



# **USER GUIDE**

**In Doctoral program at  
Université Côte d'Azur**

(June 2020)

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# CREATE AN ACCOUNT ON ADUM : [www.adum.fr](http://www.adum.fr)

ACCES DOCTORAT UNIQUE ET MUTUALISÉ  
PORTAL INTERNET D'INFORMATION, DE SERVICES, DE COMMUNICATION, DES DOCTORANTS ET DOCTEURS

THE ADUM MY ADUM ACCOUNT RESEARCH NEWS EMPLOYMENT DOCTORATE INFORMATION

Login to your private space Recherchez sur ADUM

## My ADUM account

### PRIVATE SPACE

This website is optimized for Google Chrome, Mozilla Firefox and Safari.  
Please use one of these browsers.  
You are entering a restricted area.

Your email address :

Password :

[LOGIN](#)

[I forgot my password](#)

[CRÉER UN COMPTE](#)

[CREATE AN ACCOUNT](#)

[Intranet >>](#)

Your private space is the space dedicated to all the proceedings regarding your PhD studies: enrollment, re-enrollment and PhD defense.

It allows you to:

- have access to your dossier that contains all your information
- make the annual update of all your personal information
- upload the required administrative documents
- have access to the ADUM Network services:
  - \* job offers
  - \* network of doctors and Ph.D. Students
- configure the online display of your information the way you wish
- display online your Skills Profile
- register for PhD training modules
- promote your research works by publishing them on dedicated websites

[#fr@adum.fr](#)

## My ADUM account

### 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 an 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 secured access and can define what pieces information will be displayed online.

Define your access codes

Main Email :  \*

Password: at least 8 characters including 1 capital, 1 lowercase and 1 digit

Confirmation of the password :

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

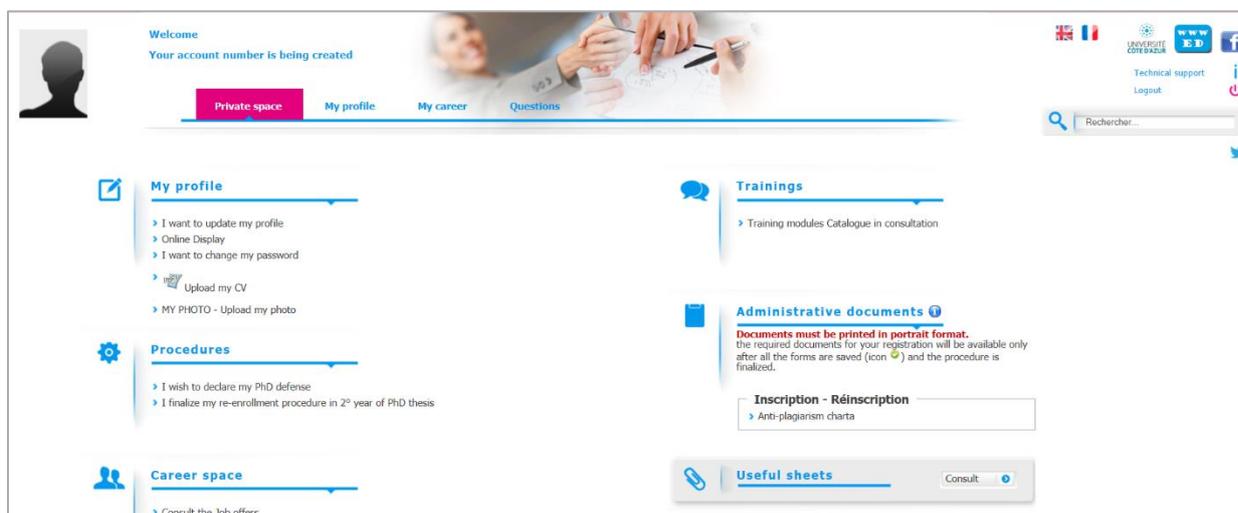
[CREATE MY ACCOUNT](#)

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 2020/2021, 1st year of ADUM's operation at UCA, ALL of you must create a profile and fill in all of the 10 sections even if it is not your first PhD registration at UCA.

Good news: in 2021/2022, the sections will already be filled in and you will only have to do necessary updates.

Are you going to defend your thesis by the end of 2020? You must also create an account. Only your ED will be able to link you to the year 2019/2020 by validating your file.

Welcome  
Your account number is being created

Private space My profile My career Questions

Rechercher...

