





REGISTRATION USER GUIDE

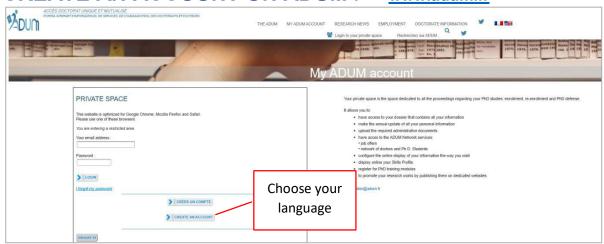
In Doctoral program at

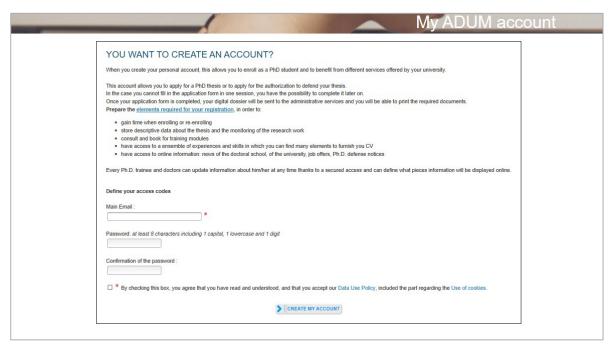
Université Côte d'Azur (2023)

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CREATE AN ACCOUNT ON ADUM: www.adum.fr



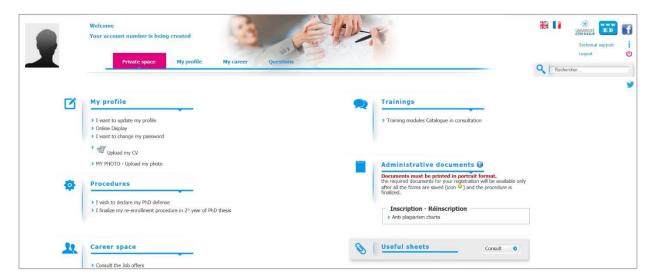


Your account contains 4 areas.

> MY PRIVATE SPACE

Your private space allows you to:

- download documents (pre-filled with your profile data) necessary for an administrative process of registration, re-registration or thesis defense.
- update your data.
- set the online display of your data as you wish (see CNIL)
- add your photo and/or detailed CV to your account
- request the validation of a training module not managed via ADUM
- obtain a "Skills Portfolio" document that includes your trainings and the skills you have indicated in the "Employability" form



It also includes « USEFUL SHEETS » : space for documents about texts and regulatory environment of the doctoral program.

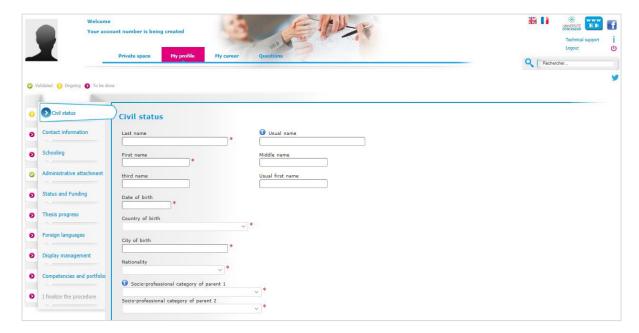


MY PROFILE

IMPORTANT

For the year 2023/2024, you must create a profile and fill all of the 10 sections if this is your first PhD registration at UCA.

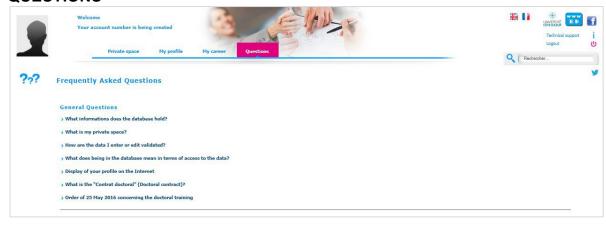
Good news: From the second year, the sections will already be filled in and you will only have to do necessary updates.



