



ParisTech
L'ECOLE NATIONALE SUPERIEURE
DE CHIMIE DE PARIS



Guide for create an account on ADUM for enrolment in PSL Doctorate

I. Pre-registration online

To begin, please go to: <http://www.adum.fr/index.pl?site=PSL>

1. Your account and access codes

Paris Sciences et Lettres, une université de rang mondial, au cœur de Paris

PSL 
RESEARCH UNIVERSITY PARIS

Espace personnel

Vous entrez dans une zone réservée

Votre adresse email :

Mot de passe :

[SE CONNECTER](#)

[J'ai oublié mon mot de passe](#)

[CRÉER UN COMPTE](#)

[CREATE AN ACCOUNT](#)

Votre **espace personnel** est l'espace unique dédié à toutes vos démarches d'inscription, de réinscription et de soutenance de thèse.

Il vous permet :

- d'accéder à votre dossier qui regroupe toutes vos informations
- d'effectuer votre actualisation annuelle
- de déposer les pièces administratives demandées
- d'accéder aux services du réseau ADUM :
 - offres d'emploi
 - réseau des doctorants et docteurs
- de gérer votre présence dans les annuaires
- de mettre en ligne votre profil de compétences
- de vous inscrire aux formations
- d'assurer la diffusion en ligne de votre thèse sur des plateformes dédiées
- d'imprimer votre formulaire d'enregistrement de thèse soutenue

webmaster@adum.fr

You want to create an account?

When you create your personal account, this allows you to enroll as a PhD student and to benefit from different services offered by your university.

This account allows you to apply for a PhD thesis or to apply for the authorization to defend your thesis.
In the case you cannot fill in the application form in one session, you have the possibility to complete it later on.
Once your application form is completed, your digital dossier will be sent to the administrative services and you will be able to print the required documents.
Prepare the [elements required for your registration](#), in order to:

- gain time when enrolling or re-enrolling
- store descriptive data about the thesis and the monitoring of the research work
- consult and book for training modules
- have access to a ensemble of experiences and skills in which you can find many elements to furnish you CV
- have access to online information: news of the doctoral school, of the university, job offers, Ph.D. defense notices

Every Ph.D. trainee and doctors can update information about him/her at any time thanks to a securized acces and can define what pieces information will be displayed online.


Define your access codes

Main Email : *

Password at least 8 characters long

Confirmation of the password :

☐ * By checking this box, you accept our [Conditions](#) and agree that you have read and understood our [Data Use Policy](#), included the part regarding the [Use of cookies](#).


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2. Creation of your Adum profile

After the creation of your account, you will receive an email, on the email you communicated, with a link to activate your account (active for 24 hours).

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PSL 
RESEARCH UNIVERSITY PARIS

Creation of your personal account

Your request for creating your account is being processed. You will receive an email, to verify the validity of your email adress.
You will click on the link included in this email, or copy and paste it in your browser navigation bar, in order to activate the creation of your account.
Warning! This link will be valid only for 24 hours.

After clicking on the link, you will see this page :

What do you want to do?

☒ I wish to enroll for ° year of PhD studies

☐ I wish to defend my PhD defense on this date: (no more than 3 months from now)

☐ I defended my PhD thesis on this date:

University administrative area
Paris *

University you register at *

Doctoral School *

PhD speciality *

Scientific area *

CNU Section *

[Click here for more information](#)

[CREATE MY PROFILE](#)

** You must give answer to go to next step.*

To complete follow the scrolling menu. If you have any questions you may contact your institution.

You must give an answer, it's important for the registration process on ADUM.

3. Civil status

Civil status

Last name *

First name *

Middle name

third name

Date of birth *

City of birth *

Country of birth *

Nationality *

Socio-professional category of the father *

Socio-professional category of the mother *

Gender
☐ Woman ☐ Man

Family status *

National Identifying Student Number (INE) *

Student Card Number

[SAVE](#)

[Click here for more information.](#)

Important: the National Identifying Student Number may be found on official Documents or student card:

- If you have already been registered on a french institution
- If this is your first registration in France, contact your school to obtain it

This number has 11 letterings.

