# EG/GS MADIS - DEMATERIALIZED PROCEDURE
# 1st YEAR INTERNATIONAL CO-AGREEMENT THESIS (COTUTELLE)

**The thesis supervisor must draw up the cotutelle project before taking any steps at the GS.**
**He must contact international Relationships Office (RI) of his institution.**
Useful information : https://edmadis.univ-lille.fr/en/before-phd/translate-to-english-cotutelle-1
**Contact** : sec-edmadis@univ-lille.fr
Once the cotutelle project has been validated by the GS and master has been obtained, the student can begin 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.