

DOCTORAL DEGREE ENROLLMENT / RE-ENROLLMENT 2024/2025

**Enrollment / re-enrollment calendar for the 2024/2025 academic year:  
1 September to 15 November 2024**

You must have submitted your complete file to your doctoral school in this period. Any file received and / or incomplete after November 15th (with the exception of the CIFRE and international joint-supervision agreements) could not be accepted.

**PREREQUISITE CONDITIONS TO ENROLLMENT**

**DEGREE**

- **Master's degree** or **French "DEA"** delivered in one of the Bologna Process signatories (Appendix 1)
- **engineer's degree** equivalent to a Master's degree (after validation by the Doctoral School (DS))

**If you hold a French diploma other than a Master's, DEA or engineer or a foreign diploma (bac+5 level, outside the countries signatories to the Bologna Process):** an exemption may be granted to you after examination of your file.

**THESIS SUPERVISOR**

- belongs to a research unit attached to one of the Bourgogne-Franche-Comté DSs
- is habilitated to supervise research (HDR).

**ENROLLMENT PROCEDURE FOR FIRST-YEAR APPLICANTS**

Doctoral enrollment takes place in **two steps**:

**1. Pedagogic registration**

This first step is carried out **on the ADUM application**.

It is done **by yourself, PhD candidate, accompanied by your thesis director**.

**You** create a personal account on ADUM ([www.adum.fr/UBFC](http://www.adum.fr/UBFC)), fill out the registration form online and deposit the supporting documents (unique PDF document) from your personal account. You save and validate the data entered.

The payment of the Student Life and Campus Contribution (CVEC) has to be done before the pedagogic registration on ADUM; the payment certificate is compulsory to be able to finalize (Appendix 3).

To accompany you in this first step of registration on ADUM, **a tutorial is available on the home page of your personal ADUM personal space**.

Once you finalized your online registration, your file is transmitted consecutively to your thesis director, the director of your research unit, your doctoral school and the President of UFC who authorizes the registration.

## 2. Administrative registration

Once the doctoral school management has decided in favor of your registration, you must pay the registration fees for 2024/2025.

You also must deposit on ADUM the CVEC payment certificate (Appendix 3).

Your certificate of tuition will then be available on your ADUM personal space. Your Student Pass is to be collected from the UFC administrative office.

**NB:** if you are in a **cotutelle** and you have paid your registration fees in the partner institution:

- you are exempt from paying registration fees at UFC. Please provide proof of payment abroad.
- you do not have to pay the CVEC and do not have to do anything on the CROUS website.

## 2 – RE-ENROLLMENT PROCEDURE

Annual re-enrollment is mandatory. In case of non-re-registration in the calendar indicated at the top of the page, the thesis will be considered abandoned.

From the 2<sup>nd</sup> year, the re-enrollment is conditioned by the prior agreement of your thesis follow-up committee.

According to the date of your defense, 2 cases arise:

- Your defense is planned between 15 November and 31 December 2024: you do not have to re-enroll, you do not pay registration fees and CVEC (warning: this is only valid if you submit your defense file before 31 October 2024. If it is not done or if your defense is postponed after 31 December 2024, a charged re-enrollment will be required).
- Your defense is planned after 31 December 2024: you re-enroll, pay the registration fees and the CVEC.

Re-enrollment takes place in two steps:

### 1. Pedagogic registration

This first step is carried out **on the ADUM application**.

It is done **by yourself, PhD candidate, accompanied by your thesis director**.

You log into your ADUM account and update your information. You deposit the supporting documents (unique PDF document), save and validate the data entered.

To accompany you in this first step of registration on ADUM, **a tutorial is available on the home page of your personal ADUM personal space**.

Once you finalized your online registration, your file is transmitted consecutively to your thesis director, your doctoral school and President of UFC who authorizes the re-registration.

### 2. Administrative registration

Once the doctoral school management has decided in favor of your registration, you must pay the registration fees for 2024/2025 (Appendix 2).

You also must deposit on ADUM the CVEC payment certificate (Appendix 3).

Your certificate of tuition will then be available on your ADUM personal space. Your Student Pass is to be collected from the UFC administrative office.

### **SPECIAL CASE OF THE THESIS BREAK**

The thesis break allows to temporarily and voluntarily suspend your training and research work, in order to acquire a personal or professional experience (only). It is possible only once during your thesis. It does not count towards the duration of the thesis.

During this period, the student remains registered. They pay the reduced registration fees.

It is granted on an exceptional basis by the head of the institution, with the agreement of the employer where applicable, and the opinion of the thesis director and the head of the doctoral school, using the application form (Appendix 5 – also available in your personal ADUM space or the Doctoral College website).

### **REFERENCE TEXT**

- Decree of 25 May 2016, modified on 1 July 2016, establishing the national framework for the training and modalities leading to the award of the French doctoral degree.
- Articles D611-13, D611-14 and D611-16 of the Education Code
- Article 8-1 of decree no. 2009-464 of April 2, 2009

## **Appendix 1: List of the Bologna process signatories**

Albania	Czech Republic
Germany	Romania
Andorra	United Kingdom
Armenia	Russia
Austria	Vatican City
Azerbaïdjan	Serbia
Belgium	Slovakia
Bosnia and Herzegovina	Slovenia
Bulgaria	Sweden
Cyprus	Switzerland
Croatia	Turkey
Denmark	Ukraine
Spain	
Estonia	
France	
Finland	
Georgia	
Greece	
Hungary	
Ireland	
Iceland	
Italy	
Kazakhstan	
Latvia	
Liechtenstein	
Lithuania	
Luxembourg	
Republic of Macedonia	
Malta	
Montenegro	
Moldova	
Norway	
Netherlands	
Poland	
Portugal	

## **Appendix 2: Registration fees payment**

### **FEE**

The registration fee is € 391.

