



## 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.**
- 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.**

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

**COLLÈGE DOCTORAL**  
VOTRE DOCTORAT  
EN BOURGOGNE-  
FRANCHE-COMTE

### Connexion Personal space

This website is optimized for Google Chrome, Mozilla Firefox and Safari. Please use one of these browsers.

**Identification**

Your e-mail address:

Password:

[SE CONNECTER](#)

[Forgot my password](#)

Please note: If you are a researcher, we invite you to consult the [Frequently Asked Questions \(FAQ\)](#)

[CRÉER UN COMPTE](#)

[CREATE AN ACCOUNT](#)

Intranet !!

**The ADUM personal space** is the unique space dedicated to all the procedures for requesting or validating registration, re-registration and thesis defense.

It allows:

- to access the file which includes all the information relating to the doctorate
- to modify or rectify your data
- to file administrative documents necessary for the organisation of the doctorate
- to access the services of the ADUM network:
  - job offers
  - news about the doctorate
- enrich your skills profile
- register for training courses
- ensure the online distribution of theses on theses.fr

The ADUM is a management tool and a database shared between the actors of doctoral studies: doctoral students, doctors, researchers, thesis management, laboratory management, doctoral school management, administrative and pedagogical managers of doctoral studies/schools, library manager, research management, Doctoral College.

The quality of the data in ADUM is certified by the authorised personnel of the institutions using the tool. The data is managed exclusively by the institution's staff dedicated to this mission.

**Cookies:** By logging in you transmit one or more cookies to your computer (or other device). We use these cookies only to facilitate your navigation. These cookies are not retained and are not used and are only used to manage sessions, they are destroyed when the browser is restarted.

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

Define your login details below

**Main e-mail address**

**Password**  
At least 12 characters including 1 capital (A-Z), 1 lowercase (a-z), 1 digit (0-9) and 1 special character (&#39;?@!\$%\*\_~). Choose a password dedicated to this application.

**Confirmation of the password**

By checking this box and submitting this form, I understand that the information entered will be used for the purposes of managing the PhD. I acknowledge having read, understood and accepted the Data Use Policy.

[CREATE MY ACCOUNT](#)

<sup>1</sup> ADUM is the web application used in BFC 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:

**What do you want to do?**

I want to enroll for the year  in PhD studies

I defended my PhD thesis on this date:

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*If you cannot find your doctoral school in the drop-down menu, please contact them directly.*

**Doctoral School**  
\*

**Scientific area**  
\*

**CNU Section**

[> CREATE MY PROFILE](#)

Select **"I want for the year 1 in PhD thesis"**.

Then you will select your **doctoral school (DS)**.

The **"Specialty"** field will appear: you select your specialty among the list.

The **"University you register at"** field will appear: you select **the institution where you are enrolling**.

The **"Scientific domain"** and **"CNU Section"** fields will be filled automatically.

You click on **"Creat my profile"**.

**You will then have to provide personal information to complete your profile. Please be as thorough as possible. Mandatory fields are marked with a red star.**

“Civil status” TAB:

Validated Ongoing To be done

Civil status

Contact information

Schooling

Administrative attachment

Funding

Thesis progress

Foreign languages

Display management

Competencies and portfolio

Individual training contract

Documents to be attached

I finish the procedure

**Civil status**

Last name

Usual name

First name

Middle name

Additional first name(s)

Usual first name

Date of birth

Country of birth

City of birth

Nationality

Second nationality

Socio-professional category of parent 1

Socio-professional category of parent 2

Gender  Woman  Man

Family status

National Identifying Student Number (INE)  
Please enter the letters in capital letters

Student Card Number

SAVE



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

**“Usual first name” field:** this field has to be filled **only if you have an usual first name different from your first name**

**“INE” 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.**

**“Student card number” field:** this field has to be filled **only if you were registered in the same institution before starting your PhD.**

“Contact information” TAB:

Legend: ✔ Validated ● Ongoing ❗ To be done

### Contact information

Cell phone:

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

Professional / institutional address:

Personal website:

ORCID identifier:

HAL identifier (IdHAL):

LinkedIn account:

Twitter account:

Researchgate account:

#### Current address

Country:

Postcode:

City:



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.

