



UBFC

UNIVERSITÉ
BOURGOGNE FRANCHE-COMTÉ

DOCTORAL DEGREE ENROLLMENT / RE-ENROLLMENT 2018-2019

Enrollment / re-enrollment calendar for the 2018-2019 academic year : 3 September to 9 November 2018

You must have submitted your complete file to your doctoral school in this period. Any file received and / or incomplete after November 9th (with the exception of the CIFRE and cotutelle agreements) will not be accepted.

From this academic year, new terms apply :

- Reform of the social protection of the students: the annual process of registration to the social security student is suppressed (more information in Appendix 1)
- Student Life and Campus Contribution (Article L841-5 of the Education Code): all students must pay, at the CROUS, the Student Life and Campus Contribution (CVEC) of € 90 (more information in Appendix 2)). **This procedure must be carried out before the deposit of your registration file.**

PREREQUISITE CONDITIONS TO ENROLLMENT

DEGREE

- **Master's degree** or **French "DEA"** delivered in one of the Bologna Process signatories (Appendix 3 : list of the signatories)
- **engineer's degree** equivalent to a Master's degree (after validation by the Doctoral School (DS))
- **5 years post baccalaureate degree obtained in a foreign higher education institution:** fill in the request form for Master's degree exemption.

THESIS SUPERVISOR

- belongs to a research unit attached to one of the UBFC DSs
- is habilitated to supervise research (HDR).

ENROLLMENT PROCEDURE FOR FIRST-YEAR APPLICANTS

Doctoral enrollment takes place in **two steps** :

1. Pedagogic registration

This first step is carried out **on the ADUM application**.

It is done **by yourself, PhD candidate, accompanied by your thesis director**.

You create a personal account on ADUM (www.adum.fr) and fill out the registration form online from your personal account. You save and validate the data entered.

You print from the section "Administrative documents" the documents for your enrollment :

- Thesis Charter : to read, sign and get signed by your thesis director and, if applicable, your co-supervisor;
- Individual training agreement : to be completed in accordance with the decisions taken with your thesis director, sign and have your thesis director and, if applicable, your thesis co-supervisor;
- Application for registration authorization : sign and have your thesis director and research unit director sign;
- Application for a Master's degree exemption (if applicable) : to sign and have it signed by your prospective supervisor and research unit director;
- CNIL form : to sign.

You also print the list, specific to your doctoral school, and add the requested documents to the parts list above.

To accompany you in this first step of registration on ADUM, **a tutorial is available on the home page of your personal ADUM personal space and on the UBFC website.**

You then deposit your complete file to the secretary of your doctoral school (Appendix 4 : DS contact information).

The president of UBFC gives the approval for enrollment.

2. Administrative registration

Once the president of UBFC has given his authorization, your administrative registration is carried out and your registration fees are cashed (Appendix 5 : Payment of registration fees).

Your certificate of tuition, as well as your UBFC Pass, are then given to you by your doctoral school (in Besançon and Belfort) or by the BED (in Dijon).

2 – RE-ENROLLMENT PROCEDURE

Annual re-enrollment is mandatory. In case of non re-enrollment, the thesis will be considered abandoned.

From the 3rd year, the re-enrollment is conditioned by the prior agreement of your thesis follow-up committee.

From the 4th year, re-enrollment must pass by a request for extension of thesis and 2 cases arise :

- Your defence is planned between 9 November and 31 December : you do not pay the registration fees but you do pay the CVEC ;
- Your defence is planned after 31 December : you pay the registration fees and the CVEC.

1. Pedagogic registration

This first step is carried out **on the ADUM application.**

It is done **by yourself, PhD candidate, accompanied by your thesis director.**

You log into your ADUM account and update your information. You save and validate the data entered.

You print from the section "Administrative documents" the documents for your re-enrollment :

- Application for registration authorization : sign and have your thesis director and research unit director sign;

- Request for a thesis extension (from the 4th year) : to sign and have signed (the form will be different if your defence is planned before or after 31 December)
- CNIL form : to sign

You also print the list, specific to your doctoral school, and add the requested documents to the parts list above.

To accompany you in this first step of registration on ADUM, **a tutorial is available on the home page of your personal ADUM personal space and on the UBFC website.**

You then deposit your complete file to the secretary of your doctoral school (Appendix 4 : DS contact information).

The president of UBFC gives the approval for re-enrollment.

2. Administrative registration

Once the president of UBFC has given his authorization, your administrative registration is carried out and your registration fees are cashed (Appendix 5 : Payment of registration fees).

Your certificate of tuition, as well as your UBFC Pass, are then given to you by your doctoral school (in Besançon and Belfort) or by the BED (in Dijon).

To find out how to exempt or refund your registration fees, specific to each institution (social criteria), please contact your doctoral school.

