



UBFC

UNIVERSITÉ
BOURGOGNE FRANCHE-COMTÉ

DOCTORAL DEGREE ENROLLMENT / RE-ENROLLMENT 2020-2021

Enrollment / re-enrollment calendar for the 2020-2021 academic year : 1 September to 9 November 2020

You must have submitted your complete file to your doctoral school in this period. Any file received and / or incomplete after November 9th (with the exception of the CIFRE and international joint-supervision agreements) will not be accepted.

Before the deposit of your registration file, you must pay the Student Life and Campus Contribution (Article L841-5 of the Education Code) : all students must pay, at the CROUS, the Student Life and Campus Contribution (CVEC) of € 91 (more information in Appendix 1).

PREREQUISITE CONDITIONS TO ENROLLMENT

DEGREE

- **Master's degree** or **French "DEA"** delivered in one of the Bologna Process signatories (Appendix 2 : list of the signatories)
- **engineer's degree** equivalent to a Master's degree (after validation by the Doctoral School (DS))
- **5 years post baccalaureate degree obtained in a foreign higher education institution:** fill in the request form for Master's degree exemption.

THESIS SUPERVISOR

- belongs to a research unit attached to one of the UBFC 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) and fill out the registration form online from your personal account. You save and validate the data entered.

You print from the section "Administrative documents" the documents for your enrollment :

- Thesis Charter : to read, sign and get signed by your thesis director and, if applicable, your co-supervisor;

- Individual training agreement : to be completed in accordance with the decisions taken with your thesis director, sign and have your thesis director and, if applicable, your thesis co-supervisor;
- Application for registration authorization : sign and have your thesis director and research unit director sign;
- Application for a Master's degree exemption (if applicable) : to sign and have it signed by your prospective supervisor and research unit director;
- RGPD form : to sign.

You also print the list, specific to your doctoral school, and add the requested documents to the parts list above.

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 and on the UBFC Doctoral College website.**

You then deposit your complete file to the secretary of your doctoral school (Appendix 3 : DS contact information).

The president of UBFC gives the approval for enrollment.

2. Administrative registration

Once the president of UBFC has given his authorization, your administrative registration is carried out and your registration fees are cashed (Appendix 5 : Payment of registration fees).

Your certificate of tuition, as well as your UBFC Pass, are then given to you by your doctoral school (in Besançon and Belfort) or by the BED (in Dijon).

2 – RE-ENROLLMENT PROCEDURE

Annual re-enrollment is mandatory. In case of non re-enrollment, the thesis will be considered abandoned.

From the 3rd year, the re-enrollment is conditioned by the prior agreement of your thesis follow-up committee.

From the 4th year, 2 cases arise :

- Your defence is planned between 9 November and 31 December 2020 : you do not have to re-enroll, you do not pay registration fees and CVEC (warning : this is only valid if you submit your defence file before 31 October 2020. If it is not done or if your defence is postponed after 31 December 2020, a re-enrollment will be required).
- Your defence is planned after 31 December 2020 : 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 save and validate the data entered.

You print from the section "Administrative documents" the documents for your re-enrollment :

- Application for registration authorization : sign and have your thesis director and research unit director sign;

- Request for a thesis extension (from the 4th year) : to sign and have signed
- RGPD form : to sign

You also print the list, specific to your doctoral school, and add the requested documents to the parts list above.

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 and on the UBFC website.**

You then deposit your complete file to the secretary of your doctoral school (Appendix 3 : DS contact information).

The president of UBFC gives the approval for re-enrollment.

2. Administrative registration

Once the president of UBFC has given his authorization, your administrative registration is carried out and your registration fees are cashed (Appendix 4 : Payment of registration fees).

Your certificate of tuition, as well as your UBFC Pass, are then given to you by your doctoral school (in Besançon and Belfort) or by the BED (in Dijon).

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.

Appendix 1 : Student Life and Campus Contribution

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

This procedure must be done BEFORE your enrollment, 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 €91 (online by credit card or in cash at a post office)
- Receive and print 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).

