

# EG/GS MADIS - DEMATERIALIZED PROCEDURE

## 4th YEAR AND ABOVE

**Important : enrolment for 4th year and above is an exception. It is subject to the establishment's agreement. Please note : an individual thesis monitoring committee (CSI) is mandatory for re-registration in 4th year and above. Proof of funding covering the period up to the defence must be provided.**

- Useful information : <https://edmadis.univ-lille.fr/en/during-phd/individual-monitoring-committee-csi-1>
- Contacts : thesis supervisor and specialty leader.

Once the **minutes of the CSI** have been filed on ADUM by the thesis advisor or speciality leader **with a favourable opinion**, you can begin the steps listed below.

### PhD STUDENT

- Update your ADUM account: <https://www.adum.fr/> by uploading the supporting documents requested by the GS MADIS and/or the establishment.
- Update your individual training agreement (CIF). Examples : In "Individual training plan", note the training courses taken during the last 3 years and the courses to be taken for this additional year if the threshold of doctoral training credits has not been reached.
- 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.

### ESTABLISHMENT

Accept or refuse the administrative registration request and inform the PhD student.