

PRESENTATION WEBINAR AD LIVE INSCRIPTION - JULY 9, 2024

Doctoral Affairs Department, nearly 2,000 doctoral students registered :

- Hélène SELOSSE - Head of Department
- Céline DELOHEN - referent to the schooling department (gateway to ADUM)

Validations in ADUM :

- Noémie DERUELLE - EG SMRE, SESAM, ENGSYS, MADIS
- Laure EVRAERE, Yvon BRUANT - EG SHS, SJPG
- Niniane BEAUCHAMPS - Representing the Direction de la Scolarité

As with the defence exams, the peak of activity is between September and December.

As a reminder, an FAQ dedicated to registrations is available in ADUM.

REGISTRATION STEPS

1st step in ADUM (pedagogical registration) :

Registration or re-registration by the doctoral student

- Reminder of the year's deadline, calendar: registration until December 15, 2024. Exceptionally for this year, due to the organization of council elections, students are asked to register as soon as possible and by November 30, 2024, in order to be included on the electoral lists. This deadline does not apply to doctoral students with international co-supervision, CIFRE or research project funding, as their thesis can start at any time during the year.
- Be sure to check the information entered in ADUM, in particular the data relating to civil identity: surname, first name, date of birth, baccalaureate year (not compulsory), baccalaureate series, INE. An error in data entry can affect the smooth delivery of the laissez-passer.
- Be sure to enter the doctorate speciality, which refers to the doctorate of registration and enables the LP to be generated.
- The request is submitted to the thesis director and research unit for approval, **and after verification of the form**, the doctoral school proposes registration.

The Doctoral Affairs department then :

- Confirms authorization of the registration request (file received from complete establishment): the computer link between ADUM and APOGEE is made to create the OPI (operation prior to registration) which generates the pass.

- Doctoral Affairs sends you an e-mail confirming that your establishment has validated your application, inviting you to register online. The pass is generated automatically within 48 hours on average. We ask you to be patient and not to contact us before 48 hours, or even an extra day to report a problem with your registration.

2nd step - online administrative registration

- If this method does not work, use the 2nd method via the guide sent to you:

* For doctoral students who have already registered with the University of Lille:

log in (

- **I can't continue with the procedure because an error message is displayed "no training can be offered"**: PLEASE CHECK THE DATA AND RETURN TO US affaires-doctorales@univ-lille.fr If you have any concerns, contact the doctoral school to check the information entered in ADUM.

- **my CVEC number** is not recognized. Please note that the civil status of the CVEC profile must be exactly identical to the ADUM record (order of surnames, first names and date of birth); contact the organization where the civil status does not correspond exactly to the identity document to request a change.

I'm in cotutelle status this year and I don't have to pay my registration fees at the University of Lille: how can I register with an exempt profile?

- I need to check the boxes for cotutelle and exemption, then upload my supporting documents to [PJ web](#).

- **!** in the case of cotutelle studies, administrative registration is compulsory each year at both partner institutions.

- **!** the exemption does not apply to payment of the CVEC, which must be paid each year.

I've completed my online registration. When and where will I receive my schooling certificate?

Once your file has been checked and validated by the school liaison officer :

- **your student card and certificate** will be sent by post to the address indicated in your online registration (please note that no certificates will be sent abroad).

- You can also download the registration certificate from your **student ENT**.

I would like to obtain a waiver of tuition fees (except for cotutelles): who should I contact?

- Total or partial exemption from tuition fees may be granted by the University. For more information, click [here](#).

Contact for any questions: Info-exo@univ-lille.fr

Exempt doctoral students must nevertheless pay the CVEC.

I'm taking a break, do I have to register and pay the CVEC?

All gap-year students are required to register (break profile) and [pay the CVEC](#).

QUESTIONS ASKED DURING THE WEBINAR :

ADUM

When registering for the first year on ADUM, is the main e-mail address to be entered our personal address or the one we will receive after registering at the University of Lille?

You can enter your personal address, an address where you can be reached. You'll get your ULille address once your registration has been validated, after which you'll need to give priority to your "University de Lille" address. Ideally, you'll need to include both addresses in your ADUM form.

Can I start ADUM registration today?

Registration in ADUM is now open, as administrative registration at the University has been open since 10/07.

Can you provide the link for ADUM registration?

Have you created your ADUM account? If not, please contact your Doctoral School.

I've already had my supervisors sign the doctoral charter on ADUM and I've also filled in the information/teaching forms etc. -> Is the pedagogical registration complete? -> Is the pedagogical registration finalized for me in this case? Am I waiting for you to get back to me so that you can open the administrative registration?

At this stage, the Doctoral School must validate your pedagogical file in ADUM. We will then validate it as an establishment, and you will receive instructions on how to proceed with your online registration.

My foundation is 50% from the Lille Doctoral School and 50% from the CNRS (NCSR). I have received the letter from Lille, but the letter from CNRS is on hold due to a security check. My question: Can I fill in the foundation information before I receive the official CNRS foundation letter in ADUM?

Yes, you can.

I'm a new doctoral student. Is it compulsory to complete the ADUM registration before October 1?

Yes, you must.

The administrative manager of the MADIS school told me that I shouldn't register on ADUM for the time being, as the university is setting up a dematerialization procedure at the moment, so we'll have to wait and see. Do you have any information about this?