Important : Click on "save" to go on next step.

4. Contact information

Contact information

Cell phone

Main email address *

Secondary email address

Personal website

Current address

Country *

Postcode *

City *

number, street ... *

Home phone

The main email is automatically informed with the email you used to create your ADUM account.

If your institution created you an institutional email, note it firstly, and note your personal email on secondary.

Professional address

Country

Postcode

City

number, street ...

Home phone

Permanent family address

Country

Postcode

City

number, street ...

Home phone

SAVE

5. Schooling

The screenshot shows the 'Schooling' section of the ADUM application form. On the left is a sidebar with navigation links: Civil status, Contact information, Schooling (highlighted with a blue circle and arrow), Administrative attachment, Status and Funding, Thesis progress, Foreign languages, and Documents to be attached. The main area is titled 'Diploma allowing access to PhD studies' and contains the following fields: Country (dropdown), City (text), University (dropdown), Type of diploma (dropdown), Name, Title (text), Speciality (text), Parcours (text), Obtaining (dropdown), Mark or grade (text), Rank (dropdown), and Mention (text). Red asterisks indicate required fields.

The screenshot shows the 'History of schooling' section. It includes a table for listing diplomas. The first row is for a 'Baccalauréat' (highlighted with a red circle). The fields for this row are: n°1, Title of the diploma (Baccalauréat), Speciality, School, City, Country, Obtaining month, Year, Mark or Grade, Rank or Grade, and Mention. A red arrow points from a text box to the 'Year' field. At the bottom right, there is a 'SAVE' button (highlighted with a red circle).

« Baccalauréat » or high school diploma.

Inform the year you obtained the high school diploma and the type of diploma.

6. Administrative attachment

Administrative attachment

For the Academic Year 2017-2018 this is your th registration for PhD Thesis

International cotutelle agreement : ☐ non ☐ oui prévue ☐ oui en cours ☐ 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

University administrative area

University you register at

Doctoral School

PhD speciality

Scientific area

CNU Section

Training ☐ initial ☐ ongoing

Confidential thesis ☐ yes ☐ no

Diffusion of your Thesis
Consult the information note -> ["This information note is intended for the PhD students - CNIL authorisation for data transfer"](#)

SAVE

This is automatically informed, please check.

Ongoing education concerns professionals already employed.

7. Status and Funding

Funding

Statut

Fraction of working time dedicated to preparing the PhD (as a fraction of a full-time work) : temps ☐ full ☐ partial

PhD student status:
☐ remuneration dedicated to the preparation of the doctorate
☐ remuneration not dedicated to the preparation of the doctorate

Funding

Funding Type

Type of Work Contract

Employer

Funding source

Funding from to

IMPORTANT : for any questions about funding, please contact your supervisor.

See on your employment contract.

IMPORTANT : inform every funding you received during your thesis.

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8. Thesis progress

Civil status

Contact information

Schooling

Administrative attachment

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Thesis progress

Foreign languages

Documents to be attached

Tuition fees payment

Display management

Competencies and portfolio

individual training contract

I finalize the procedure

Thesis progress

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 -

Research Unit

Autre

Specify the title of the research unit

URL

Secondary Research Unit: Name Type N°, url

THESIS SUPERVISION

Information :: A partir du 3ème caractère saisi une recherche est effectuée sur l'ensemble des responsables de l'ADUM. Patientez un peu.
Si le nom de votre encadrant comporte seulement 3 caractères, faites suivre d'un espace, et saisissez la 1^{re} lettre du prénom.

