



## RE-ENROLLMENT WITH ADUM

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

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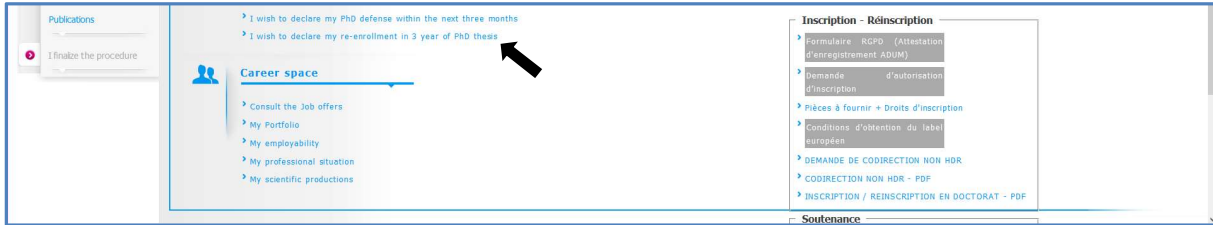
### Preamble

- **Re-registration is annual and compulsory.**
- The **complete registration file** shall be deposited at the secretariat of your doctoral school **before 9 November, otherwise your thesis may be declared abandoned.**
- If you wish to **pay your registration fees in 3 installments**, you will have to deposit your registration file at your doctoral school **as soon as possible at the beginning of September.**
- **Prior to enrollment** with ADUM, you must pay the **Student life and campus contribution to the CROUS.** You will find all the necessary information about the procedure in Annex 1 of the present document.
- A **reform of student social protection** has been passed by the Government. It will be enforced at the beginning of the 2018-2019 academic year. You will find all the necessary information about the procedure in Annex 2 of the present document.
- **If you defend your thesis before 31 December**, you must re-enroll, but you will be exempted from registration fees (except preventive medicine fees).
- From the 4th year, if **you defend your thesis after 31 December**, you you will have to pay the full registration fees.
- Specific case: **If you defend your thesis before 9 November 2018**, you will not have to re-enroll and your diploma will be awarded for the 2017-2018 academic year.

# 1. Launching the re-enrollment procedure – Course registration

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

Click on “I wish to declare my re-enrollment in XXth year of PhD thesis”, or on “Finalising my re-enrollment in XXth year of PhD thesis” if you have already started the procedure:

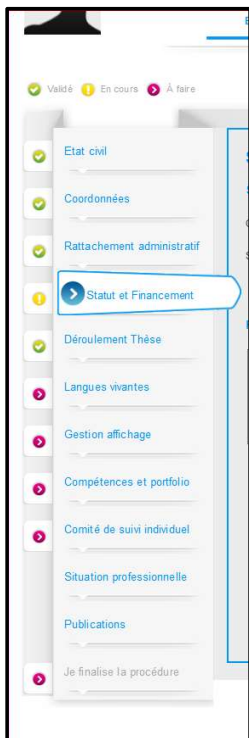


If you enroll in 4<sup>th</sup> year, you will also be offered the possibility to click on “I will be defending my thesis in the next 3 months”. You **MUST NEEDS** re-enroll before starting the defence procedure if the defence date is close.


From the 3<sup>rd</sup> year, re-enrollment will be conditional on prior agreement of the thesis follow-up committee; please refer to the specific recommendations of each DS.



From the 4<sup>th</sup> year (if you defend your thesis after the registration period), you will first have to file in a request for prolonging your thesis.



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

> they all turn green (  ).

Then you can click on “I finalize the procedure”

*Please note: The “Professional situation” and “Publications” tabs do not necessarily have to be filled to 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.**

You will have to print the following documents from your personal space :

- the request form for doctoral degree enrollment/re-enrollment: you must sign it, and have your thesis supervisor and the Head of your research unit sign it
- the request form for prolonging your thesis (from the 4<sup>th</sup> year – the form will be a different one depending on whether you plan to defend between 10 November and 31 December or after 31 December): you must sign it, and have your thesis supervisor and the Head of your research unit sign it
- the CNIL form: you must sign it
- the list of the documents to be enclosed with your file.