Validated Ongoing To be done

**Civil status**

Last name \* Usual name

First name \* Middle name

third name Usual first name

Date of birth \*

Country of birth \*

City of birth \*

Nationality \*

Socio-professional category of parent 1 \*

Socio-professional category of parent 2 \*

## MY CAREER

Welcome  
Your account number is being created

Private space My profile My career Questions

Rechercher...

Job Offer List

Job Offer manage

Create a Job Offer

Recherchez... Lieu... Plus de critères

Ex : Ingénieur, physique, Paris, CDO...

Actuellement 200 offres sont disponibles.

Quality Assurance Manager

Sauvegarder cette offre

## QUESTIONS

Welcome  
Your account number is being created

Private space My profile My career **Questions**

Technical support  
Logout

Rechercher...

### ???

#### Frequently Asked Questions

##### General Questions

- › What informations does the database hold?
- › What is my private space?
- › How are the data I enter or edit validated?
- › What does being in the database mean in terms of access to the data?
- › Display of your profile on the Internet
- › What is the "Contrat doctoral" (Doctoral contract)?
- › Order of 25 May 2016 concerning the doctoral training

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

#### Questions about registration

- › What are my login details?
- › How do I enroll?
- › What do the fields with 🗑 correspond to?
- › Elements of your dossier and required information to fill in your Private space and download administrative documents
- › What do I do if I stay stuck on the "Personal Data" page or if I have a blank page?
- › What do I do if I'm blocked at the "Thesis" page?
- › What is an ADUM registration certificate and how can I get it?
- › What must I do if I forget my password?
- › How can I change my password?
- › Why are some fields locked during the enrollment procedure?
- › About Cookies and Javascript
- › What is the INE number?
- › What does CNU correspond to?
- › What is the socio-professional category?
- › What is the "agrégation"?

## 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](mailto: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 2020/2021, the first year of ADUM's operation, ALL of you must create a profile and fill in all of the 10 sections even if this is not your first registration to UCA.

Good news : in 2021/2022, 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.

	<b>THE DOCUMENTS / INFORMATION YOU WILL NEED TO COMPLETE YOUR PROFILE (subject to specific requests from your doctoral school)</b>
	Copies of diplomas, from High-School degree (or equivalent) to Masters degree (or equivalent)
	Your university transcript of records
!	<b>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</b>
	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.

## LEGEND

Yellow dot  = Input in progress  
Red dot  = Input to be done  
Green dot  = Input validated

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

The drop-down menus give you the possible answers.

Blue dot with an i :  Information point, move your mouse over it.

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.

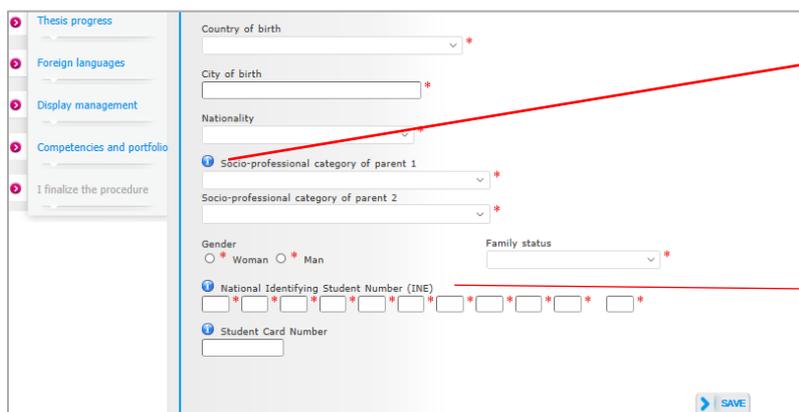
If the Doctoral School updates your information, you will receive an email informing you.

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



Don't forget to save before going to the next step

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.*

## CONTACT INFORMATION

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

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

Fill in the kind of diploma, country and year in which you obtained your baccalaureate or equivalent diploma giving access to higher education.

## ADMINISTRATIVE ATTACHMENT

Indicate if you wish to enrol in 1st year of thesis, 2nd, 3rd, etc.

If any doubt, ask your thesis supervisor.

Same for the CNU section (not mandatory field)

# STATUT ET FINANCEMENT

More explanations on pages 18-20 in this user guide. Ask also your supervisor for some help.

If your doctoral contract is co-funded, click on **“Add a new funding”** : you will be able to indicate the funding sources and the periods concerned.

In this example bellow : a doctoral contract with UCA as employer, from sept,1<sup>st</sup> 2020 to august, 31<sup>st</sup> 2023, with 2 funders : REGION SUD and IDEX

# THESIS PROGRESS

This part should be discussed with your thesis supervisor, who can make corrections when giving an opinion on your application.

