



ENROLLMENT WITH ADUM

Tutorial for students enrolling in first year of PhD thesis

Preamble

- **Registration** is an important step, which must be **carried out with your thesis supervisor**.
- If you are under a **doctoral contract** or if you wish to **pay your registration fees in 3 installments**, you must finalize your registration request **as soon as possible early September**.
- **Prior to** enrollment with ADUM, you must pay the **student-life and campus contribution (CVEC) to the CROUS**.

To register in 1st year of doctoral studies, go to <https://www.adum.fr/UBFC> to create your ADUM account¹:

COLLÈGE DOCTORAL
VOTRE DOCTORAT
EN BOURGOGNE-
FRANCHE-COMTÉ

Connexion Personal space

This website is optimized for Google Chrome, Mozilla Firefox and Safari. Please use one of these browsers.

Identification

Your e-mail address:

Password:

[SE CONNECTER](#)

[I forgot my password](#)

Please note: If you are a researcher, we invite you to consult the [Frequently Asked Questions \(FAQ\)](#)

[CRÉER UN COMPTE](#)

[CREATE AN ACCOUNT](#)

[Intranet >>](#)

The ADUM personal space is the unique space dedicated to all the procedures for requesting or validating registration, re-registration and thesis defense.

It allows:

- to access the file which includes all the information relating to the doctorate
- to modify or rectify your data
- to file administrative documents necessary for the organisation of the doctorate
- to access the services of the ADUM network:
 - job offers
 - news about the doctorate
- enrich your skills profile
- register for training courses
- ensure the online distribution of theses on theses.fr

The ADUM is a management tool and a database shared between the actors of doctoral studies: doctoral students, doctors, researchers, thesis management, laboratory management, doctoral school management, administrative and pedagogical managers of doctoral studies/schools, library manager, research management, Doctoral College.

The quality of the data in ADUM is certified by the authorised personnel of the institutions using the tool. The data is managed exclusively by the institution's staff dedicated to this mission.

Cookies: By logging in you transmit one or more cookies to your computer (or other device). We use these cookies only to facilitate your navigation. These cookies are not retained and are not used and are only used to manage sessions, they are destroyed when the browser is restarted.

You will have to define your IDs and accept the conditions for use:

Define your login details below

Main e-mail address

*

Password

At least 12 characters including 1 capital (A-Z), 1 lowercase (a-z), 1 digit (0-9) and 1 special character (&#()?!@\$%*_). **Choose a password dedicated to this application.**

Confirmation of the password

* ☒ By checking this box and submitting this form, I understand that the information entered will be used for the purposes of managing the PhD. I acknowledge having read, understood and accepted the Data Use Policy.

[CREATE MY ACCOUNT](#)

¹ ADUM is the web application used in BFC to manage your scholarship, from the first registration in PhD thesis to defence.

You will receive an activation link (valid for 24 hours) at the e-mail address you have given. The link will give you access to the following page:

What do you want to do?

☐ I want to enroll for the year

▼

 in PhD studies

☐ I defended my PhD thesis on this date:

If you cannot find your doctoral school in the drop-down menu, please contact them directly.

Doctoral Shool

*

(Please select a value) ▼

Scientific area

*

(Aucun choix possible) ▼

i

 CNU Section

(Aucun choix possible) ▼

>

 CREATE MY PROFILE

Select “I want for the year 1 in PhD thesis”.

Then you will select your **doctoral school** (DS).

The “Specialty” field will appear: you select your specialty among the list.

The “University you register at” field will appear: you select **the institution where you are enrolling**.

The “**Scientific domain**” and “**CNU Section**” fields will be filled automatically.

You click on “**Creat my profile**”.

You will then have to provide personal information to complete your profile. Please be as thorough as possible. Mandatory fields are marked with a red star.