To help you with the procedure, the following document is also available in your personal space (and on the website of the UBFC Doctoral College):

- Enrollment / re-enrollment in doctoral studies: how to proceed

Then you must hand in the following documents at your DS, or send them by post:

- the request form for doctoral degree enrollment/re-enrollment
- the request form for prolonging your thesis (from the 4<sup>th</sup> year)
- the additional documents required by your DS
- the payment of your registration fees
- the CNIL form



If you are under a doctoral contract or if you wish to pay your fees in 3 installments, you must needs hand in your file at the DS before 30 September.

## 2. Verification and validation by the DS – Administrative registration

Once you have handed a hard copy of your file, the DS verifies, stabilises, and if necessary corrects the data you entered in ADUM.

If your file has to be substantially modified, the DS may choose to give you back the upper hand on your ADUM file for you to make the required modifications. In that case, you will have to make the corrections, print the forms again, have them signed again, and hand/send them to the DS again.

Once the file is complete and properly filled, the DS has its director sign the following forms:

- the request form for doctoral degree enrollment/re-enrollment
- the request form for prolonging the thesis (from the 4<sup>th</sup> year)

Then the DS transmits your file to the President of UBFC for him to sign it. He may grant you authorisation to enroll or not.

Once the President of UBFC has granted you authorisation to enroll, your file is validated in ADUM.

The DS (or the Bureau of Doctoral Studies if you carry out your thesis work at the university of Burgundy) proceeds to your permanent registration and issues your certificate of attendance and your UBFC pass.

## Annexe 1: Student-life and campus contribution

*Art. L. 841-5. – I. – A contribution aimed at favouring student reception, at bringing them support in their social life, health, culture, and sports, and at reinforcing the prevention and health education actions intended for them is established to the benefit of public higher-education institutions, of the institutions mentioned in articles L. 443-1 and L. 753-1 of the present code, or in article L. 1431-1 of the general code of territorial authorities providing initial training in higher education, of private general-purpose higher-education institutions, and of the “centres régionaux des œuvres universitaires et scolaires”<sup>1</sup>.*

This procedure shall be completed BEFORE enrolling, as follows:

- Connect to <https://www.messervices.etudiant.gouv.fr/>, “Contribution Vie étudiante et de Campus” entry (available in July 2018)
- Log in with your IDs (if you already have an account) or with your INE No
- Enter the name of the town where you are going to study
- Pay the contribution (90 €, online by credit card or in cash at a post office)
- You will then receive a certificate to be added to your registration file
- Exempted students: scholarship holders, refugees, recipients of subsidiary protection, asylum seekers; PLEASE MAKE GOOD NOTE that even if you are exempted, you must go through the procedure and hand the certificate on registration day
- As regards PhD students under international administrative co-supervision, if you pay your registration fees in the partner university, you must go through the procedure and specify that you are in the framework of an international partnership; you will be exempted.

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<sup>1</sup> CROUS (regional centers for school and university deeds)

## Annex 2: Reform of student social protection

The annual procedure of registration with the social security is cancelled from the beginning of the 2018-2019 academic year.

- The annual fee of 217 € is cancelled

As regards **French and foreign students carrying on with higher studies and already registered with student health insurance in 2017-2018**

- You have nothing to do (you remain with the same health insurance for 2018-2019)

As regards **foreign newcomers who are EU or Swiss nationals:**

- you remain registered with health insurance in your own country

As regards **foreign newcomers who are not EU or Swiss nationals:**

- you must register with the French general health insurance regime; a dedicated registration website, [www.etudiant-etranger.ameli.fr](http://www.etudiant-etranger.ameli.fr), will open in September 2018.