Do not include protected or confidential data.

You will be able to manage the data published on the internet in the step :

**DISPLAY MANAGEMENT**

This part must be completed with your thesis supervisor.

The percentage of time correspond to the involvement of each supervisor :

The total sum of the percentages must always be equal to 100%.

If you have only one supervisor, "Thesis Director", his/her percentage is 100%.

If you have several supervisors, the minimum percentage of time is 30%.

In the case of an international joint supervision (co-tutoring), enter in "Thesis Director" your supervisor at UCA and in "Co-Director" your supervisor in the establishment abroad.

If your supervision changes during your doctoral studies, you will have to inform us when you re-register.

**INTERNATIONAL OPENING**

Specify the elements, either already done or planned (according to the doctoral project progress) that will contribute to an international opening, international mobility envisaged during the thesis, specifying the object (study site abroad, experimental platform use, residence in a research unit to acquire a specific skill useful to the project), conferences and international congresses.)

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

Summary of the thesis project in French

Summary of the thesis project in English

**INDIVIDUAL TRAINING PLAN**

Specify the collective training courses desired, in relation to the skills that need to be developed and to the professional project

The individual training plan is built according to your needs in the discipline of your research and your professional project.

It has to be discussed with the thesis director.

The **training agreement** must be deposited on ADUM before the end of the 1st year of the thesis.

SAUVEGARDER

## FOREIGN LANGUAGES

**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 - Passé le Date  Mark

TOEFL obtained  yes  no - Passé le Date  note :

Other test obtained  oui  non

**SAVE**

## DOCUMENTS TO BE ATTACHED

**Documents to be attached**

**Uploading files Area**

**My photo**

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

- le formulaire de demande d'autorisation d'inscription, rempli en ligne
- les manuscrits seront rejetés avant impression pour signature, de l'étudiant, du directeur de laboratoire
- la photocopie de la carte d'identité ou du passeport
- un CV détaillé avec photo
- la Charte des thèses et la Charte anti-plagiat signées par le directeur, directeur de laboratoire
- le formulaire de dépôt ou de modification du sujet à la Centrale des thèses et le directeur de thèse
- le mémoire de master 2 ou le rapport de stage et la note obtenue
- le projet de thèse de 5 pages minimum
- le relevé de notes des master 1 et 2
- le rang de classement, la moyenne obtenue et la mention obtenue au master 2
- tout travail scientifique autre que le mémoire
- les lettres du directeur de thèse et du directeur de laboratoire indiquant valider le sujet de thèse et l'insertion de ce dernier dans les axes du laboratoire
- une indication du financement de la thèse
- le niveau en français (C1 minimum) et / ou en anglais pour les étudiants issus d'un diplôme

The documents requested by your doctoral school can be submitted here as a single pdf file, in color and of good quality.

If you need to submit a large document (ex: master thesis or written chapters), add a word page to your pdf file where you will list the documents concerned and indicate a url allowing access to their consultation.

## DISPLAY MANAGEMENT

Validated Ongoing To be done

Civil status

Contact information

Schooling

Administrative attachment

Status and Funding

Thesis progress

Foreign languages

Display management

Competencies and portfolio

### Information displayed on the web

If you wish to publish the information relating to your thesis on the internet, the bibliographic information, you can choose to display more information on your public ADUM profile by checking the corresponding boxes.

*Reporting a thesis under preparation or already defended is part of the good practices aiming to promote the work of the doctorate holder.*

I wish to publish the the information relating to my thesis on the internet according to (display only on public institutions websites: doctoral school, higher education establishments, etc.)

no  yes

You can complete your profile with as much information as possible about your career and skills. For privacy issues, your profile will not be visible from search engines (Google, Yahoo, etc.). You can choose to display more information on your public ADUM profile by checking the corresponding boxes.

If you wish the information relating to your thesis to be displayed online, they will be published on your public ADUM profile.

### Setting up my profile on the internet

Diploma access PHD studies By default

THESE By default

Current address

If you wish to publish the information related to your thesis on the internet (title, title, keywords - abstracts), it will be displayed by default.

If you wish to display more information on your online profile, you must indicate it in the section:  
"Setting up my profile on the internet"

## COMPETENCIES ET PORTFOLIO

Validated Ongoing To be done

Civil status

Contact information

Schooling

Administrative attachment

Status and Funding

Thesis progress

Foreign languages

Display management

Competencies and portfolio

### Competencies and portfolio

Your profile will be accessible to recruiters and the research community, so consider updating your profile regularly.