Thesis Director

Choose a supervisor in the list below (HDR required)

* Choisissez une valeur

Percentage of time

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

Choisissez une valeur

Percentage of time

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

Choisissez une valeur

Percentage of time

Thesis co-supervisor (if one exists)

Choisissez une valeur

Percentage of time

Thesis sponsor

Name First Name

Important:

Please note the time your supervisors are involved on your thesis work :

- The sum of all times must **be 100%**
- If you have just one supervisor, please note 100%
- The minimum time for the involvement of a supervisor **is 30%**
- In the frame of an international co-tutelle agreement, the Phd student will be registered in both institutions : PSL and the international partner. So he has a supervisor in each institution. The PSL supervisor is supervisor, and the supervisor on international institution is the "co-supervisor".


If any changement during your thesis, please inform your institution and complete the form entitled "changement de sujet de these ou de directeur".

Industrial Collaboration ☒ no ☐ yes established ☐ yes scheduled

Description of the thesis advancing
Update on the works done, difficulties experienced, ...

Summary of the thesis project in French

Summary of the thesis project in English

 SAUVEGARDER

9. Foreign languages

Civil status

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Foreign Languages

Renseigner Obligatoirement la langue anglaise

Mother tongue : *

Other languages

	Language	Level
1-	<input type="text"/>	<input type="text"/>
2-	<input type="text"/>	<input type="text"/>
3-	<input type="text"/>	<input type="text"/>

What is your knowledge level in French? ?


Written Expression (Please select a value) *

Oral Expression (Please select a value) *

TOEIC obtained ☐ yes ☒ no

TOEFL obtained ☐ yes ☒ no

Autre test obtenu ☐ oui ☒ non

 SAVE

10. Documents to be attached

Uploading files Area

My photo

Choisissez un fichier | Aucun fichier choisi

My CV

(Drag a document into this area, or click on the bottom right button)

Choisissez un fichier | Aucun fichier choisi

*The photo must be a **portrait**, some institutions use it for editing the student card. With your authorization it may also appear on your web profile.*

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11. Display management

Information displayed on the web

I would like to include my skills profile as I would have set it up on the internet (cf below) : ☐ yes ☐ no

Do not forget to give a specific title to your profile form "portfolio, skills, field" Professional project") and to indicate your skills well, your profile will be accessible more quickly to recruiters and the research community. Consider updating your profile regularly in order to maintain an up-to-date profile, the update date is on the internet. Your possible exchanges with recruiters or researchers will depend on the quality of the information provided. For privacy issues, your profile will not be visible from search engines (Google, Yahoo, ...). You can at any time decide not to appear on the internet via this form.

If you accept your data will be visible online, they will be visible only after they are validated by your Graduate School.

Setting up my profile on the internet

If you accept your data will be visible online, by default will be displayed the information regarding the diploma giving access to PhD studies and the information regarding the PhD thesis. You can choose to display other information by checking the corresponding box.

Diploma access PhD studies - By default	By default
THREE	<input type="checkbox"/>
Current address	<input type="checkbox"/>
Professional address	<input type="checkbox"/>
Main email address	<input type="checkbox"/>
Secondary email address	<input type="checkbox"/>
Personal website	<input type="checkbox"/>
Professional situation	<input type="checkbox"/>
Publications	<input type="checkbox"/>
Employability	<input type="checkbox"/>
Photo	<input type="checkbox"/>
CV	<input type="checkbox"/>

**La base theses.fr est alimentée par un transfert automatique des informations relatives aux données concernant votre thèse déclarées lors de votre (ré)inscription dans l'ADUM (nom, prénom, titre de la thèse, école doctorale, spécialité doctorale, unité de recherche, Établissement de co-tutelle le cas échéant, date de première inscription, mots clés, résumés). Le signalement d'une thèse en préparation est une des bonnes pratiques utiles à la visibilité de la recherche française. Plus d'informations sur le site ADUM (Agence Bibliographique de l'Enseignement Supérieur) : http://www.adum.fr/Theses/Les_applications/theses.fr*