“Civil status” TAB:

✓ Validated
🔄 Ongoing
❗ To be done

➔ Civil status

❗ Contact information

❗ Schooling

❗ Administrative attachment

❗ Funding

❗ Thesis progress

❗ Foreign languages

❗ Display management

❗ Competencies and portfolio

❗ Individual training contract

❗ Documents to be attached

❗ I finalize the procedure

Civil status

Last name

*

Usual name

First name

*

Middle name

Additional first name(s)

Usual first name

Date of birth

*

Country of birth

*

City of birth

*

Nationality

*

Second nationality

Socio-professional category of parent 1

*

Socio-professional category of parent 2

*

Gender

* ☐ Woman ☐ Man

Family status

*

National Identifying Student Number (INE)

Please enter the letters in capital letters

Student Card Number

SAVE



“Married name” field: this field has to be filled **only if you are a married woman** (it is your husband’s family name)

“Usual first name” field: this field has to be filled **only if you have an usual first name different from your first name**

“INE” field: only the students who passed a baccalaureate in France after 1995 have an INE No (you can find it on the transcript of your baccalaureate marks). **Do not fill this field if you do not have an INE No.**

“Student card number” field: this field has to be filled **only if you were registered in the same institution before starting your PhD.**

“Contact information” TAB:

Validated Ongoing To be done

Civil status

Contact information

Schooling

Administrative attachment

Funding

Thesis progress

Foreign languages

Display management

Competencies and portfolio

Individual training contract

Documents to be attached

I finalize the procedure

Contact information

Cell phone

Main e-mail address (ADUM login ID) *

Professional / institutional address

Personal website

ORCID identifier

HAL identifier (IdHAL)

LinkedIn account

Twitter account

Researchgate account

Current address

Country *

Postcode *

City *



We more particularly draw your attention to the “**e-mail address**” field. ADUM is a tool for the dematerialized management of UBFC PhD students, so a lot of information will be sent via e-mail.

Main e-mail address: please enter a **permanent e-mail address that you check very regularly** and will keep checking once your thesis is completed.

“Schooling” TAB:

Validated Ongoing To be done

 Civil status	
 Contact information	
 Schooling	Diploma allowing access to PhD studies Country  City  University  Type of diploma  (Please select a value) Name, Title  Speciality  Parcours Obtained in  Mark or grade of the Master thesis Mention Rank
 Administrative attachment	
 Funding	
 Thesis progress	
 Foreign languages	
 Display management	
 Competencies and portfolio	
 Individual training contract	
 Documents to be attached	History of schooling Do you hold the Agregation degree? ☐ yes ☒ no Are you engineer? ☐ yes ☒ no
 I finalize the procedure	

Diploma allowing access to PhD thesis:



In the “Type of diploma” field, if your diploma was awarded abroad, select “foreign diploma” whatever the diploma is (you will be able to provide details about your diploma in the “Name of the diploma” field).

“Administrative attachment” TAB:

Validated Ongoing To be done

Administrative attachment

For the academic year 2024-2025 this is your ^{*} registration for PhD Thesis

Cotutelle Doctoral Program: ☒ non ☐ yes planned ☐ yes ongoing ☐ yes established

Date of your 1st registration for PhD thesis:

Date of entry at the University:

Professional situation in the moment of your 1st registration for PhD thesis

Doctoral School

Doctorate speciality

University you register at

Scientific area

CNU Section

Registration regime : ☐ initial Training ☐ VAE - Validation of Acquired Experience ☐ ongoing/throughout life Training

[SAVE](#)

Cotutelle Doctoral Program: tick “yes planned” if no action has yet been taken; “yes ongoing” if a draft agreement has already been sent to the doctoral school; “yes established” if the agreement has already been finalized.

Date of your 1st registration for PhD thesis: provisional start date of your thesis, once your registration has been finalised.