It concerns the first years and ADUM is working on it. It's taken longer than expected, but things should be moving along in the next few days and should be cleared up soon.

After confirming acceptance of the thesis, I haven't received any email from the graduate school. Should I contact them to register on the ADUM platform?

If you still haven't received a reply, please contact them again.

The graduate school has asked me to wait and be patient. But you're talking about ADUM registration etc... I see a lot of people who are already registered. I feel like I'm late.

You're not late, you can start your application on ADUM.

What if we don't have an ADUM profile yet? Don't I need any special information to register on ADUM?

I advise you to contact the Doctoral School.

I'm in the process of finishing my Master 2 at the University of Lille. Do I have to wait for the jury's decision and the certificate of successful completion of my Master before I can register pedagogically and administratively? What about ADUM?

You can start the first step on ADUM, but you'll need these documents for administrative registration.

Where can I find my ADUM number?

At the top of your ADUM profile.

Can I start ADUM registration myself, or do I have to wait for the graduate school to register me?

If your application has been validated by the doctoral school, you can start the process.

What should I do with "doctoral affairs"? Do I need to contact them after registering with ADUM?

The Doctoral Affairs department will intervene once your pedagogical registration in ADUM has been validated by the Doctoral School, and will send you instructions on how to register. You don't need to contact them.

Registrations

I've been registered at university but my student account has been deactivated. What should I do?

You can connect to the [SESAME](#) website.

Is administrative registration independent of the doctoral contract?

Yes, it is.

What happens to registrations in the event of maternity leave?

Maternity leave is more an HR issue than a registration issue. In all cases, you must complete your registration, which will remain valid for the duration of your leave.

What if I have completed my bachelor's degree at the University of Lille but not my master's degree, and all my access rights have been withdrawn?

You need to contact the technical department. The addresses can be reactivated and you can connect to the [SESAME](#) site.

What happens if I don't have an INE number?

When you register online, you can enter your ADUM number and date of birth on the [registration website](#).

I'm already enrolled at ULiège (I'm going into my 2nd year) and I'm going to start a cotutelle with ULille in 2024-2025. Will I have to pay tuition fees to ULille as well?

You pay the tuition fees as set out in your cotutelle agreement. In many cases, doctoral students pay alternately at each institution (one year out of 2).

Do I need to provide the CVEC number when I register online?

Yes, you will be asked for your CVEC number.

Are students who received a scholarship during their Master's program no longer entitled to the DSE, and do they have to pay registration fees?

Yes, you must pay the registration fee.

Are registration fees the same for initial and continuing training?

You must apply to the doctoral school for acceptance. The doctorate is an initial training program. Please check with your doctoral school for confirmation. You are a salaried employee not financing your thesis (which means you would be doing your thesis part-time, taking 6 years to complete instead of 3).

For those who didn't do a Master 2 in France, but did a PhD in information and communication sciences in France. What do I put in the Master 2?

You put the diploma that gives you access to the doctorate, and the doctoral school will validate the equivalence if necessary.

Is the registration fee only for the 1st year or for each year? Thank you

It is payable annually.

Do I receive a certificate of attendance as a doctoral student?

Yes, as a student you will receive a certificate of attendance at the address you gave when you registered.

Outside the scope of the webinar (recruitment, professional questions...)

Off topic because related to the previous webinar, when do we receive the recruitment file in order to start the administrative procedures?

Please contact your research unit or doctoral school for recruitment details.

My residence permit expires at the end of September. Can you provide me with documents to extend it?

If you have an employment contract, you can contact HR. Otherwise, you need to contact the Maison internationale de l'étudiant.

At the meeting with the EDBSL director on Thursday, we talked about setting up an HR file. What does this involve?

The HR file concerns doctoral students who will be employed by the University of Lille. The Doctoral School or research unit will provide you with the necessary information.

I'm a new PhD student who will be working outside the University of Lille. Which institution should I register with as a student? The University of Lille or the establishment I'll be working for?

It all depends on the establishment you're working for. If it's a company, for example, it's the University of Lille. You'll need to contact your doctoral school, which will be able to give you more information.

As a doctoral student starting in October, what is our CAF status: employee or student employee?

If you have an employment contract, you have both employee and student status.

How many weeks of "paid leave" are we entitled to for a PhD year? Thank you.

This is not the subject of this webinar. Please contact the HR department when drawing up your employment contract.

A question other than registration: are there vacation periods at the university for PhD students?

You'll need to get in touch with your research unit to find out about attendance.

Details such as reimbursements for business travel between home and the laboratory will be dealt with in the HR file and the actual university employment contract?

Exactly!

Is the University closed during certain periods? If so, which ones?

The University is closed from 26/07 this year to 18/08 inclusive, then from 23/12 to 03/01/25.

Concerning the documents needed to find accommodation, is it after the HR recruitment by the lab? Or is it after the administrative registration that you get the work contract?

You complete your registration and the recruitment process at the same time.

Among the supporting documents required to set up a doctoral contract is a request for a "copy of the doctoral school registration certificate". Is this a document that is obtained after pedagogical registration on ADUM?

As far as the documents concerning the contract are concerned, and everything is linked, you can do your recruitment process in parallel, as we are in contact with HR and they have the list of people concerned. For the contract to be signed, you'll need proof of administrative enrolment, but in the meantime, this is not a barrier to progress.