



ENROLLMENT WITH ADUM

Tutorial for students enrolling in first year of PhD thesis

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Preamble

- **Registration** is an important step, which must be **carried out with your thesis supervisor**.
- The **complete registration file** shall be deposited at the secretariat of your doctoral school **before 8 November, otherwise your thesis may be declared abandoned**.
- If you are under a **doctoral contract** or if you wish to **pay your registration fees in 3 installments**, you will have to deposit your registration file at your doctoral school **as soon as possible at the beginning of September**.
- **Prior to enrollment with ADUM**, you must pay the **student-life and campus contribution to the CROUS**. You will find all the necessary information about the procedure in Annex 2 of the present document.
- A **reform of student social protection** has been passed by the Government. It is enforced since the 2018-2019 academic year. You will find all the necessary information about the procedure in Annex 3 of the present document.

1. Launching the enrollment procedure – Course registration

To register in 1st year of doctoral studies, go to <https://www.adum.fr/UBFC> to create your ADUM account¹:

The screenshot shows the 'Private space' login page for UBFC. At the top, there is the UBFC logo and the text 'UNIVERSITÉ BOURGOGNE FRANCHE-COMTÉ'. Below the logo, the page is titled 'Private space' and includes a warning: 'You are entering a restricted area'. There are input fields for 'Your email address' and 'Password', followed by a 'LOGIN' button. Below the login button is a link for 'I forgot my password'. Further down, 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 of the page, there is a text block explaining the private space and listing the services available to users, such as access to their dossier, annual updates, and administrative document uploads. The email 'webmaster@adum.fr' is also listed.

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

The screenshot shows a form titled 'You want to create an account?'. It explains that creating a personal account allows a user to enroll as a PhD student and benefit from various services. It also states that the account is used for applying for a PhD thesis or authorization to defend a thesis. The form lists 'elements required for your registration' such as gaining time when enrolling, storing descriptive data, consulting training modules, and having access to online information. Below this, there is a section for 'Define your access codes' with input fields for 'Main Email', 'Password at least 8 characters long', and 'Confirmation of the password'. At the bottom, there is a checkbox for accepting the Data Use Policy and a 'CREATE MY ACCOUNT' button.

¹ 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 web 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 shows the "PhD speciality" dropdown menu selected. The selected value is "SPIM - Sciences Physiques pour l'Ingénieur et Microtechniques". A blue oval highlights this dropdown menu.

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**:



The screenshot shows a web form with two dropdown menus. The first menu, labeled "PhD speciality", has "Automatique" selected. The second menu, labeled "University you register at", is open and shows a list of institutions: "(Please select a value)", "Université de Besançon", "Université de Dijon", "Université de technologie Sefert-Montbéliard", "Ecole Nationale Supérieure de Mécanique et des Microtechniques (ENSM)", and "AgroSup Dijon". A "CREATE MY PROFILE" button is visible 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:

The screenshot shows a web form titled "Civil status". On the left is a sidebar with various tabs: Contact information, Schooling, Administrative attachment, Status and Funding, Thesis progress, Foreign languages, Individual training contract, Deploy management, Competencies and portfolio, and I finalize the procedure. The "Civil status" tab is active. The form contains the following fields: Last name, Usuel name, First name, Middle name, Third name, Date of birth, Country of birth, City of birth, Nationality, Socio-professional category of the father, Socio-professional category of the mother, Gender (radio buttons for Woman and Man), Family status, National Identifying Student Number (INE) (a grid of 10 boxes), and Student Card Number. A "SAVE" button is located at the bottom right of the form.

“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:

The screenshot shows a web form titled "Contact information". On the left is a sidebar with navigation tabs: "Civil status", "Contact information" (highlighted), "Schooling", "Administrative attachment", "Status and Funding", "Thesis progress", "Foreign languages", "Individual training contract", "Deploy management", "Competencies and portfolio", and "I finalize the procedure". The main form area is divided into two sections: "Current address" and "Professional address".

Current address section:

- Cell phone:
- Main email address:
- Secondary email address:
- Personal website:
- Country:
- Postcode:
- City:
- number, street ...:
- Home phone:

Professional address section:

- Country:
- Postcode:
- City:
- number, street ...:
- Home phone:

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:

Diploma allowing access to PhD studies

Country

City

University

Type of diploma

Name, Title

Speciality

Parcours

Obtaining

Mark or grade Mention

Rank

History of schooling

Do you hold the Agrégation degree? yes no

Are you engineer? yes no

Year of your first enrollment in a french Higher Education institution

Indicate all your diplomas, from the baccalauréat until the last diploma before the Master degree

<input checked="" type="checkbox"/> Baccalauréat	Add

n°1

Title of the diploma

Baccalauréat

Speciality

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 in the **“Name of the diploma”** field.