## “Schooling” TAB:

Validated Ongoing To be done

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

### Diploma allowing access to PhD studies

Country

City

University

Type of diploma

Name, Title

Speciality

Parcours

Obtained in

Mark or grade of the Master thesis  Mention

Rank

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### History of schooling

Do you hold the Agregation degree?  yes  no

Are you engineer?  yes  no

Diploma allowing access to 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:

Validated Ongoing To be done

**Administrative attachment**

For the academic year 2024-2025 this is your  \* 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

**Doctoral School**  
\*

**Doctorate speciality**  
\*

**University you register at**  
\*

**Scientific area**  
\*

**CNU Section** \*

Registration regime :  initial Training  VAE - Validation of Acquired Experience  ongoing/throughout life Training

[SAVE](#)

**Cotutelle Doctoral Program:** tick “yes planned” if no action has yet been taken; “yes ongoing” if a draft agreement has already been sent to the doctoral school; “yes established” if the agreement has already been finalized.

**Date of your 1<sup>st</sup> registration for PhD thesis:** provisional start date of your thesis, once your registration has been finalised.



**Date of entry at the University:** different from above if you were already doing a Master’s degree or equivalent at the same institution the previous year.

“Doctoral school”, “Doctorate speciality”, “University you register at”, “Scientific area” and “CNU section”: already automatically filled

**Registration regime:** tick “initial training” if you were a student the previous year, tick “VAE - Validation of Acquired Experience” if you are applying for VAE, tick “ongoing/throughout life training” if you obtained your last initial training diploma more than a year ago or if you are planning to prepare your thesis in parallel with a main activity, regardless of when you obtained your last diploma.



“Funding” TAB:

Validated On going To be done

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

### Funding

Conditions financières à l'entrée du doctorat

Funding dedicated to the preparation of the doctorate  
 Funding not dedicated to the preparation of the doctorate

Detailed financial situation

Type of Work Contract  
\*

Employer  
\* Code SIRET

Funding Type 1  
\*  % ⓘ  
funding source 1  
\*

Funding Type 2  
 % ⓘ  
funding source 2

Name of call for projects

Period situation from \*  to \*

> Add a new financial situation

> SAVE

Please fill in as accurately as possible.



If you are receiving co-funding, use “Funding Type 1” and “Funding Type 2” to indicate the 2 sources of funding.

“Thesis progress” TAB:

Validated On going To be done

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

### 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 -

3 -  4 -

5 -  6 -



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 progress” TAB:

Research Unit

Si votre unité de recherche ne se trouve pas dans la liste, vous devez contacter votre école doctorale

Secondary Research Unit (name, type, R<sup>n</sup>, URL)

### 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)

Percentage of time

#### Co-director Co-supervisor (if one exists)

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 directeurs peut être porté à deux.