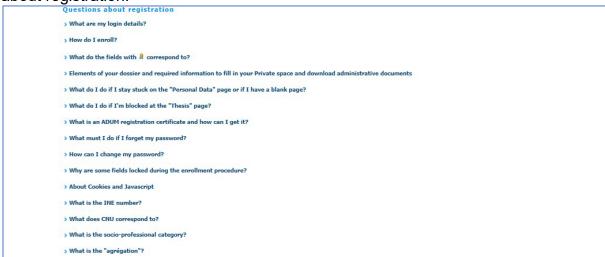
MY CAREER



QUESTIONS



In that part, you will find a lot of ANSWERS to the most frequently asked questions about registration.



You haven't found what you're looking for?

If you have a technical question (password, platform operation, etc.) please contact the webmaster :

webmaster@adum.fr

If you have a question about the procedure: please contact your doctoral school (ED) and/or your thesis director (see ED contact details at the end of this user guide).

If you have a question about your contract or contract amendment with your employer Université Côte d'Azur, please contact « La Maison des études doctorales » (see contact details at the end of this user guide).

THE DOCUMENTS TO PREPARE FOR COMPLETING MY PROFILE



IMPORTANT

For the year 2023/2024, <u>you</u> must create a profile and fill all of the 10 sections if this is your <u>first PhD registration</u> at UCA.

Good news: From the second year, the sections will already be filled in and you will only have to do necessary updates.

All information that is requested is useful for the management of your file during your PhD thesis. In order not to waste time when you register, we advise you to bring the following documents and information.

	THE DOCUMENTS / INFORMATION YOU WILL NEED TO COMPLETE YOUR PROFILE (subject to specific requests from your doctoral school)
	Copies of diplomas, from High-School degree (or equivalent) to Masters degree (or equivalent)
	Your high school transcript of records
!	For foreign diplomas: the copy must be accompanied by an authentic and certified french translation made by a sworn translator or by the diplomatic / consular officer.
	Student card from the previous year
	Title of your thesis in French and English
	Summary of your thesis project in French and English
	Contact details of your thesis director/supervisor and possibly co-director.
	Contact details of your host laboratory (acronym)
	Name of your doctoral school
	Your registration institution is Université Côte d'Azur
	The speciality of the doctoral thesis prepared (see with your thesis director)
	The scientific field (see with your thesis direction)
	If you are considering an international joint supervision (co-tutoring), information about the foreign host institution (name, contact details; title, surname, first name of the head of the institution, contact details of the thesis director, laboratory abroad).
	Copy of a proof of your funding or your work contract
	A color photo in « portrait » mode
	Good quality color copy of your valid ID card or passport

All information entered will be submitted to the validation of the Doctoral School that will be able to correct it in case of error or contact you for any precision.



Yellow dot
Red dot
Green dot

= Input in progress
Input to be done
Input validated

Red asterisk = * = mandatory field to be filled in to complete the step.

The drop-down menus give you the possible answers.

Remember to consult the QUESTIONS tab on the home page (FAQ).

Some parts may be completed and updated throughout the PhD by logging in with your login and password: my CV, my professional project, my training, etc.

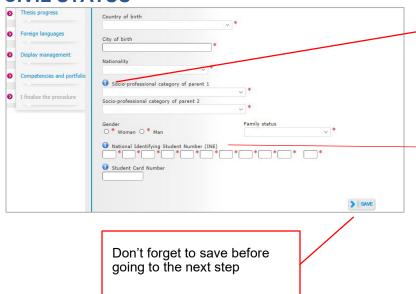
If the Doctoral School updates your information, you will receive an email informing you.

If you update your profile, your Doctoral School will also receive an alert message.

Don't forget to click on SAVE at the bottom of each page so that your data will be taken into account on the next page.

