### Supervisor and Co-Supervisor

- Alert the PhD student to register in D2 and D3 and respect the deadlines.
- Update ADUM login and profile.
- Supervisor receives an email from ADUM to validate convention individuelle de formation.
- Supervisor validates the convention individuelle de formation via ADUM (Accord pour impression).
- Supervisor then co-supervisor gives his opinion about registration.

### PhD Student

- Thesis committee has given an agreement for the 2nd year registration.
- Fill the items of ADUM registration in 2nd or 3rd year. Ith your supervisor. Fill the items of the Individual training contract (Convention Individuelle de Formation).
- Supervisor then co-supervisor gives his opinion about registration.

### Doctoral School (ED SPI-ENGSYS ou SPI-MADIS)

- Update CSI chairman with DED in CSI committee via ADUM.
- Receive an email entitled 'CONVENTION INDIVIDUELLE DE FORMATION - DOCUMENT À EDITER'. This email informs that the CIF has been validated by the supervisor.
- Finish the ADUM registration procedure by clicking on 'Transmission of the data in order to be validated'.

### Research Unit

- Organise CSI-D1. Push CSI PV at ADUM.
- Receive an email so that research unit leader accepts registration.
- Validate registration via ADUM.

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**REGISTRATION 2022-2023 TO ADUM BY A STUDENT in 2ST OR 3RD year Thesis PhD**

**VIA ADUM (https://www.adum.fr/index.p) - version 2022/06/30**
REGISTRATION 2022-2023 TO ADUM BY A STUDENT in 2ST OR 3RD year Thesis PhD
VIA ADUM (https://www.adum.fr/index.p) - version 2022/06/30

Check la convention individuelle de formation and doctoral trainings. Update CSI by adding PV. Send an email at DED.

After validation from DED and agreement of MADIS leader, validation of registration on ADUM.

Full registration on ADUM.

Send an email to PhD Student.

Wait for an email from ED SPI entitled 'Registration to ED SPI completed' with the fully signed 'demande d’autorisation d’inscription'. Then, begin the administrative registration to the French institution (University, School).

Examine registration.

Validate registration on ADUM.

Administrative registration to the French institution with the fully signed 'demande d’autorisation d’inscription'.