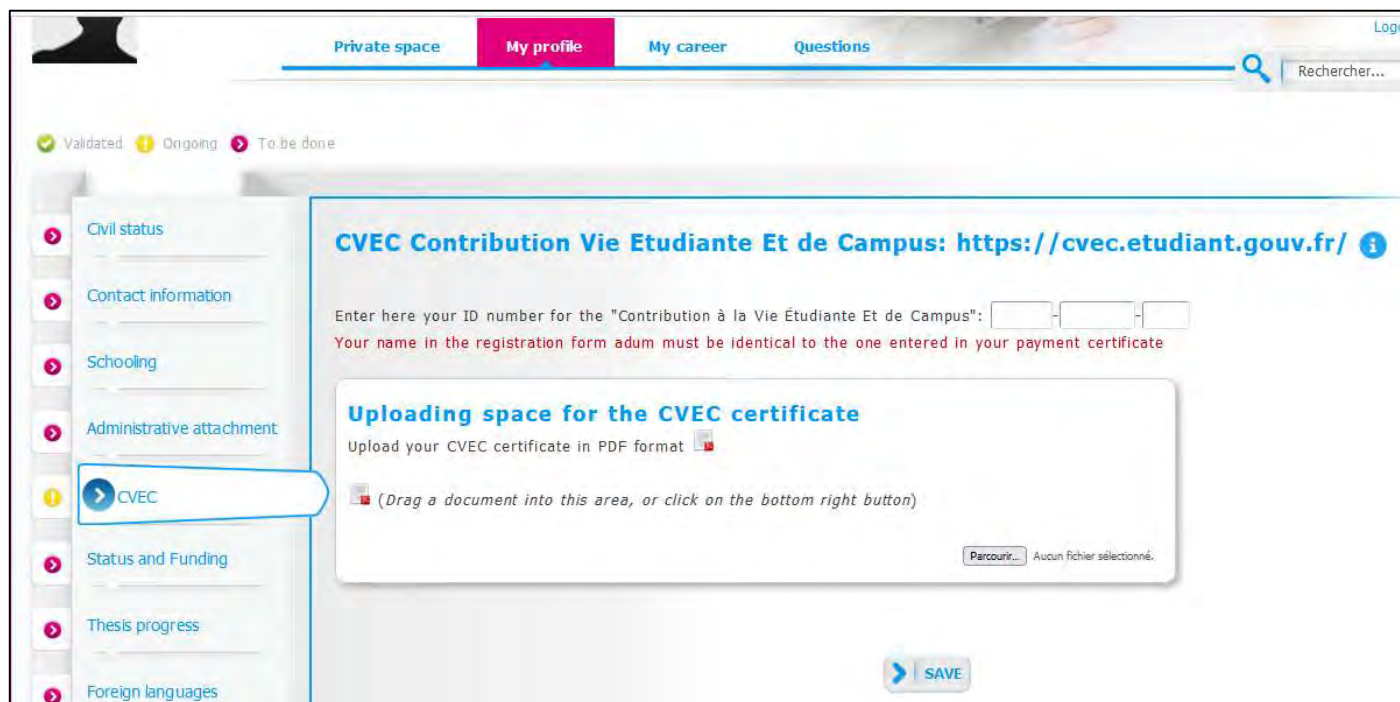
Date of entry at the University: different from above if you were already doing a Master’s degree or equivalent at the same institution the previous year.

“Doctoral school”, “Doctorate specialty”, “University you register at”, “Scientific area” and “CNU section”: already automatically filled

Registration regime: tick “initial training” if you were a student the previous year, tick “VAE - Validation of Acquired Experience” if you are applying for VAE, tick “ongoing/throughout life training” if you obtained your last initial training diploma more than a year ago or if you are planning to prepare your thesis in parallel with a main activity, regardless of when you obtained your last diploma.

“CVEC” tab :

The CVEC is the "Contribution Vie Etudiante et de Campus". Any student who registers and pays tuition fees at a French university must pay it to the CROUS. Before registering on ADUM, you must go to the website <https://cvec.etudiant.gouv.fr>. You will get a receipt of payment that you will have to deposit here (in PDF format).



The screenshot shows the 'My profile' tab selected in the ADUM system. The left sidebar contains a menu with items: Civil status, Contact information, Schooling, Administrative attachment, CVEC (highlighted with a blue circle and arrow), Status and Funding, Thesis progress, and Foreign languages. Above the menu, there are status indicators: a green checkmark for 'Validated', a yellow exclamation mark for 'Ongoing', and a red circle with a white 'X' for 'To be done'. The main content area is titled 'CVEC Contribution Vie Etudiante Et de Campus: https://cvec.etudiant.gouv.fr/'. It contains a form for entering the ID number for the 'Contribution à la Vie Étudiante Et de Campus' and a red warning message: 'Your name in the registration form adum must be identical to the one entered in your payment certificate'. Below this is a section titled 'Uploading space for the CVEC certificate' with instructions to upload a PDF certificate. A file upload area is shown with a placeholder text '(Drag a document into this area, or click on the bottom right button)' and a 'Parcourir...' button. At the bottom right of the main area is a 'SAVE' button.



If you are enrolled in an international cosupervision and you have paid your registration fees in the partner institution, you do not have to pay the CVEC (you do not have to do anything on the CROUS website)

“Funding” TAB:

Validated Ongoing To be done

Funding

Conditions financières à l'entrée du doctorat

* ☐ Funding dedicated to the preparation of the doctorate
* ☐ Funding not dedicated to the preparation of the doctorate

Detailed financial situation

Type of Work Contract
*

Employer
* Code SIRET

Funding Type 1
* %

Funding source 1
*

Funding Type 2
 %

Funding source 2

Name of call for projects

Period situation from * to *

[Add a new financial situation](#)

[SAVE](#)

Please fill in as accurately as possible.