You can always return to the previous page until you have completed the entire registration process.

CIVIL STATUS

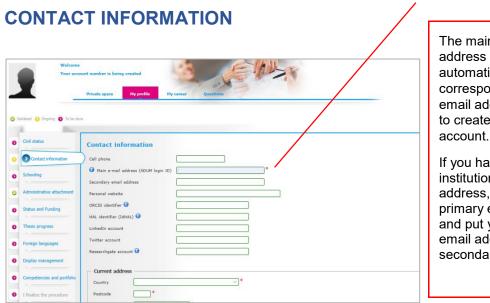


Remember to consult the information point and the "QUESTIONS" section on the home page.

The INE number is the National Student Identifier:

- number on your baccalaureate transcript (for those who have taken their High School degree in France since 1995)
- or number assigned to you by the first French institution of higher education that you joined
- or, if you are enrolling for the first time in a French institution, it will be allocated to you at the time of your enrolment.

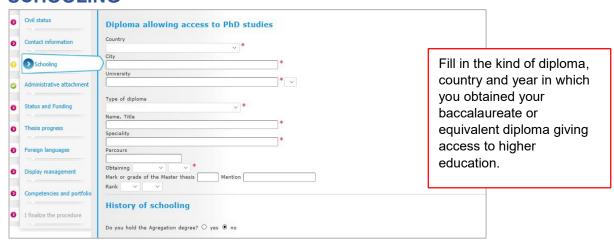
It is composed of 11 characters.

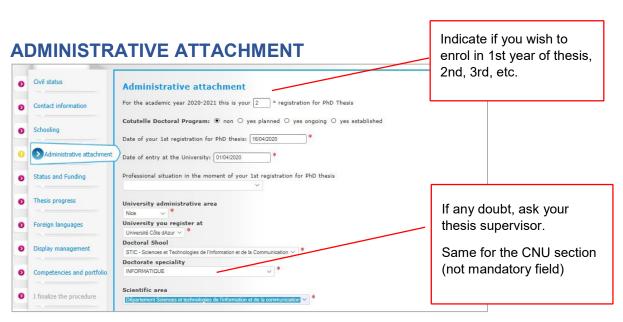


The main e-mail address is filled in automatically, it corresponds to the email address you used to create your Adum

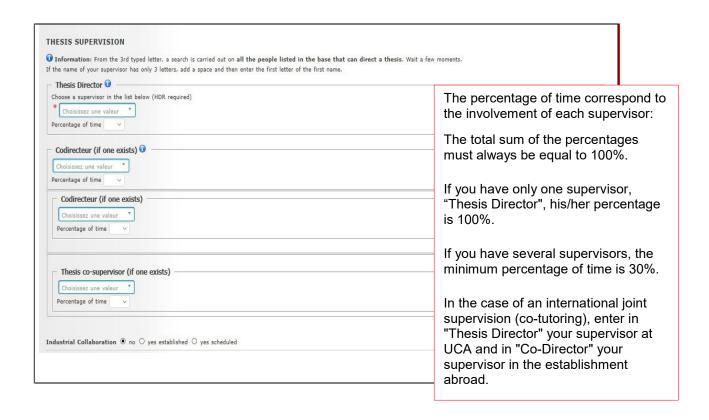
If you have an institutional email address, enter it as your primary email address and put your personal email address as a secondary one.