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, etc.

Expertise, studies and counselling within organisations, cabinets or companies providing intellectual services, etc.

Entrepreneur within innovative fields

Scientific mediation, scientific communication and journalism, scientific edition, international relations

Other

Technical skills

It's your professional profile.

Depending on the display mode you have chosen (DISPLAY MANAGEMENT) it can be seen by recruiters.

Once a year, you will receive an e-mail from ADUM inviting you to update your profile.

## THESIS FOLLOW-UP COMMITTEE

Validated Ongoing To be done

Civil status

Contact information

Schooling

Administrative attachment

Status and Funding

Thesis progress

Foreign languages

Display management

Competencies and portfolio

Thesis follow-up members

### Thesis follow-up committee members

As required by the Decree of 25th May 2016 setting the national framework for the training course and the modalities leading to the award of the doctorate.

**Article 13**  
Un comité de suivi individuel du doctorant veille au bon déroulement du cursus en s'appuyant sur la charte du doctorat et les modalités de sa recherche. Il formule des recommandations et transmet un rapport de l'entretien au directeur de l'école doctorale, au doctorant et au directeur de l'école doctorale. Les modalités de composition, d'organisation et de fonctionnement de ce comité sont fixées par le conseil de l'école doctorale.

**Article 11 (extrait)** : L'inscription est renouvelée au début de chaque année universitaire par le chef d'établissement, sur proposition du comité de suivi individuel du doctorant.

**Information**: From the 3rd typed letter, a search is carried out on all the people listed in the base. 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.

**Mandatory minimum number of members for the Thesis follow-up committee: 2**

**Membre 1**  
Select a member in the list below, or select 'Autre' if you do not find the desired name.  
(Please select a value)

**Membre 2**  
Select a member in the list below, or select 'Autre' if you do not find the desired name.  
(Please select a value)

**Membre 3**

You will indicate here the composition of your thesis monitoring committee and will be able to file its report there in due time.

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.

<b>STEP PhD STUDENT – Educational registration</b>	You filled in your file on ADUM and clicked on FINALIZE PROCEDURE
<b>STEP THESIS DIRECTOR</b>	An e-mail is sent to your thesis director, inviting him/her to : - read again your thesis topic, keywords and abstract; - give an opinion.
<b>STEP LABORATORY DIRECTOR (If your Doctoral School is concerned)</b>	An e-mail is sent to the laboratory director, inviting him/her to : - take note of the elements entered; - give an opinion.
<b>SPEP SPECIALITY MANAGER (If your Doctoral School is concerned)</b>	An e-mail is sent to the speciality manager, inviting him/her to: - to take note of the elements entered; - give an opinion.
<b>STEP DOCTORAL SCHOOL</b>	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.
<i>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 !</i>	
<b>STEP DOCTORAL COLLEGE (MAISON DES ETUDES DOCTORALES)</b>	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
<b>STEP PHD STUDENT– administrative registration (registration fees)</b>	If your application is accepted, you will receive an email inviting you to finalize your administrative registration.

## ADMINISTRATIVE REGISTRATION AT UCA

### You have received an email authorizing you to register or re-register for a phd?

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 92 € for the 2020/2021 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 – Opened on mid-july 2020

Connect to the digital service IA Primo (1st registration) or IA Réinscription (re-registration).

<http://univ-cotedazur.fr/inscriptions/fr/etapes/inscriptions/inscriptions>

Bring your ADUM file number and CVEC number :

- Format of your CVEC number : xxxx-xxxxxx-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.
- The identifier to connect to the digital online registration service **IARéinscription** corresponds to your **SESAME account** (numeric identifier and password of your ENT - initials surname, first name followed by the last 6 digits of your student number)

#### 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

For first registrations, the day after 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

In ADUM, you choose the section	If....
<b>Activité salariée (hors financement de thèse)</b>	You exercise a salaried activity unrelated to your thesis: CHU contract for non-tenured, <u>contractual</u> teacher in the 2nd degree, BIATSS,...
<b>Contrat de recherche</b>	You have a doctoral contract funded through a research contract
<b>Convention CIFRE</b>	You carry out your thesis with a company, CIFRE, for 3 years (co-funding from the ANRT)
<b>Financement MESRI</b>	You have a doctoral contract funded by the Ministry of Higher Education, Research and Innovation
<b>Financement d'un ministère hors MESRI</b>	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.
<b>Financement d'un établissement d'enseignement supérieur</b>	You have a doctoral contract funded by the institution where you prepare your thesis
<b>Financement d'un organisme de recherche public ayant le statut d'EPIC</b>	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...
<b>Financement d'un organisme de recherche public ayant le statut d'EPST</b>	You have a doctoral contract funded by an "EPST" : CNRS, IFSTTAR, INED, INRAE, INRIA, INSERM, IRD, IRSTEA...
<b>Financement d'un organisme de recherche public ni EPIC, ni EPST</b>	You have a doctoral contract funded by another public research organization.

