



## RE-ENROLLMENT WITH ADUM

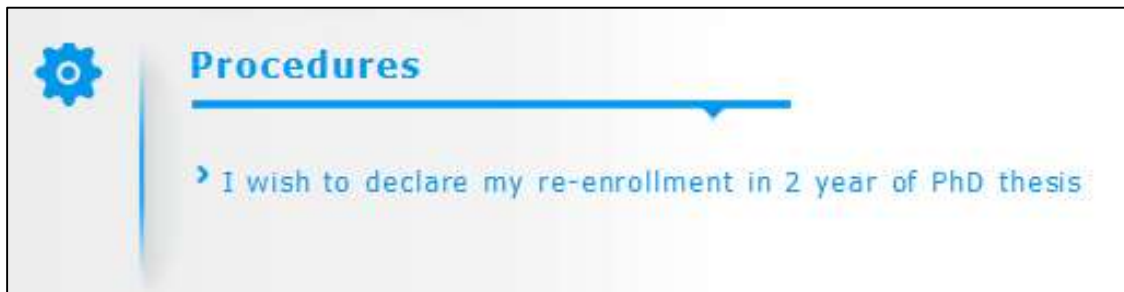
Tutorial for students re-enrolling

## Preamble

- **Re-registration is annual and compulsory.**
- You must have completed your re-enrollment request **before 15 November 2024, otherwise your thesis may be declared abandoned.**
- **If you defend your thesis before 31 December 2024,** you must not re-enroll and your diploma will be awarded for the 2023/2024 academic year.
- **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 2024/2025 registration fees in the partner institution).**

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” :

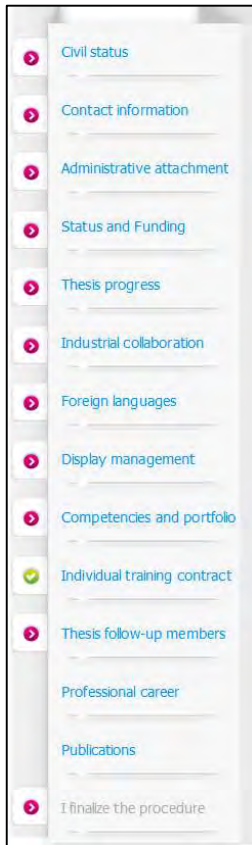


If you re-enroll in 4<sup>th</sup> year or more, you will see these 2 options :




If your defense is not scheduled before Decembre 31, 2024, 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.
- 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 (please consult payment terms below).
- Once you have paid your registration fees and submitted your proof of payment on ADUM, the head of the institution declares your registration.
- Your schooling certificate is available in your personal ADUM space.

## Payment terms, depending on your registration institution

### At Institut Agro Dijon:

Payment online by credit card:

- In 1 instalment from September 1<sup>st</sup>, 2024
- In 3 instalments from September 1<sup>st</sup> to October 15th, 2024

Please contact the Administrative Office of Institut Agro Dijon to proceed:

Christelle PECHER – 03 80 77 24 28 – [christelle.pecher@agrosupdijon.fr](mailto:christelle.pecher@agrosupdijon.fr)

Jean-Michel DROUET – 03 80 77 23 24 - [jean-michel.drouet@agrosupdijon.fr](mailto:jean-michel.drouet@agrosupdijon.fr)

### At SUPMICROTECH-ENSMM:

Online payment by credit card:

- In 1 instalment, from September 1<sup>st</sup>
- In 3 instalments, from September 1<sup>st</sup> to September 30<sup>th</sup>

Access to online payment: <https://cocktail.ens2m.fr/cgi-bin/WebObjects/Coriandre.woa>

Click on "Paiement en ligne" on the upper left corner, then select "Payer comptant" to pay in 1 instalment or "Payer en 3 fois" to pay in 3 instalments.

If you are facing any difficulties to pay your registration fees, please contact the Administrative Office of SUPMICROTECH-ENSMM: [scolarite@ens2m.fr](mailto:scolarite@ens2m.fr)

### At Université de Bourgogne:

Payment online by credit card (only for candidates already registered at Université de Bourgogne in 2023/2024):

- in 3 installments from September 1st to October 10th 2024
- in one instalment from September 1st to October 31th 2024

Payment by bank cheque, payable to « Régisseur de recettes – Service recherche », to send/deposit to the Administrative office of Université de Bourgogne.

In case of difficulty, please contact the Administrative office of Université de Bourgogne: Stéphanie BARILLOT – 03.80.39.50.22 – [stephanie.barillot@u-bourgogne.fr](mailto:stephanie.barillot@u-bourgogne.fr)

### At Université de Franche-Comté:

Payment online by credit card:

- in one instalment from September 1st to November 15th 2024
- in 3 instalments from September 1st to October 15th 2024

Payment by bank cheque, payable to « Agent comptable Université de Franche-Comté », to send/deposit to the Administrative office of Université de Franche-Comté.

Payment by bank transfer in one or 3 instalments from September 1<sup>st</sup> to November 15<sup>th</sup>. The RIB of the accounting agency is available on your ADUM personal space. You must deposit the payment certificate and a supporting document mentioning your name, the name of the bank account holder and the fee.

In case of difficulty, please contact the Administrative office of Université de Franche-Comté: Dominique DETOT – 03 63 09 26 94 – dominique.detot@ubfc.fr

**At Université de Technologie Belfort-Montbéliard :**

Payment by bank transfer, in one installment from September 1<sup>st</sup> to November 15<sup>th</sup>. The RIB of the accounting agency is available on your ADUM personal space. You must deposit the payment certificate and a supporting document mentioning your name, the name of the bank account holder and the fee.

Payment by bank check, payable to « Agent comptable de l'UTBM »

In case of difficulty, please contact the Administrative office of Belfort site: Chainez BOUSSAHA-03.84.58.35.29 – chainez.boussaha@utbm.fr