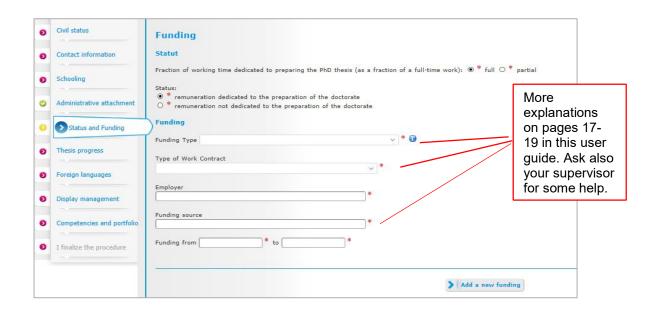
SCHOOLING



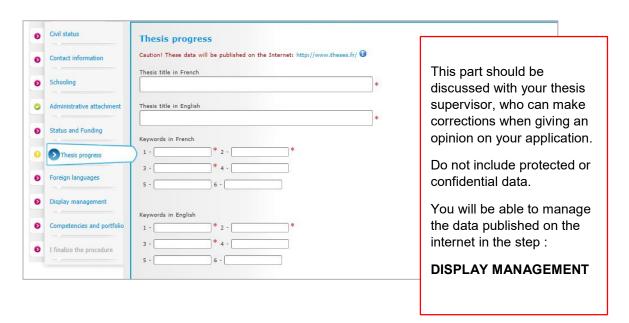


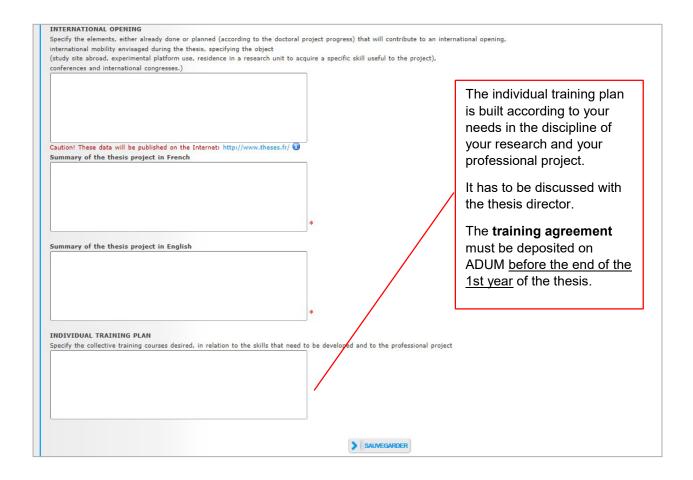
STATUT ET FINANCEMENT



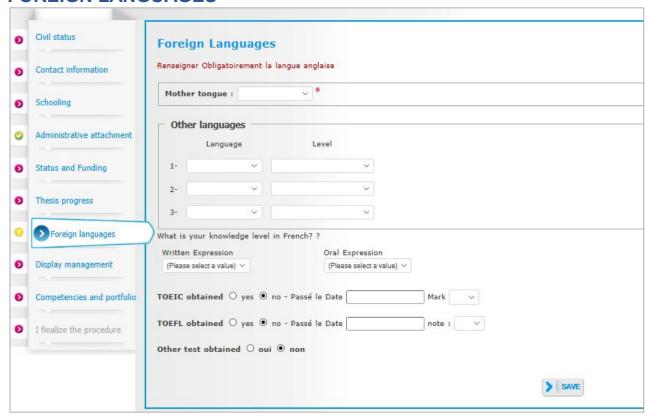


THESIS PROGRESS

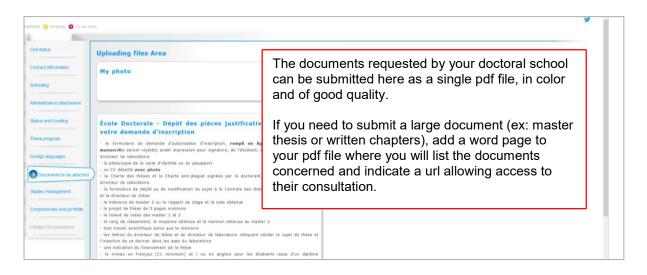




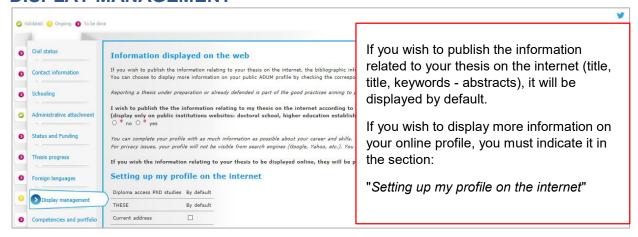
FOREIGN LANGUAGES



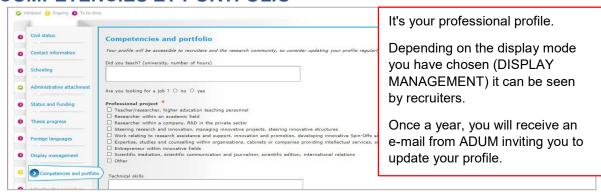
DOCUMENTS TO BE ATTACHED



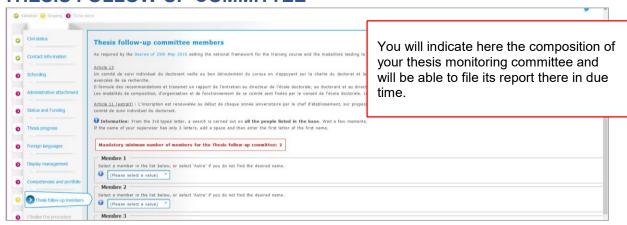
DISPLAY MANAGEMENT



COMPETENCIES ET PORTFOLIO



THESIS FOLLOW-UP COMMITTEE





You have completed all the steps?

NOW, YOU CAN FINALIZE THE PROCEDURE

Your application will follow the circuit explained below...

WHAT IS THE CIRCUIT OF YOUR APPLICATION?

At each stage of the circuit, you will receive an information e-mail.

STEP PhD STUDENT – Educational registration	You filled in your file on ADUM and clicked on FINALIZE PROCEDURE
STEP THESIS DIRECTOR	An e-mail is sent to your thesis director, inviting him/her to : - read again your thesis topic, keywords and abstract; - give an opinion.
STEP LABORATORY DIRECTOR (If your Doctoral School is concerned)	An e-mail is sent to the laboratory director, inviting him/her to : - take note of the elements entered; - give an opinion.
SPEP SPECIALITY MANAGER (If your Doctoral School is concerned)	An e-mail is sent to the speciality manager, inviting him/her to: - to take note of the elements entered; - give an opinion.
STEP DOCTORAL SCHOOL	An e-mail is sent to the management of your doctoral school, inviting him/her to: - to take note of the elements entered; - give an opinion.