If you are receiving co-funding, use “Funding Type 1” and “Funding Type 2” to indicate the 2 sources of funding.

“Thesis progress” TAB:

Validated Ongoing To be done

To be done	Civil status
To be done	Contact information
To be done	Schooling
To be done	Administrative attachment
To be done	Funding
Ongoing	Thesis progress
To be done	Foreign languages
To be done	Display management
To be done	Competencies and portfolio
To be done	Individual training contract
To be done	Documents to be attached
To be done	I finalize the procedure

Thesis progress

Caution! These data will be published on the Internet: <http://www.theses.fr/> ⓘ

Thesis title in French

*

Thesis title in English

*

Keywords in French

1 - * 2 - *

3 - * 4 -

5 - 6 -

Keywords in English

1 - * 2 - *

3 - * 4 -

5 - 6 -



It is important that you properly fill in the fields entitled “Thesis title in French”, “Thesis title in English”, “Key-words in French”, and “Key-words in English” because **these data are automatically transferred to the theses.fr website.**

“Thesis progress” TAB:

Research Unit

*

Si votre unité de recherche ne se trouve pas dans la liste, vous devez contacter votre école doctorale

Secondary Research Unit (name, type, N°, URL)

THESIS SUPERVISION

Information: From the 3rd typed letter, a search is carried out on **all the people listed in the base that can direct a thesis**. Wait a few moments.
If the name of your supervisor has only 3 letters, add a space and then enter the first letter of the first name.

Thesis Director



Choose a supervisor in the list below (HDR required)

*

Percentage of time

☐ Co-director ☐ Co-supervisor (if one exists)



Percentage of time

Lorsque la codirection est assurée par une personne du monde socio-économique qui n'appartient pas au monde universitaire, le nombre de codirecteurs peut être porté à deux.

☐ Codirecteur ☐ Co-supervisor (if one exists)

Percentage of time

Thesis co-supervisor (if one exists)

Percentage of time

Caution! These data will be published on the Internet: <http://www.theses.fr/>

Summary of the thesis project in French

The number of characters must be less than 4000 characters (including spaces, tabs and line breaks).

*

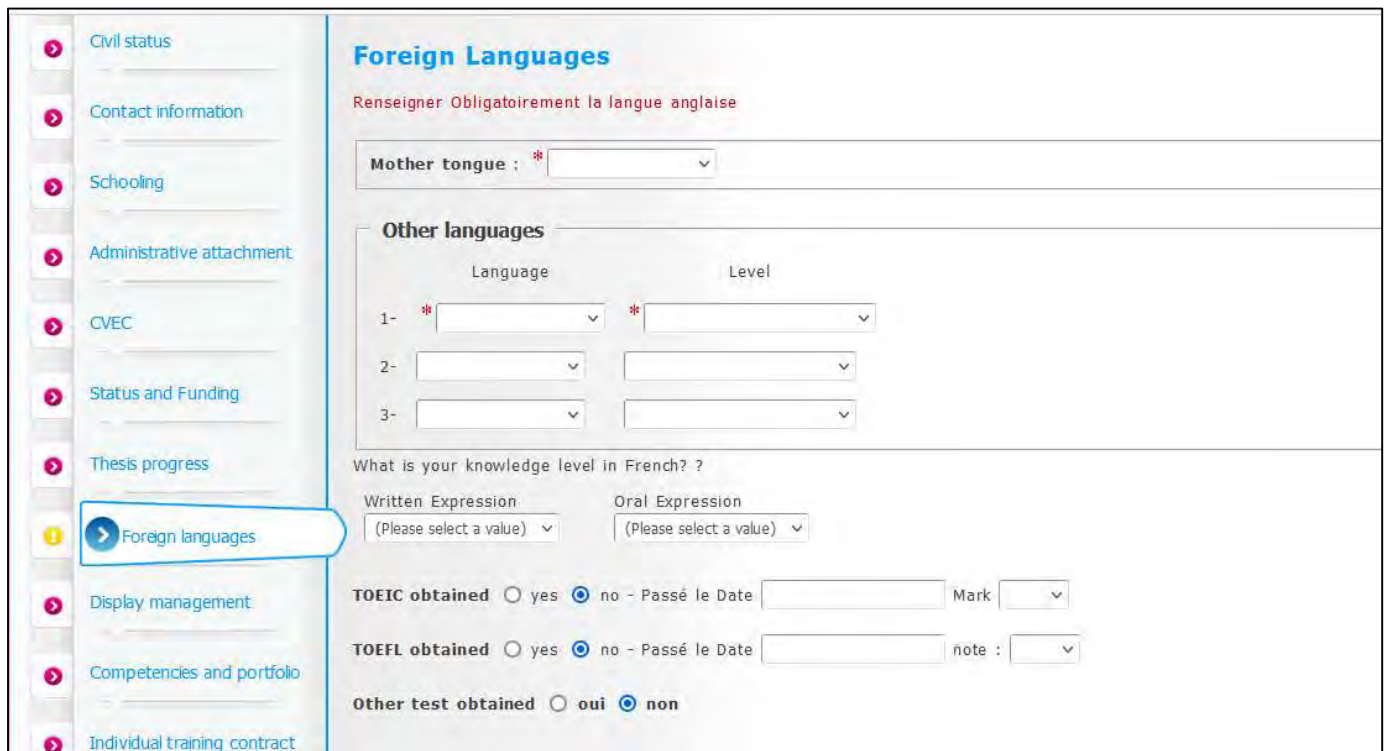
Summary of the thesis project in English