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12. Competencies and Portfolio

competencies and portfolio

Professional project *

- ☐ enseignant-chercheur, enseignant du supérieur
- ☐ chercheur en milieu académique
- ☐ chercheur en entreprise, R&D du secteur privé
- ☐ pilotage de la recherche et de l'innovation, gestion de projets innovants, pilotage de structures innovantes
- ☐ métiers d'accompagnement et de support à la recherche, à l'innovation et à la valorisation, au développement des Spin Off et Start-up innovantes
- ☐ expertise, études et conseils dans des organisations, cabinets ou sociétés fournissant des prestations intellectuelles, des expertises scientifiques, prospectives ou stratégiques
- ☐ entrepreneur des domaines innovants
- ☐ médiation scientifique, communication et journalisme scientifique, édition scientifique, relations internationales
- ☐ Autre

Technical skills

Transverse skills

Extra-professional interest areas

Living Abroad

1-

2-

13. Individual training contract

To help you to inform this part, you may contact your supervisor and your doctoral school.

Convention individuelle de formation

Estimated Schedule for the Research Work

Specify the provisional deadlines for the main steps of the doctoral project up until the defence.

- Expected duration (3 years full-time work, between 3 and 6 years of part-time work)
- Schedule of the stays in the different countries in case of a joint-supervision international thesis.
- Time distribution between academical laboratories and non-academical research facilities (Cifre or thesis done in partnership with a company)
- Deliverables and project milestones in the case of contracts for partner-oriented research.

Mode of the supervision and follow-up of the doctorant's training and research progress

Specify:

- the form the Ecole doctorale has decided the individual training committee should take.
- Specify the pre-requisites for the defence (publishing, hours or training ECTS ...) or give the references of the internal regulations of an Ecole doctorale.

Mode of the supervision and follow-up of the doctorant's training and research progress

Specify:

- Means and methods available in the research unit to reach completion of the project
- Funding of the missions, training, participations to congresses ...
- References of the safety rules and internal regulations of the research unit or specify specific conditions.

Integration into the research unit/team – Terms and conditions

INDIVIDUAL TRAINING PLAN

Specify the collective training courses desired, in relation with the skills taht need to be developped and with the professional project

Promotion of the research work, diffusion, publishing and non-disclosure agreements, intellectual property rights. depending on the PhD programme.
Please specify :

- Rules on the signing of publications by the research unit
- Form of submission of the articles
- Elements regarding the intellectual property, the diffusion or non-disclosure clauses regarding the doctoral project.

SAVE

14. Finalization of the procedure

Validated Ongoing To be done

Civil status

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I finalize the procedure

I have completed the process

By clicking on this link, you can open and print the documents requested for your educational enrollment in the graduate school or the establishment.
This action informs the person in charge of your dossier that the ADUM process is finalized.
Please check that the documents are filled in correctly. If they must be completed, a button allows you to cancel finalization in order to modify your data.

TRANSMISSION OF THE DATA IN ORDER TO BE VALIDATED

Every step informed have a green signalisation , when all is green click on « Transmission of the data in order to be validated ».

II. The registration folder

When your ADUM account is created, you must collect all documents asked for the finalization of your registration and send (or give) them to the administrative office of your institution.

This is the list of the documents asked for your registration:

★ **From your ADUM profile you have to download and to print :**

- ☐ Registration document (to inform and sign)
- ☐ Certificate of registration CNIL (to sign)
- ☐ Thesis charter (to sign)
- ☐ Individual training contract - CIF (to sign)



★ **Please add :**

- ☐ Copy of your identity card or passport
- ☐ CV
- ☐ Health care certificate
- ☐ Liability insurance certificate
- ☐ Copy of Diplomas :
 - Masters Degree ;
 - Graduate engineer or ;
 - International Diploma with an authentic and certified translation in french
 - + results

Each institution may ask specified documents, please check on the procedure.

III. Payment of the tuition fees

Please contact the institution where you will register.