EG/GS MADIS - DEMATERIALIZED PROCEDURE
1st YEAR CIFRE THESIS

REQUEST FOR A LETTER OF COMMITMENT FROM THE GS TO SUBMIT A FILE TO ANRT
- Procedure : https://edmadis.univ-lille.fr/en/before-phd/industrial-contrat-cifre-1
- Contact : sec-edmadis@univ-lille.fr
When it is accepted by the ANRT and the master is obtained, the student can take the steps outlined below.

PhD STUDENT
- Create your ADUM account: https://www.adum.fr/ (see registration guide to create ADUM an profile : https://edmadis.univ-lille.fr/en/registration-by-adum/adum-1).
- Submit your academic file (see list of documents to be provided in your ADUM space).
- Enter the information.
- Fully complete the individual training agreement (CIF), noting a few training titles (this is a forecast that can be modified each year when you re-register for your doctorate), then save and send the CIF via ADUM to the thesis director for validation.

DOCTORAL SUPERVISOR
- Check the information entered by the PhD student.
- Modify and/or complete if necessary the individual training agreement (CIF) **before validating it**.

PhD STUDENT
- Download the CIF validated by your thesis supervisor and upload the pdf version of the CIF in the "Individual training agreement" section. **No signature is required on the CIF.**
- Finalize the procedure (this is equivalent to a signature).

DOCTORAL SUPERVISOR
- Check the information entered by the PhD student.
- Validate the doctoral charter and give its opinion online on the application for authorisation to register.

DOCTORAL CO-SUPERVISOR
Validate the doctoral charter and give its opinion online on the application for authorisation to register.

RESEARCH UNIT DIRECTOR
Validate the doctoral charter and give its opinion online on the application for authorisation to register.

SPECIALTY LEADER
- Examine the PhD student's academic file and the CIF.
- If the file is not compliant, cancel the finalization and give the PhD student the opportunity to modify it.
- If the file is compliant, give an online opinion on the application for registration authorization.

GS ADMINISTRATIVE TEAM
- Check the conformity of the academic file and CIF submitted by the PhD student.
- Stabilize all informations entered and the CIF.
- If necessary, cancel finalization and give access back to the PhD student.
- If the file is complete and compliant, it will be forwarded to the Director of the GS.

GS LEADER
Propose or refuse the PhD student's registration on ADUM.

ADMINISTRATIVE REGISTRATION AT THE RESPECTIVE ESTABLISHMENT
GS administrative team sends a message to the PhD student inviting them to start their administrative registration with the establishment.
The institution manages the administrative registration, the student card and the certificate of enrolment.