“Administrative attachment” TAB:

Contract information Private space My profile My career Questions

Rechercher...

Schooling

Administrative attachment

Status and Funding

Thesis progress

Foreign languages

Individual training contract

Display management

Competencies and portfolio

Finalize the procedure

Administrative attachment

For the Academic Year 2018-2019 this is your 1st registration for PhD Thesis

Formation initiale

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
Besancon *

University you register at
Université Bourgogne - Franche-Comté *

Doctoral School
SPM - Sciences Physiques pour l'Ingénieur et Microtechniques *

PhD speciality
Automatique *



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

“Status and funding” TAB:

Welcome
Your account number is being created

Private space My profile My career Questions

UBFC
Central support
Logout

Rechercher...

Validated Ongoing To be done

Civil status
Contact information
Schooling
Administrative attachment
Status and Funding
Thesis progress
Foreign languages
Individual training contract
Display management
Competencies and portfolio
Finalize the procedure

Funding

Statut

Fraction of working time dedicated to preparing the PhD (as a fraction of a full-time work) : temps full partial

PhD student 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

[Add a new funding](#)



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”.

Please refer to Annex 1 as regards the following fields:

- **Type of funding**
- **Type of work contract**
- **Employer**
- **Origin of the funding**

“Thesis progress” TAB:

Welcome
Your account number is being created

Private space My profile My career Questions

UBFC
Digital support
Logout

Rechercher...

Validated Ongoing To be done

Civil status
Contact information
Schooling
Administrative attachment
Status and Funding
Thesis progress
Foreign languages
Individual training contract
Display management
Competences and portfolio
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 SUPERVISION

Information : A partir du 3ème caractère saisie une recherche est effectuée sur l'ensemble des responsables de l'ADUN. Patientez un peu. Si le nom de votre encadrant comporte seulement 3 caractères, faites suivre d'un espace, et saisissez la 1è lettre du prénom.

Thesis Director

Choose a supervisor in the list below (HDR required)

Chisissez une valeur

Percentage of time

Codirecteur (if one exists)

Chisissez une valeur

Percentage of time

Codirecteur (if one exists)

Chisissez une valeur

Percentage of time

Thesis sponsor

Name First Name

Industrial Collaboration no yes established yes scheduled

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

Summary of the thesis project in French



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.**

“Individual training contract” TAB:

Convention individuelle de formation

ALL THE FIELDS OF THIS FORM ARE COMPULSORY

Some elements which are necessary for editing the "Convention Individuelle de Formation" are still missing!

[PAGE SUIVANTE](#)

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 steps of the doctoral project up until the defence.

Mode of the supervision and follow-up of the doctorant's training and research progress
Expected frequency of working meetings with the supervisor and / or co-supervisor:

Mode of the supervision and follow-up of the doctorant's training and research progress
Specific modalities of conducting the research (Security, confidentiality, workplaces other than those of the Unit ...):



The Individual training agreement is a document signed by your thesis supervisor and yourself. It is therefore important to **fill this tab with your thesis supervisor, or at the very least in agreement with him/her after prior discussion with him/her.**

“Display management” TAB:

The screenshot shows the 'Display management' tab selected in a user profile interface. The interface includes a top navigation bar with 'Private space', 'My profile', 'My career', and 'Questions'. A search bar is located in the top right corner. The main content area is titled 'Information displayed on the web' and contains a form for managing online visibility. A blue callout box highlights the 'Display management' option in the left sidebar.

Information displayed on the web

I would like to include my skills profile as I would have set it up on the internet (cf below) Yes No

Do not forget to give a specific title to your profile form "portfolio, skills, field" Professional project") and to indicate your skills well, your profile will be accessible more quickly to recruiters and the research community. Consider updating your profile regularly in order to maintain an up-to-date profile, the update date is on the internet. Your possible exchanges with recruiters or researchers will depend on the quality of the information provided. For privacy issues, your profile will not be visible from search engines (Google, Yahoo ...). You can at any time decide not to appear on the internet via this form.

If you accept your data will be visible online, they will be visible only after they are validated by your Graduate School.

Setting up my profile on the internet

If you accept your data will be visible online, by default will be displayed the information regarding the diploma giving access to PhD studies and the information regarding the PhD thesis. You can choose to display other information by checking the corresponding box.

