



## RE-ENROLLMENT WITH ADUM

Tutorial for students enrolling in second year of PhD thesis or in the following years

## Preamble

- **Re-registration is annual and compulsory.**
- You must have completed your re-enrollment request **before 13 November 2023, otherwise your thesis may be declared abandoned.**
- If you wish to **pay your registration fees in 3 installments**, you must finalize your re-enrollment request **as soon as possible at the beginning of September.**
- **Prior to enrollment** with ADUM, you must pay the **Student life and campus contribution (CVEC) to the CROUS (unless you are enrolled in a cotutelle agreement and you have paid your 2023/2024 registration fees in the partner institution).**
- **If you defend your thesis before 31 December 2023**, you must not re-enroll and your diploma will be awarded for the 2021/2022 academic year.

To re-enroll, go to your ADUM personal space (<https://www.adum.fr/UBFC>), using the same IDs as in the previous years.

In the Procedures section of the home page of your personal space, click on “I wish to declare my re-enrollment in XX year of PhD thesis” :

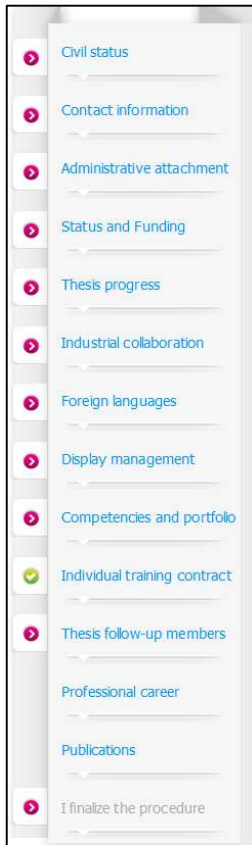


If you re-enroll in 4<sup>th</sup> year or more, you will see these 2 options :




If your defense is not scheduled before Decembre 31, 2023, you must first re-enroll.

You will only launch your defense procedure 2 moths before the date of your defense.



You must check all the tabs in your personal space and update them if necessary

> they all turn green (  ).

If your doctoral school asks for additional documents, you will have to deposit them in a single PDF document before finalizing.

Then you can click on “I finalize the procedure”

**Please ensure that your funding is still running, especially if you enroll in 4<sup>th</sup> year and beyond.**

#### What happens next :

- Your thesis supervisor receives an e-mail asking him to give his opinion on your registration request.
- If his opinion is favorable : your doctoral school checks your file, contacts you if it is not complete or if any clarifications are needed, and the doctoral school’s director indicates if he is in favor or not to your enrollment in the doctoral program.
- If the doctoral school’s director is in favor of your registration : the UBFC President declares your registration.
- You will receive an e-mail informing you that your registration has been accepted and informing you of the steps to take to pay your registration fees.
- Once you have paid your registration fees and submitted your proof of payment on ADUM, your registration is finalized by UBFC.
- Your schooling certificate is available in your personal ADUM space. You will receive the 2023/2024 sticker to put on your Pass UBFC at the postal address indicated in your profile or you can get it from the secretariat of your doctoral school.