#### Codirecteur Co-supervisor (if one exists)

Percentage of time

#### Thesis co-supervisor (if one exists)

Percentage of time

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

#### Summary of the thesis project in French

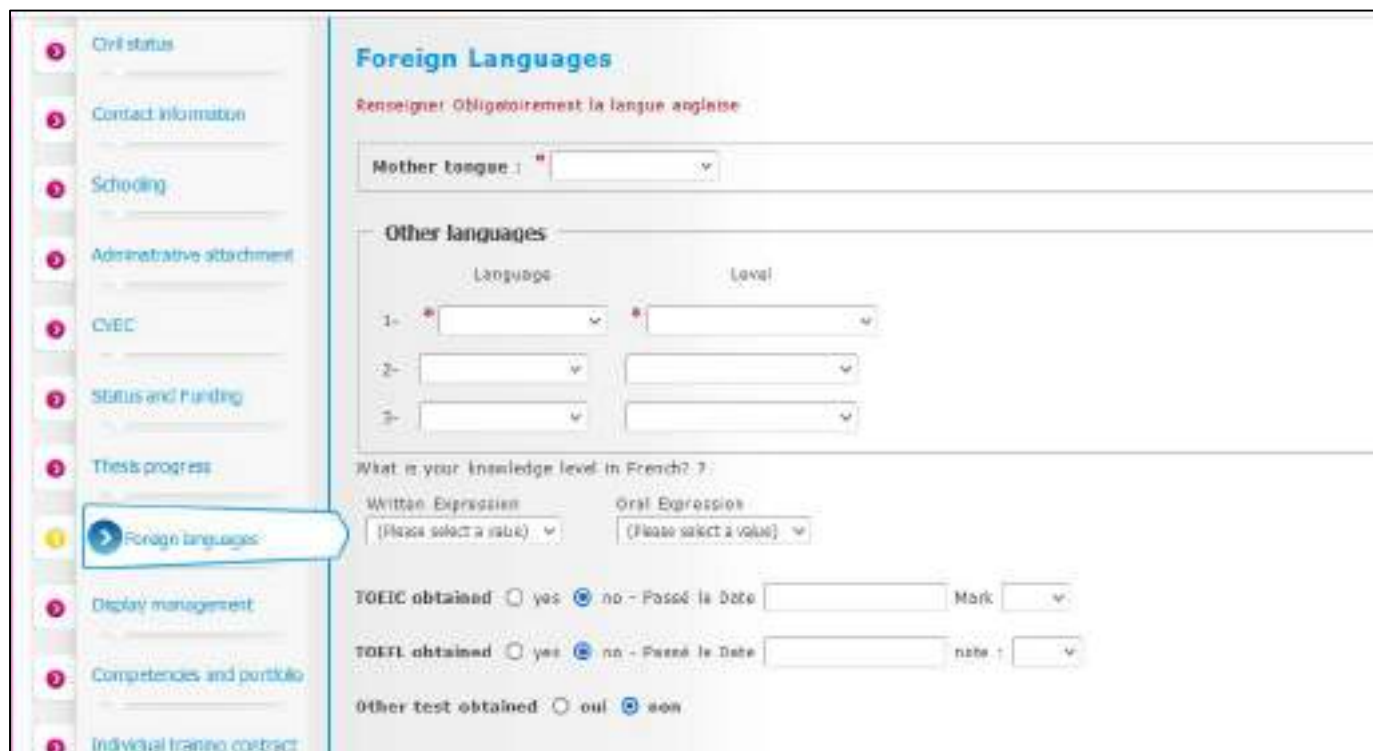
The number of characters must be less than 4000 characters (including spaces, tabs and line breaks).

#### Summary of the thesis project in English

The number of characters must be less than 4000 characters (including spaces, tabs and line breaks).

SAUVEGARDER

“Foreign Languages” tab:



**Foreign Languages**

Renseigner obligatoirement la langue anglaise

Mother tongue : \*

**Other languages**

	Language	Level
1-	*	*
2-		
3-		

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

You can indicate here your foreign languages skills.

“Display management” tab :

The screenshot shows the 'Display management' tab selected in a sidebar menu. The main content area is titled 'Information displayed on the internet'. It contains the following text:

If you wish to publish the information relating to your thesis under preparation on the internet, the bibliographic information linked to your thesis. The information will be displayed on theses.fr\*, your institution website, your doctoral school website and on ADUM.

Reporting a thesis under preparation is part of the good practices aiming to promote the visibility of French research. **It is therefore advisable preparation.**

I wish to publish the information relating to my thesis on the internet \*  no  yes

The publication of the information relating to a thesis defended is an obligation in accordance with the **amended decree of 25 May 2016 est: the award of the national doctoral diploma.**

\* The theses.fr database is fed through the automatic transfer of information relating to the data concerning your thesis which you declared at thesis, doctoral school, doctoral specialty, research unit, co-directing institution when applicable, date of your first inscription, keywords, abstracts. More information available on the ARES website (Bibliographic Agency for Higher Education): <http://ares.fr/es/ressau-theses/submit-et-venir-se-inscrire>

A 'SAVE' button is located at the bottom right of the main content area.

