and submitted all the requested documents, you can finalize your registration request by going to the “I finalize the procedure” tab and clicking on “Transmission of data for processing”.

What happens next :

- Your thesis supervisor receives an e-mail asking him to give his opinion on your registration request.
- If his opinion is favorable : the director of your research unit receives an e-mail asking him to give his opinion on your registration request.
- If his opinion is favorable : your doctoral school checks your file, contacts you if it is not complete or if any clarifications are needed, and the doctoral school's director indicates if he is in favor or not to your enrollment in the doctoral program.
- If the doctoral school's director is in favor of your registration : the UBFC President declares your registration.
- You will receive an e-mail informing you that your registration has been accepted and informing you of the steps to take to pay your registration fees.
- Once you have paid your registration fees and submitted your proof of payment on ADUM, your registration is finalized by UBFC.
- Your schooling certificate is available in your personal ADUM space. You will receive your Pass UBFC (multiservice student card) at the postal address indicated in your profile.

For further information about registration and PhD at UBFC, you can :

- Consult the UBFC Doctoral College website : <https://collegedoctoral.ubfc.fr/?lang=en>
- Consult your doctoral school website
- Get in touch with your doctoral school secretariat (<https://collegedoctoral.ubfc.fr/ressources-faq/directory/?lang=en>)