The number of characters must be less than 4000 characters (including spaces, tabs and line breaks).

*

SAUVEGARDER

“Foreign Languages” tab:



Foreign Languages

Renseigner Obligatoirement la langue anglaise

Mother tongue : *

Other languages

	Language	Level
1- *	*	*
2-		
3-		

What is your knowledge level in French? ?

Written Expression (Please select a value) Oral Expression (Please select a value)

TOEIC obtained ☐ yes ☒ no - Passé le Date Mark

TOEFL obtained ☐ yes ☒ no - Passé le Date note :

Other test obtained ☐ oui ☒ non

You can indicate here your foreign languages skills.

“Display management” tab :

Validated Ongoing To be done

Information displayed on the internet

If you wish to publish the information relating to your thesis under preparation on the internet, the bibliographic information linked to your thesis The information will be displayed on theses.fr*, your institution website, your doctoral school website and on ADUM.

Reporting a thesis under preparation is part of the good practices aiming to promote the visibility of French research. **It is therefore advisable preparation.**

I wish to publish the information relating to my thesis on the internet * ☐ no * ☐ yes

The publication of the information relating to a thesis defended is an obligation in accordance with the [amended decree of 25 May 2016 establishing the award of the national doctoral diploma](#)

* The theses.fr database is fed through the automatic transfer of information relating to the data concerning your thesis which you declared at thesis, doctoral school, doctoral speciality, research unit, co-directing institution when applicable, date of your first inscription, keywords, abstracts More information available on the ABES website (Bibliographic Agency for Higher Education): <https://abes.fr/en/reseau-theses/outils-et-services-the>

SAVE

“Competencies and portfolio” tab:

Validated Ongoing To be done

Competencies and portfolio

We invite you to keep this tab updated throughout your PhD. Your portfolio includes your publications, training courses. It will be possible to enter these competences also after your (re)registration.

Did you teach? (university, number of hours)

Are you looking for a job ? ☐ no ☐ yes

Professional project *

☐ Teacher/researcher, higher education teaching personnel
☐ Researcher within an academic field
☐ Researcher within a company, R&D in the private sector
☐ Steering research and innovation, managing innovative projects, steering innovative structures
☐ Work relating to research assistance and support, innovation and promotion, developing innovative Spin-Offs and Start-ups
☐ Expertise, studies and counselling within organisations, cabinets or companies providing intellectual services, scientific mediation
☐ Entrepreneur within innovative fields
☐ Scientific mediation, scientific communication and journalism, scientific edition, international relations
☐ Other

Technical skills

Transverse skills

This tab allows you to complete your profile by enhancing your skills and various experiences.

“Individual training contract” TAB:

Individual training contract (CIF)

ALL THE FIELDS OF THIS FORM ARE COMPULSORY

Some elements which are necessary for editing this convention are still missing.
(10 characters at least)

[NEXT PAGE](#)

DO NOT FORGET TO CLICK ON THE "SAVE" BUTTON BEFORE LEAVING THIS PAGE. Otherwise, the new information you have entered will be lost.