### **PAYMENT TERMS**

Payment online by credit card (only for candidates already registered at Université de Franche-Comté in 2023/2024):

- in one instalment from September 1st to November 15th 2024
- in 3 instalments from September 1st to October 15th 2024

Payment by bank cheque, payable to « Agent comptable Université de Franche-Comté », to send/deposit to the Administrative office of Université de Franche-Comté (contact details in Appendix 4)

Payment by bank transfer in one or 3 instalments from September 1<sup>st</sup> to November 15<sup>th</sup>. The RIB of the accounting agency is available on your ADUM personal space. You must deposit the payment certificate and a supporting document mentioning your name, the name of the bank account holder and the fee.

In case of difficulty, please contact the Administrative office of Université de Franche-Comté (Appendix 4).

### **Appendix 3: Student Life and Campus Contribution (CVEC)**

You can refer to the Article L. 841-5 of the Education Code.

This procedure must be done according to the following procedure:

- Go on <https://www.messervices.etudiant.gouv.fr>, under Contribution Vie Etudiante et de Campus
- Log in with identifiers (if already existing account) or INE number
- Declare your city of study
- Pay the contribution of €103 (online by credit card or in cash at a post office)
- Receive the certificate to be provided with your enrollment file

Exempted students: scholars, refugees, beneficiaries of subsidiary protection, asylum seekers.  
ATTENTION: even if you are exempted, you must complete the procedure and provide the certificate).

ATTENTION: if you are engaged in a Joint international thesis agreement and that you pay the 2024/2025 registration fees to the partner university, you do not have to pay the CVEC and do not have to follow this procedure.

## **Appendix 4: Doctoral Schools and Administrative Office Contact Information**

### **DS Environnements-Santé (ES) DS Carnot-Pasteur (CP)**

Address : 32, avenue de l'Observatoire – 25000 Besançon  
Martine GAUTHERON – 03.63.08.22.13 – [martine.gautheron@univ-fcomte.fr](mailto:martine.gautheron@univ-fcomte.fr)

### **DS Sciences Physiques pour l'Ingénieur et Microtechniques (SPIM)**

Address in Besançon : 32, avenue de l'Observatoire – 25000 Besançon  
Alika ROSSETTI – 03.81.66.66.02 – [alika.rossetti@univ-fcomte.fr](mailto:alika.rossetti@univ-fcomte.fr)

### **DS Droit, Gestion, sciences Economiques et Politique (DGEP) DS Lettres, Communication, Langues, Art (LECLA) DS Sociétés, Espaces, Pratiques, Temps (SEPT)**

Address : Maison des Sciences, de l'Homme et de l'Environnement UFR SLHS – 1 rue Charles Nodier – 25000 Besançon  
Ludovic JEANNIN – 03.81.66.53.03 / [ludovic.jeannin@univ-fcomte.fr](mailto:ludovic.jeannin@univ-fcomte.fr)  
Marlène DUTAL – 03.81.66.53.89 / [marlene.dutal@ubfc.fr](mailto:marlene.dutal@ubfc.fr)

### **Administrative office of Université de Franche-Comté**

Address : UBFC 32 avenue de l'Observatoire 25000 Besançon  
Dominique DETOT – 03 63 09 26 94 – [dominique.detot@ubfc.fr](mailto:dominique.detot@ubfc.fr)

## Appendix 5

**REQUEST FORM FOR TEMPORARY INTERRUPTION OF A PhD THESIS  
ACADEMIC YEAR 2024/2025**

### Reference texts:

- Article 14 de l'arrêté du 25 mai 2016 fixant le cadre national de la formation et les modalités conduisant à la délivrance du diplôme national de doctorat ;
- Articles D611-13, D611-14 et D611-16 du Code de l'éducation
- Article 8-1 du décret n° 2009-464 du 23 avril 2009

### PLEASE NOTE:

If you wish to request for a temporary interruption of a whole academic year, the present form will have to be handed to your doctoral school between 1 June 2024 and the end of the registration period for the 2024/2025 academic year, 15 November 2024.

If needs be, other procedures will have to be undertaken with the employer or the funding institution in parallel with the present request so as to ensure that temporary interruption of the contract is possible.

### PhD student details

FAMILY NAME: ..... First name(s): .....

Student ID: .....

Born on: ..... / ..... / ....., in: .....

Telephone: ..... / ..... /..... /..... /..... E-mail address: .....

Postal address: .....

### Academic record

Date of first registration in PhD thesis:.....

Institution where the PhD thesis is being prepared:.....

Doctoral school:  CP  DGEP  ES  LECLA  SEPT  SPIM

Temporary interruption(s) already granted in the course of the present PhD thesis:  Yes  No





**EMPLOYER 'S AGREEMENT**

Favourable       Unfavourable

Full name: .....

Date: .....

Signature:

**JUSTIFIED RECOMMENDATION FROM THE THESIS SUPERVISOR**

.....  
.....  
.....  
.....  
.....  
.....

Full name: .....

Date: .....

Signature:

**DOCTORAL SCHOOL DIRECTOR'S RECOMMENDATION**

Favourable       Unfavourable, justification:

.....  
.....  
.....

Full name: .....

Date: .....

Signature:

**DOCTORAL COLLEGE RECOMMENDATION**

Favourable       Unfavourable, justification:

.....  
.....  
.....

Full name: .....

Date: .....

Signature:

**DECISION OF THE HEAD OF UNIVERSITE DE FRANCHE-COMTE**

Interruption granted       Interruption not granted

Full name: Marie-Christine WORONOFF

Date: .....

Signature: