

EG/GS MADIS - DEMATERIALIZED PROCEDURE

2nd AND 3rd YEAR (normal, cotutelle or CIFRE thesis)

Please note : an individual thesis monitoring committee (CSI) is mandatory for re-registration in 2nd year and in 3rd year.

Useful information : <https://edmadis.univ-lille.fr/en/during-phd/individual-monitoring-committee-csi-1>

Contact : thesis supervisor and specialty leader.

Once the **PV of the CSI** has been filed (by the thesis advisor or specialty leader) on ADUM **with a favourable opinion** you can take the steps outlined below.

PhD STUDENT

- Update your ADUM account: <https://www.adum.fr/>
- Update your individual training agreement (CIF). Examples : In "Individual training plan", note the training courses you took in 1st year and those you would like to take in 2nd (or 3rd) year. In "Mode of the supervision", add the names of your non-HDR co-supervisor if you have any.
- Save and send the CIF via ADUM to the thesis supervisor 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

- Examines the file and, if necessary, cancels the finalization and gives access back to the PhD student for modification.
- Give its opinion (favorable or unfavorable) on the PhD student's request for re-registration.

GS ADMINISTRATIVE TEAM

- Check all informations in the PhD student's ADUM account. If necessary, cancel the finalization and give access back to the PhD student for modification.
- Validate the verified data, then submit the re-enrolment request to the GS director for approval.

GS LEADER

Propose or refuse the PhD student's re-registration on ADUM.

ADMINISTRATIVE REGISTRATION AT THE RESPECTIVE ESTABLISHMENT

The PhD student receives a message from their institution's Registrar's Office (tuition service) to complete their administrative registration.

The institution manages the administrative registration and the certificate of enrolment.