The doctoral school will check and validate all the information entered. It may ask you for further details if necessary. Keep an eye on your emails!	
STEP DOCTORAL COLLEGE (MAISON DES ETUDES DOCTORALES)	An e-mail is sent to the doctoral college management: - inviting him/her to read the information entered; - to allow the President to take a decision
STEP PHD STUDENT– administrative registration (registration fees)	If your application is accepted, you will receive an email inviting you to finalize your administrative registration.

ADMINISTRATIVE REGISTRATION AT UCA

You must now make your administrative registration with the establishment to obtain your student card or registration certificate.

Your registration is done entirely online. You do not have to make an appointment to register.

STEP 1: pay the "CVEC"

BEFORE starting your online registration, you must pay the contribution of student and campus life (CVEC), after CROUS, for an amount of 95 € for the 2023/2024 academic year.

https://cvec.etudiant.gouv.fr/

Once the CVEC is paid, you will receive a confirmation and a payment number. You will be asked for this number when registering online.

(* Continuing education students are not subject to this contribution).

STEP 2: pay for the administrative registration - early July 2023

Connect to the digital service IA primo (1st registration) or IA réins (re-registration).

http://univ-cotedazur.fr/inscriptions/fr

Bring your ADUM file number and CVEC number:

- Format of your CVEC number : xxxx-xxxxxxx-xx
- The identifier to connect to the digital online registration service IAPrimo corresponds to your ADUM file number preceded by the letter AD.