Diploma access PhD studies	By default
THESE	By default
Current address	<input type="checkbox"/>
Professional address	<input type="checkbox"/>
Main email address	<input type="checkbox"/>
Secondary email address	<input type="checkbox"/>
Personal website	<input type="checkbox"/>
Professional situation	<input type="checkbox"/>
Publications	<input type="checkbox"/>

This tab allows you to choose the data that you wish to be made visible on the internet or not.

“Competencies and portfolio” TAB:

The screenshot shows the 'Competencies and portfolio' tab selected in a user profile interface. The interface includes a top navigation bar with 'Private space', 'My profile', 'My career', and 'Questions'. A search bar is located in the top right corner. The main content area is titled 'competencies and portfolio' and contains a form for adding professional projects and skills. A blue callout box highlights the 'Competencies and portfolio' option in the left sidebar.

competencies and portfolio

Professional project *

- enseignant-chercheur, enseignant du supérieur
- chercheur en milieu académique
- chercheur en entreprise, R&D du secteur privé
- pilotage de la recherche et de l'innovation, gestion de projets innovants, pilotage de structures innovantes
- métiers d'accompagnement et de support à la recherche, à l'innovation et à la valorisation, au développement des Spin Off et Start-up innovantes
- expertise, études et conseils dans des organisations, cabinets ou sociétés fournissant des prestations intellectuelles, des expertises scientifiques, prospectives ou stratégiques
- entrepreneur des domaines innovants
- médiation scientifique, communication et journalisme scientifique, édition scientifique, relations internationales
- Autre

Technical skills

Transverse skills

Extra-professional interest areas

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

Once you have properly filled the tabs (i.e. once they have turned green), you must click on “Finalising the procedure” and print the documents related to your registration from the “Administrative documents” entry in your personal space. **At this stage, your file is entered in the temporary ADUM database, so you do not yet have access to all the functionalities of the application, e.g. enrollment in training courses.**

You must print the following documents from ADUM in order to build your first-registration file:

- the thesis charter: you must read it, sign it, and have your thesis supervisor (+ your thesis co-supervisor if you have one) sign it
- the individual training agreement: you must fill it in agreement with the decisions made jointly with your thesis supervisor, sign it, and have your thesis supervisor (+ your thesis co-supervisor if you have one) sign it
- the request form for doctoral degree enrollment/re-enrollment: you must sign it, and have your thesis supervisor and the Head of your research unit sign it
- the request form for Master’s degree exemption (if appropriate): you must sign it, and have your prospective thesis supervisor and prospective Head of research unit sign it
- the list of the documents to be enclosed with your file
- the CNIL form: you must sign it.

To help you with the procedure, the following documents are also available in your personal space (and on the website of the UBFC Doctoral College):

- Doctoral degree enrollment/re-enrollment: how to proceed
- Master’s degree exemption: how to proceed.

Then you must hand in the following documents at the DS **as soon as possible**, or send them by post:

- the thesis charter
- the individual training agreement
- the request form for doctoral degree enrollment/re-enrollment
- the request form for Master’s degree exemption (if appropriate)
- the additional documents required by your DS
- the payment of your registration fees
- the CNIL form



If you are under a doctoral contract or if you wish to pay your registration fees in 3 installments, you must hand in your file at the DS / send it to the DS as soon as possible in September.

2. Verification and validation by the DS – Administrative registration

Once you have handed a hard copy of your file, the DS verifies, stabilises, and if necessary corrects the data you entered in ADUM.

If your file has to be substantially modified, the DS may choose to give you back the upper hand on your ADUM file for you to make the required modifications. In that case, you will have to make the corrections, print the forms again, have them signed again, and hand/send them to the DS again.

Once the file is complete and properly filled, the DS has its director sign the following forms:

- the request form for doctoral degree enrollment/re-enrollment
- the Master's Degree exemption form (if appropriate)

Then the DS transmits your file to the President of UBFC for him to sign it. He may grant you authorisation to enroll or not.

Once the President of UBFC has granted you authorisation to enroll, your file is validated in ADUM. **At this stage, your fact sheet is entered in the permanent ADUM database and you have access to all the functionalities of the application.**

The DS (or the Bureau of Doctoral Studies if you carry out your thesis work at the university of Burgundy) proceeds to your permanent registration and issues your certificate of attendance and your UBFC pass.