“Competencies and portfolio” tab:

The screenshot shows the 'Competencies and portfolio' tab selected in a sidebar menu. The main content area is titled 'Competencies and portfolio'. It contains the following text:

We invite you to keep this tab updated throughout your PhD. Your portfolio includes your publications, training courses. It will be possible to enter these competences also after your (re)registration.

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 St
- Expertise, studies and counseling within organizations, cabinets or companies providing intellectual services, scientific
- Entrepreneur within innovative fields
- Scientific mediation, scientific communication and journalism, scientific edition, international relations
- Other

Technical skills

Transverse 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:

**Uploading files Area**

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

- Justificatif de financement
- Attestation CVIC
- Diplôme de master 2 + relevé de notes
- Garantie de disposer du master et le diplôme permettant l'inscription en thèse est obtenu hors UE
- Descriptif du projet de thèse
- Cahier d'acceptation de l'AMRT (si vous êtes en CIFRE CNRS)
- 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 carte AD&M conseillée pour l'édition de votre carte d'étudiant
- Proof of financing
- Proof of CVIC payment
- Master 2 Diploma + results transcript OR Master's degree exemption request
- Master's degree exemption request (if the diploma which allows you to register in PhD thesis is not of EU)
- Description of the thesis project
- AMRT 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 UTM)
- Deposit of your ID picture on your AD&M profile is recommended in order to print your student card

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

**Documents to be attached**

**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 DE 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 head of the institution declares your registration.
- You will receive an e-mail informing you that your registration has been accepted and asking you to pay your registration fees and to deposit your CVEC certificate on ADUM (please consult payment terms below)
- Once you have paid your registration fees and submitted your proof of payment on ADUM, your registration is finalized by the institution.
- Your schooling certificate is available in your personal ADUM space.



## Payment terms, depending on your registration institution

### At Institut Agro Dijon:

Payment online by credit card:

- In 1 instalment from September 1<sup>st</sup>, 2024
- In 3 instalments from September 1<sup>st</sup> to October 15th, 2024

Please contact the Administrative Office of Institut Agro Dijon to proceed:

Christelle PECHER – 03 80 77 24 28 – [christelle.pecher@agrosupdijon.fr](mailto:christelle.pecher@agrosupdijon.fr)

Jean-Michel DROUET – 03 80 77 23 24 - [jean-michel.drouet@agrosupdijon.fr](mailto:jean-michel.drouet@agrosupdijon.fr)

### At SUPMICROTECH-ENSMM:

Online payment by credit card:

- In 1 instalment, from September 1<sup>st</sup>
- In 3 instalments, from September 1<sup>st</sup> to September 30<sup>th</sup>

Access to online payment: <https://cocktail.ens2m.fr/cgi-bin/WebObjects/Coriandre.woa>

Click on "Paiement en ligne" on the upper left corner, then select "Payer comptant" to pay in 1 instalment or "Payer en 3 fois" to pay in 3 instalments.

If you are facing any difficulties to pay your registration fees, please contact the Administrative Office of SUPMICROTECH-ENSMM: [scolarite@ens2m.fr](mailto:scolarite@ens2m.fr)

### At Université de Bourgogne:

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

- in 3 installments from September 1st to October 10th 2024
- in one instalment from September 1st to October 31th 2024

Payment by bank cheque, payable to « Régisseur de recettes – Service recherche », to send/deposit to the Administrative office of Université de Bourgogne.

In case of difficulty, please contact the Administrative office of Université de Bourgogne: Stéphanie BARILLOT – 03.80.39.50.22 – [stephanie.barillot@u-bourgogne.fr](mailto:stephanie.barillot@u-bourgogne.fr)

### At Université de Franche-Comté:

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.

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: Dominique DETOT – 03 63 09 26 94 – dominique.detot@ubfc.fr

#### **At Université de Technologie Belfort-Montbéliard :**

Payment by bank transfer, in one installment 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.

Payment by bank check, payable to « Agent comptable de l'UTBM »

In case of difficulty, please contact the Administrative office of Belfort site: Chainez BOUSSAHA-03.84.58.35.29 – chainez.boussaha@utbm.fr

#### **For further information about registration, you can :**

- Consult the 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>)