Example: if your ADUM file number is 123456, your identifier is AD123456.

Online payment:

When registering on the digital service and pay by bank card.

Other payment methods:

- By cheque:

payable to the accounting officer of UCA, specifying your surname, first name and student number.

- By transfer: using the RIB of University of Côte d'Azur.

The check or proof of payment must be sent to the address given to you when you register online.

STEP 3: file supporting documents

<u>The day after</u> your administrative registration, an email on your personal address informs you of the methods of activating your computer account (the **Sesame** account).

You MUST activate this account before submitting your supporting documents (you will be asked for your Sesame account ID and password).

The Sesame account will allow you to deposit your supporting documents and use all of the university's digital services: wifi, mailbox, educational application, electronic documentation, access to workstations, access to your notes, etc...

To activate your Sesame account, you need your student number (it was given to you when you registered) and a personal email address.

If you don't have one, we invite you to open one, there are many free providers.

Plan 10 minutes

GUIDE TO ENTERING FINANCING AND CONTRACTS

The types on ADUM are in french, if you don't understand, please contact your supervisor.

FUNDING TYPE

FUNDING TYPE	
In ADUM, you choose the section	lf
Activité salariée (hors financement de thèse)	You exercise a salaried activity unrelated to your thesis: CHU contract for non-tenured, contractual teacher in the 2nd degree, BIATSS,
Contrat de recherche	You have a doctoral contract funded through a research contract
Convention CIFRE	You carry out your thesis with a company, CIFRE, for 3 years (co-funding from the ANRT)
Financement MESRI	You have a doctoral contract funded by the Ministry of Higher Education, Research and Innovation
Financement d'un ministère hors MESRI	You have a doctoral contract funded by a Ministry other than the one of higher education, research and innovation (example Ministry of Foreign Affairs (MAE), Ministry of Defense (DGA), etc.
Financement d'un établissement d'enseignement supérieur	You have a doctoral contract funded by the institution where you prepare your thesis
Financement d'un organisme de recherche public ayant le statut d'EPIC	You have a doctoral contract funded by an "EPIC": ADEME, ADIT, ANDRA, BPI France, BRMG, CEA, CIRAD, CNES, EFS, IFPEN, IFREMER, INERIS, IRSN, ONERA, Universcience
Financement d'un organisme de recherche public ayant le statut d'EPST	You have a doctoral contract funded by an "EPST": CNRS, IFSTTAR, INED, INRAE, INRIA, INSERM, IRD, IRSTEA
Financement d'un organisme de recherche public ni EPIC, ni EPST	You have a doctoral contract funded by another public research organization.

Financement d'une association ou fondation	You have a doctoral contract funded by a French association or foundation: Ligue nationale de lutte contre le cancer, Fondation pour la Recherche Médicale, Institut Curie, Institut Pasteur,
Financement d'une collectivité locale ou territoriale	You have a doctoral contract funded by a French local authority : Ville de Nice, Métropole, département, région,
Financement par crédits ANR (Agence Nationale de la Recherche)	You have a doctoral contract financed by ANR credits: IdEx, LabEx, EUR (école universitaire de recherche), Carnot,
Financement par une entreprise	If you are paid by a company, excluding CIFRE funding. The company is the employer
Financement sur programme européen ou multilatéral	You benefit from a doctoral contract funded through a European program : Erasmus Mundus, European Research Council (ERC), Actions Marie Sklodowska-Curie, doctorat industriel européen
Autre type de financement	To be chosen <u>only</u> if no other type of financing corresponds to your situation.
Fonctionnaire de l'enseignement primaire ou secondaire	Only for French doctoral students
Fonctionnaire de l'enseignement supérieur	If you are a higher education official in France: Professeur des Universités, Professeur des Universités Praticien Hospitalier, Maître de Conférences,
Sans financement	If you have no funding to complete your thesis

FUNDING TYPE - Foreign PhD students only

In ADUM, you choose the section	If
Autre financement pour doctorants étrangers	You benefit from the funding of another structure abroad (including an association or a foundation)
Financement par gouvernement français pour les doctorants étrangers	You benefit from funding from the French government (including Campus France, Eiffel, Embassies, etc.). Bourse du Gouvernement Français (BGF), Agence Universitaire de la Francophonie (AUF),
Financement par gouvernements étrangers pour les doctorants étrangers	You receive funding from the government of your country of origin (Europe or outside Europe). Public funding.