Annex 1: How to properly provide information about your funding

“Type of funding” field

Select ... :	If ... (for French PhD students)
Higher-education institution	you are under a doctoral contract funded by the institution in which you are going to do your thesis work
Territorial authority	you are under a doctoral contract funded by a territorial authority (Regional Council, City, ...)
CIFRE agreement	you are going to do your thesis work within the framework of a CIFRE agreement
MENESR	you are under a doctoral contract funded by the Ministère de l’enseignement supérieur, de la recherche et de l’innovation (Ministry of Higher education, Research, and Innovation)
Salaried activity (PhD funding excluded)	you have a salaried activity without a link with your thesis
ANR funds	you are under a doctoral contract funded by ANR funds
No funding	you have no funding at all for your thesis
Research contract	you are under a doctoral contract funded <i>via</i> a research contract
EPST	you are under a doctoral contract funded by an EPST (CNRS, IFSTAR, INED, INRA, INRIA, INSERM, IRD, IRSTEA)
EPIC	You are under a doctoral contract funded by an EPIC (ADEME, AFD, ANDRA, CNES, CEA, EFS, etc.)
Public research institution other than an EPST or an EPIC	you are under a doctoral contract funded by another public research institution
Ministry other than MENESR	you are under a doctoral contract funded by another ministry than the MENESR (Ministry of Higher education, Research, and Innovation)
Association or foundation	you are under a doctoral contract funded by a French association or foundation
Firm	you are paid by a firm
European or multi-lateral programme	you are under a doctoral contract funded <i>via</i> a European programme
Primary- or secondary-education civil servant	you are a civil servant working in primary or secondary education
Higher-education civil servant	you are a civil servant working in higher education

Select...:	If ... (for foreign PhD students)
Foreign PhD student funding by a foreign government	you are under a doctoral contract funded by the government of your country of origin
Foreign PhD student funding by the French government	you are under a doctoral contract funded by the French government (including the French embassy, Campus France)
Foreign PhD student funding by another institution	you are under a doctoral contract funded by another structure abroad, including associations or foundations

“Type of work contract” field

Select...:	If ... (for all PhD students)
Grant	you benefit from a grant to carry out your thesis work
Research training contract	
FTC	you are under a fixed-term contract other than a doctoral contract
PC	you are under a permanent contract
Doctoral contract	you are under a doctoral contract
Contrat doctoral Normalien ou Polytechnicien	you are under a doctoral contract specific to ENS (Ecole Nationale Supérieure) and EP (Ecole Polytechnique) students
Not concerned	you are not under any kind of work contract
Doctoral contract endowed by an EPST	DO NOT SELECT
Doctoral contract endowed by a higher-education institution (other than the MERS)	DO NOT SELECT
Doctoral contract endowed by non-earmarked MESR funds	DO NOT SELECT

“Employer” field

If you are under a contract, whatever the type of contract, please indicate who your employer is (i.e. who established your contract) here.

“Origin of the funding” field

If you are under a contract, indicate the financier’s name here (it may or may not be the same as your employer’s).

For example, for the “MENESR funding” doctoral contracts, the employer is the institution that made you sign the contract (UFC or uB or UTBM or ENSMM or AgroSup Dijon), while the funding comes from the Ministry.

Annex 2: Student-life and campus contribution

Art. L. 841-5. – I. – A contribution aimed at favouring student reception, at bringing them support in their social life, health, culture, and sports, and at reinforcing the prevention and health education actions intended for them is established to the benefit of public higher-education institutions, of the institutions mentioned in articles L. 443-1 and L. 753-1 of the present code, or in article L. 1431-1 of the general code of territorial authorities providing initial training in higher education, of private general-purpose higher-education institutions, and of the “centres régionaux des œuvres universitaires et scolaires”².

This procedure shall be completed BEFORE enrolling, as follows:

- Connect to <https://www.messervices.etudiant.gouv.fr/>, “Contribution Vie étudiante et de Campus” entry
- Log in with your IDs (if you already have an account) or with your INE No
- Enter the name of the town where you are going to study
- Pay the contribution (90 €, online by credit card or in cash at a post office)
- You will then receive a certificate to be added to your registration file
- Exempted students: scholarship holders, refugees, recipients of subsidiary protection, asylum seekers. PLEASE MAKE GOOD NOTE that even if you are exempted, you must go through the procedure and hand the certificate when you register.
- As regards PhD students under international administrative co-supervision, if you pay your registration fees in the partner university, you must go through the procedure and specify that you belong to an international partnership; you will be exempted.

² CROUS (regional centers for school and university deeds)

Annex 3: Reform of student social protection

The annual procedure of registration with the social security is cancelled from the beginning of the 2018-2019 academic year.

- The annual fee of 217 € is cancelled

As regards **foreign newcomers who are EU or Swiss nationals**:

- you remain registered with health insurance in your own country

As regards **foreign newcomers who are not EU or Swiss nationals**:

- you must register with the French general health insurance regime through the dedicated registration website, www.etudiant-etranger.ameli.fr.