

AD LIVE RECRUITMENT - 8 JULY 2025 - Q&A - EN

Who should I contact to request FSD authorisation?

The FSD notice is requested by the thesis supervisor and/or the laboratory. Without this response, the employment contract cannot be drawn up. It must correspond to the period of the employment contract.

It must be requested for all non-EU students, i.e. nationals of countries outside the European Union, and for all students whose laboratories are located in a ZRR (zone of reduced recruitment).

Is administrative registration at the University of Lille 100% online or does it require a physical visit to the campus? When are the administrative holidays during the summer?

Registration can be completed entirely online. For information, university services will be closed from 27 July to 17 August 2025.

Registration is a two-step process: academic registration on ADUM, followed by administrative registration at the University of Lille.

Academic registration on ADUM is now open. For registration to be finalized, you must have been accepted onto the Master's program or engineering degree program.

The deadline for enrolment at ULille is 15 December 2025, but there may be a delay of two to three days between the validation of your academic enrolment on ADUM and the transmission of the enrolment link to the University. It is therefore highly recommended that you complete these steps in advance so as not to miss this deadline.

To access ADUM, do I need to go through the ENT or directly through their website?

You need to create an account on the ADUM platform.

When will I get access to the ENT, a ULille address, etc.? After registering for a PhD or being recruited?

After you have completed your administrative enrolment at the University of Lille.

Can you tell us the registration fees?

The registration fees are €397 and €105 for the CVEC. A webinar dedicated to registration will be held on 9 September at 10 a.m.

I received a link to register on ADUM, but I had already created an account before my thesis was accepted. When I log in, I am taken to the application page. Do I need to do anything to access the registration page?

You will need to contact your doctoral school to resolve this issue.

I started the registration process on ADUM and cannot find the information about my doctoral contract (e.g. start date). Who should I contact?

You should discuss this with your thesis supervisor.

For visa applications, is it possible to obtain a document certifying acceptance into the doctoral program so that students can begin the process in advance?

The HR department can provide you with a welcome agreement, but your laboratory must first send us your recruitment form.

What is the average validation time after registering on ADUM?

The validation steps for academic registration on ADUM are subject to a signature workflow and may take a few days.

As I am in a joint supervision program, do the documents to be completed also need to be completed by the director in the foreign country, or is it sufficient for the director in Lille to complete them?**Do I need to be registered for the entire three years of my PhD in Lille, or just for the 18 months of the contract (joint supervision)?**

Your director in the partner country is not involved in setting up your employment contract and does not need to sign anything. However, you will need to contact your graduate school for information about your enrolment in ADUM.

Regardless of your funding, if you are in an international joint supervision program, you must enroll at both institutions each year. The joint supervision agreement will normally provide for exemption from enrolment fees each year at one or the other institution.

Why are joint supervision contracts treated as BIATSS fixed-term contracts?

Because the funding provided by the University of Lille is for less than three years, it is not possible to establish a doctoral contract.

From an administrative point of view, what is our status (student/employee)?

Doctoral students are both students and employees, but their employee status takes precedence.

If the thesis is carried out between two laboratories, one in Lille and one in Paris, is there a specific procedure for ADUM registration and the employment contract?

You only need to register at one registration institution (Lille or Paris). In all cases, you must specify the terms and conditions of your thesis in the Individual Training Agreement (CIF).

For a thesis that will be funded by an ANR JCJC, should this be specified on the recruitment form and the credit line? Should the agreement number relating to ANR funding also be indicated?

You must indicate the acronym of the project and the managing department. The agreement number is not mandatory as we will obtain the accounting references during the financial validation process.

How do we manage a residence permit that expires during the thesis?

In order to avoid interruptions to your thesis, it is essential to renew your residence permit two to four months before it expires.

Do people with public law contracts have civil servant status? I am asking this question to find out whether we will be covered by the civil servant social security system.

No, you are not considered civil servants and you will be covered by the CPAM (French national health insurance scheme).

Do doctoral students at the École Normale Supérieure (who are civil servants and therefore already covered by the MGEN) have to switch to the general social security system?

It is advisable to contact the MGEN to inform them of your status.

Are doctoral students with a ULille contract eligible for supplementary health insurance?

The introduction of supplementary health insurance for doctoral students is currently being considered. However, you can claim a reimbursement of €15 per month on your mutual insurance by submitting a request via the University of Lille's ENT portal.

Are there any benefits (travel passes, meal vouchers, etc.) included in the doctoral contract?

You can request a 75% reimbursement of your monthly transport subscription and benefit from the mobility allowance if you carpool (no reimbursement of mileage expenses).

Are there any RTT days?

No, this is not available.

Can you tell me how holidays work? Are we obliged to take them during teaching breaks?

Annual leave will be taken in accordance with the conditions of the research unit in which the contract doctoral student carries out their research, but will always be taken during the term of the contract. (Article 11 of the employment contract for contract doctoral students managed by the teaching department).

Do we need to inform the administration/HR department of our leave?

You must notify your thesis supervisor and your laboratory.

I don't fully understand the leave entitlement for doctoral students on doctoral contracts. They are entitled to 25 days, but I have never had to fill in a KELIO leave form. Is there another system for tracking this leave?

There is no specific system for submitting leave requests at the moment, but we are aware of the issue.

How are lecturer contracts organized? Does the salary you mentioned include teaching duties or are these paid separately?

Teaching duties (addenda to doctoral contracts) are managed during a specific campaign and the results are sent to the teaching mobility department. An addendum to your employment contract specifying the number of hours will be provided to you. The maximum number of teaching hours cannot exceed 64 hours.

As I have not yet been approved in ADUM and my residence permit expires in October, can I request a certificate of acceptance?

The laboratory must send us your recruitment form so that the HR department can provide you with a hosting agreement.

How should I manage travel for University of Lille doctoral students who are employees and need to carry out work in other laboratories or participate in conferences/field missions? Is everything managed at the UMR level for OMs?

Yes, as staff members, assignments are managed within the laboratories.

I have requested an exemption from the Doctoral School so that I can supervise the thesis on a full-time basis (as part of the ANR JCJC project). Can the candidate proceed with the recruitment procedure, , in order to obtain the hosting agreement while awaiting validation of the exemption by the Doctoral School?

You must wait for the CS's response, but the doctoral student can indeed begin preparing their application in parallel.

Is GRAEL project funding 100% funded by ULille?

It could be 50% or 100%. Your thesis supervisor will be able to confirm this.

I have been setting up a micro-business in sociology for over a year, and this could complement my doctoral work. I imagine that it is not possible to do both at the same time (I have a doctoral contract).

You must report your situation. You need to make sure that combining the two is possible.

Regarding the recruitment form, I am having difficulty understanding why only the thesis supervisor (DT) and the lab are concerned. Is there personal information to be provided?

Doctoral students cannot be expected to know all the funding arrangements and must be assisted in the registration process by the DT and the laboratory.

Are CHU interns requesting a research year or a FST affected?

CHU interns who have CHU funding do not need a university employment contract but must still register on ADUM.