Estimated Schedule for the Research Work:
Specify the provisional deadlines for the main stages of the doctoral project until the defence, by year (Year 1, Year 2, Year 3)

Mode of the supervision and follow-up of the PhD Student's training and research progress:
Also specify the Scheduled frequency of work meetings with thesis supervisor and/or co-supervisor:



The Individual training agreement is an important and regulatory document. It must be validated by your thesis supervisor. It is important to **fill in this tab with your thesis supervisor, or at the very least in agreement with him after prior discussion with him.**

« Documents to be attached » tab:

The screenshot shows a web interface for document upload. On the left is a sidebar with a list of steps: Civil status, Contact information, Schooling, Administrative attachment, CVEC, Status and Funding, Thesis progress, Foreign languages, Display management, Competencies and portfolio, Individual training contract, Documents to be attached (highlighted with a blue circle and arrow), and Finalize the procedure. Above the sidebar, there are status indicators: a green checkmark for 'Validated', a yellow exclamation mark for 'Ongoing', and a red 'X' for 'To be done'. The main content area is titled 'Uploading files Area' and contains a box with the heading 'École Doctorale - Dépôt des pièces justificatives nécessaires à votre demande d'inscription'. Below this heading is a list of required documents in French and English. At the bottom of the box, it states 'Vous devez rassembler toutes les pièces en 1 seul document PDF.' and includes a 'Parcourir...' button and the text 'Aucun fichier sélectionné.'

Validated Ongoing To be done

Civil status
Contact information
Schooling
Administrative attachment
CVEC
Status and Funding
Thesis progress
Foreign languages
Display management
Competencies and portfolio
Individual training contract
Documents to be attached
Finalize the procedure

Uploading files Area

École Doctorale - Dépôt des pièces justificatives nécessaires à votre demande d'inscription

- Justificatif de financement
- Attestation CVEC
- Diplôme de master 2 + relevé de notes
- Demande de dispense de master si le diplôme permettant l'inscription en thèse est obtenu hors UE
- Descriptif du projet de thèse
- Courrier d'acceptation de l'ANRT (si vous êtes en thèse CIFRE)
- Copie de la pièce d'identité
- Plan Individuel de Formation
- Attestation de responsabilité civile (si vous dépendez de l'UTBM)
- Dépôt d'une photo d'identité sur votre profil ADUM conseillé pour l'édition de votre carte d'étudiant
- Proof of financing
- Proof of CVEC payment
- Master 2 Diploma + results transcript OR Masters's degree exemption request
- Master's degree exemption request (if the diploma which allows you to register in PhD thesis is out of EU)
- Description of the thesis project
- ANRT acceptance letter (if you are in a CIFRE PhD thesis)
- Copy of the identity document
- Individual training plan
- Certificate of Civil Liability (if you register in UTBM)
- Deposit of your ID picture on your ADUM profile is recommended in order to print your student card

Vous devez rassembler toutes les pièces en 1 seul document PDF.

Parcourir... Aucun fichier sélectionné.

Additional documents are required to complete your registration file. The list of these documents which must be provided is indicated here. You must group these documents in a **single PDF document** and submit it here.

“I finalize the procedure” tab:

Je finalise la procédure

☐* Je reconnais avoir pris connaissance du contenu de la [Charte des thèses](#) et je m'engage à la respecter. Je m'engage également à respecter et à me tenir informé(e) du cadre réglementaire national et des règles internes à l'établissement qui me concernent.

☐* Je certifie que les données relatives à la Convention Individuelle de Formation saisies dans mon dossier ADUM correspondent aux conditions de réalisation de mon projet doctoral. Je m'engage à respecter les termes de ladite Convention Individuelle de Formation.

[TRANSMISSION DES DONNÉES POUR INSTRUCTION DU DOSSIER](#)

[Je finalise la procédure](#)

Once you have completed all the tabs (when they all turned green) and submitted all the requested documents, you can finalize your registration request by going to the “I finalize the procedure” tab and clicking on “Transmission of data for processing”.

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: the director of your research unit 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 head of the institution declares your registration.
- You will receive an e-mail informing you that your registration has been accepted and asking you 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 the institution.
- Your schooling certificate is available in your personal ADUM space.

For further information about registration, you can :

- Consult the Doctoral College website : <https://collegedoctoral.ubfc.fr/?lang=en>
- Consult your doctoral school website
- Get in touch with your doctoral school secretariat (<https://collegedoctoral.ubfc.fr/ressources-faq/directory/?lang=en>)