REFERENCE TEXT

- Decree of 25 May 2016, modified on 1 July 2016, establishing the national framework for the training and modalities leading to the award of the French doctoral degree.

Appendix 1 : Reform of the social protection for students

The annual registration process for social security is eliminated as of the beginning of the 2018-2019 academic year : cancellation of the annual fee of €217.

For national and international students pursuing higher education in 2017-2018 : no steps to take

For international newcomers from an EU member state or from Switzerland : you remain affiliated to the social security of your country.

For international newcomers from non-EU countries and outside Switzerland : you must join the general health insurance scheme (dedicated website which will open in September 2018 : www.etudiant-etranger.ameli.com)

Appendix 2 : Student Life and Campus Contribution

You can refer to the Article L. 841-5 of the Education Code.

This procedure must be done BEFORE your enrollment, according to the following procedure :

- Go on <https://www.messervices.etudiant.gouv.fr>, under Contribution Vie Etudiante et de Campus (available in July 2018)
- Log in with identifiers (if already existing account) or INE number
- Declare your city of study
- Pay the contribution of €90 (online by credit card or in cash at a post office)
- Receive and print the certificate to be provided with your enrollment file

Exempted students : scholars, refugees, beneficiaries of subsidiary protection, asylum seekers.
ATTENTION : even if you are exempted, you must complete the procedure and provide the certificate).

Appendix 3 : List of the Bologna process signatories

Albania	Czech Republic
Germany	Romania
Andorra	United Kingdom
Armenia	Russia
Austria	Vatican City
Azerbaïdjan	Serbia
Belgium	Slovakia
Bosnia and Herzegovina	Slovenia
Bulgaria	Sweden
Cyprus	Switzerland
Croatia	Turkey
Denmark	Ukraine
Spain	
Estonia	
France	
Finland	
Georgia	
Greece	
Hungary	
Ireland	
Iceland	
Italy	
Kazakhstan	
Latvia	
Liechtenstein	
Lithuania	
Luxembourg	
Republic of Macedonia	
Malta	
Montenegro	
Moldova	
Norway	
Netherlands	
Poland	
Portugal	

Appendix 4 : Doctoral School Contact Information

DS Environnements-Santé (ES)

Contacts in Dijon

Address: 6, Boulevard Gabriel – 21000 Dijon Cedex

Corinne AQUILINA – 03.80.39.38.68 – corinne.aquilina@ubfc.fr

Laure MARSZALEK – 03.80.39.38.60 – laure.marszalek@ubfc.fr

Contact in Besançon

Address: 32, avenue de l'Observatoire – 25000 Besançon

Martine GAUTHERON – 03.63.08.22.13 – martine.gautheron@ubfc.fr

DS Carnot-Pasteur (CP)

Contacts in Dijon

Address: UFR Sciences et Techniques – 9 Avenue Alain Savary – BP 47 870 – 21 078 Dijon Cedex

Emeline ILTIS – 03.80.39.59.66 – emeline.iltis@ubfc.fr

Contact in Besançon

Address: 32, avenue de l'Observatoire – 25000 Besançon

Martine GAUTHERON – 03.63.08.22.13 – martine.gautheron@ubfc.fr

DS Sciences pour l'Ingénieur et Microtechniques (SPIM)

Contacts in Dijon

Address: UFR ST – Bâtiment Mirande – Aile H B.P. 47870 – 21078 Dijon Cedex

Jessy DELPIERRE – 03.80.39.58.17– jessy.delpierre@ubfc.fr

Contact in Besançon

Address: 32, avenue de l'Observatoire – 25000 Besançon

Alika ROSSETTI – 03.81.66.66.02 – alika.rossetti@ubfc.fr

Address: UTBM – Direction de la Recherche, Doctorats – 90010 Belfort Cedex

Caroline DELAMARCHE – 03.84.58.31.39 – caroline.delamarche@ubfc.fr

DS Droit, Gestion, Sciences Economiques et Politiques (DGEP)

DS Lettres, Communication, Langues, Arts (LECLA)

DS Sociétés, Espaces, Pratiques, Temps (SEPT)

Contacts in Dijon

Address: Maison des Sciences de l'Homme – Esplanade Erasme – BP 26 611 – 21 066 Dijon cedex

Morgan POGGIOLI – 03.80.39.36.43 – morgan.poggioli@ubfc.fr

Laurence WINTZ – 03.80.39.54.14 – laurence.wintz@ubfc.fr

Mersija VAJZOVIC - 03.80.39.35.38 – mersija.vajzovic@ubfc.fr

Contact in Besançon

Address: Maison des Sciences, de l'Homme et de l'Environnement - 1, rue Charles Nodier – 25000 Besançon

Ludovic JEANNIN – 03.81.66.53.03 – ludovic.jeannin@ubfc.fr

Marlène DUTAL - 03 81 66 53 89 – marlene.dutal@ubfc.fr