Appendix 2 : 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 3 : Doctoral School Contact Information

DS Environnement-Santé (ES)

Contacts site Bourgogne

Adresse : 6, Boulevard Gabriel – 21000 Dijon Cedex
Christelle CAILLOT – 03 80 39 38 60 – ed.es.dijon@ubfc.fr

Contact site Franche-Comté

Adresse : 32, avenue de l'Observatoire – 25000 Besançon
Martine GAUTHERON – 03.63.08.22.13 – ed.es.besancon@ubfc.fr

DS Carnot-Pasteur (CP)

Contact site Bourgogne

Address : UFR Sciences et Techniques – 9 Avenue Alain Savary – BP 47 870 – 21 078 Dijon Cedex
Emeline ILTIS – 03.80.39.59.66 – ed.cp.dijon@ubfc.fr

Contact site Franche-Comté

Address : 32, avenue de l'Observatoire – 25000 Besançon
Martine GAUTHERON – 03.63.08.22.13 – ed.cp.besancon@ubfc.fr

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

Contact site Bourgogne

Address : UFR ST – Bâtiment Mirande – Aile H B.P. 47870 – 21078 Dijon Cedex
Jesy DELPIERRE – 03.80.39.58.17 – ed.spim.dijon@ubfc.fr

Contacts site Franche-Comté

Address in Besançon : 32, avenue de l'Observatoire – 25000 Besançon
Alika ROSSETTI – 03.81.66.66.02 – ed.spim.besancon@ubfc.fr
Address in Belfort : UTBM – Direction de la Recherche, Doctorats – 90010 Belfort Cedex
Caroline DELAMARCHE – 03.84.58.35.29 – ed.spim.belfort@ubfc.fr

DS Droit, Gestion, sciences Economiques et Politique (DGEP)

DS Lettres, Communication, Langues, Art (LECLA)

DS Sociétés, Espaces, Pratiques, Temps (SEPT)

Contacts site Bourgogne

Address : Maison des Sciences de l'Homme – Esplanade Erasme – BP 26 611 – 21 066 Dijon cedex
Mara CARREY-ARAGAO – 03.80.39.54.14 / ed.dgep.dijon@ubfc.fr / ed.lecla.dijon@ubfc.fr
Mersija VAJZOVIC - 03.80.39.35.38 / ed.sept.dijon@ubfc.fr

Contacts site Franche-Comté

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
Marlène DUTAL – 03.81.66.53.89
ed.dgep.besancon@ubfc.fr / ed.lecla.besancon@ubfc.fr / ed.sept.besancon@ubfc.fr
Caroline DELAMARCHE (Belfort) – 03 .84.58.35.29 – ed.sept.belfort@ubfc.fr

BED Dijon

Address : Maison de l'Université, bureaux 155 et 156 – Esplanade Erasme - BP 27877 - 21078 DIJON Cedex
Stéphanie BARILLOT – 03.80.39.50.22 – bed.dijon@ubfc.fr
Mireille QUEYROCHE-MOREAU – 03.80.39.35.71 – bed.dijon@ubfc.fr

Annexe 4 : Registration fees payment

1. Payment terms :

In Dijon

- Payment by bank check, payable to « Régisseur de recettes – Service recherche »
- Payment by credit card :

For candidates already registered at uB in 2019-2020 only : online payment possible in 3 installments from September 2nd to October 10th,

For all : online payment in one installment from September 2nd to October 31st.

In Besançon

- Payment by bank check, payable to « Agent comptable de l'UFC »
- Payment by credit card :

For candidates already registered at UFC in 2019-2020 only : online payment possible in 3 installments from September 2nd to October 10th,

For all : online payment in one installment from September 2nd to November 8th.

In Belfort

- Payment by bank check, payable to « Agent comptable de l'UTBM »
- Payment by credit card :

Online payment possible in 3 installments from September 2nd to October 10th

Online payment in one installment from September 2nd to November 8th.

2. Fee :

The registration fee is € 385.