TYPE OF WORK CONTRACT

TIPE OF WORK CONTRACT		
In ADUM, you choose the section	If	
Bourse	You have a French or foreign government scholarship	
Contrat Formation Recherche		
Contrat de travail à Durée Déterminée	If you have a fixed-term contract (CDD) other than a doctoral contract	
Contrat de travail à Durée Indéterminée CDI	If you have an open-ended contract (CDI)	
Contrat doctoral	If you have a 3-year doctoral contract (based on the decree of 23 rd april 2009)	
Contrat doctoral normalien ou polytechnicien	If you have a specific doctoral contract at ENS Cachan / Rennes / Lyon and Ecoles polytechniques	
Contrat doctoral sur dotation EPST	3 year funding contract : CNRS, IFSTTAR, INED, INRA, INRIA, INSERM, IRD, IRSTEA	
Contrat doctoral sur dotation Etablissement d'enseignement supérieur (hors MESRI)	3-year contract with state funding other than MESRI	
Contrat doctoral sur dotation non fléchée MESRI	3-year UCA contract with own funding (IdEx, LabEx, EUR,)	
Non concerné	If you do not have an employment contract	

« EMPLOYER » type

If you have an employment contract, you have to indicate the name of your employer, the one who established your employment contract.

« ORIGIN OF FUNDINGS / ORIGINE DES FONDS »

If you have an employment contract, you have to indicate the name of the financier of your contract. It can be the same as your employer or different.

Example : for doctoral student with MESRI funding contracts: the employer is the one who made you sign the contract and the origin of the funds is Ministry (MESRI).

USEFUL CONTACTS

DOCTORAL SCHOOL (ED – Ecoles doctorales)

Nom de l'ED	Sigle de l'ED	Contacts de l'ED	Adresse mail et site
Sciences des techniques de l'information et de la communication	STIC 83	Véronik OKENDE Jean-Paul COMET, directeur Sylvie Icart et Xavier Pennec, adjoints	edstic@i3s.univ-cotedazur.fr http://edstic.unice.fr
Sciences de la vie et de la santé	SVS 85	Nadine LOUDIG Olivier Soriani, directeur	loudig@ipmc.cnrs.fr http://ed-svs.unice.fr/
Sciences humaines, arts et lettres	SHAL 86	Magali FERRETE Véronique Magri, directeur	ecole-doctorale-shal@unice.fr http://edshal.unice.fr/
Sciences fondamentales et appliquées	SFA 364	Catherine BRIET Giovanna TISSONI, directeur Paola GOATIN - directeur adjointe - Elie Hachem - Adjoint pour Mines - Paris	secretariat-edsfa@univ-cotedazur.fr dir-edsfa@univ-cotedazur.fr https://adum.fr/as/ed/sfa/home.pl
Sciences du mouvement humain	SMH 463	François HUG, Directeur	francois.hug@univ-cotedazur.fr https://ecole-doctorale-463.univ-amu.fr/fr
Droit, économie, sciences politiques et de gestion	DESPEG 513	Iwona PIECZYRAK Flora Bellone, <i>directeur</i> <i>Philippe Luppi</i> , <i>adjoint</i>	ed-despeg@univ-cotedazur.fr https://ed-despeg-unice.fr/

HOUSE OF DOCTORAL STUDIES (MAISON DES ETUDES DOCTORALES)