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

### FUNDING TYPE - Foreign PhD students only

<b>In ADUM, you choose the section</b>	<b>If....</b>
<b>Autre financement pour doctorants étrangers</b>	You benefit from the funding of another structure <u>abroad</u> (including an association or a foundation)
<b>Financement par gouvernement français pour les doctorants étrangers</b>	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), ...
<b>Financement par gouvernements étrangers pour les doctorants étrangers</b>	You receive funding from the government of your country of origin (Europe or outside Europe). Public funding.

## TYPE OF WORK CONTRACT

In ADUM, you choose the section	If....
<b>Bourse</b>	You have a French or foreign government scholarship
<b>Contrat Formation Recherche</b>	
<b>Contrat de travail à Durée Déterminée</b>	If you have a fixed-term contract (CDD) other than a doctoral contract
<b>Contrat de travail à Durée Indéterminée CDI</b>	If you have an open-ended contract (CDI)
<b>Contrat doctoral</b>	If you have a 3-year doctoral contract (based on the decree of 23 <sup>rd</sup> april 2009)
<b>Contrat doctoral normalien ou polytechnicien</b>	If you have a specific doctoral contract at ENS Cachan / Rennes / Lyon and Ecoles polytechniques
<b>Contrat doctoral sur dotation EPST</b>	3 year funding contract : CNRS, IFSTTAR, INED, INRA, INRIA, INSERM, IRD, IRSTEA...
<b>Contrat doctoral sur dotation Etablissement d'enseignement supérieur (hors MESRI)</b>	3-year contract with state funding other than MESRI
<b>Contrat doctoral sur dotation non fléchée MESRI</b>	3-year UCA contract with own funding (IdEx, LabEx, EUR, ...)
<b>Non concerné</b>	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	Régine SAELENS <i>Claire Migliaccio, directrice</i> <i>Sylvie Icart et Xavier Pennec, adjoints</i>	<a href="mailto:edstic@i3s.univ-cotedazur.fr">edstic@i3s.univ-cotedazur.fr</a> <a href="http://edstic.unice.fr">http://edstic.unice.fr</a>
Sciences de la vie et de la santé	SVS 85	Nadine LOUDIG <i>Olivier Soriani, directeur</i>	<a href="mailto:loudig@ipmc.cnrs.fr">loudig@ipmc.cnrs.fr</a> <a href="http://ed-svs.unice.fr/">http://ed-svs.unice.fr/</a>
Sciences humaines, arts et lettres	SHAL 86	Catherine DELEMARRE <i>Fabien Mathy, directeur</i>	<a href="mailto:ecole-doctorale-shal@unice.fr">ecole-doctorale-shal@unice.fr</a> <a href="http://edshal.unice.fr/">http://edshal.unice.fr/</a>
Sciences fondamentales et appliquées	SFA 364	Catherine BRIET <i>Elisabeth Taffin de Givenchy, directrice</i> <i>Elie Hachem, adjoint</i>	<a href="mailto:secretariat-edsfa@univ-cotedazur.fr">secretariat-edsfa@univ-cotedazur.fr</a> <a href="mailto:dir-edsfa@univ-cotedazur.fr">dir-edsfa@univ-cotedazur.fr</a> <a href="http://www.ed-sfa-unice.fr/">http://www.ed-sfa-unice.fr/</a>
Sciences du mouvement humain	SMH 463	Murielle CALOGERO <i>Grégory Blain, responsable site UCA</i>	<a href="mailto:murielle.calogero@univ-cotedazur.fr">murielle.calogero@univ-cotedazur.fr</a> <a href="https://ecole-doctorale-463.univ-amu.fr/fr">https://ecole-doctorale-463.univ-amu.fr/fr</a>
Droit, économie, sciences politiques et de gestion	DESPEG 513	Isabelle ARFEUIL Iwona PIECZYRAK <i>Olivier Bruno, directeur</i> <i>Philippe Luppi, adjoint</i>	<a href="mailto:ed-despeg@unice.fr">ed-despeg@unice.fr</a> <a href="http://www.ed-despeg-unice.fr/">http://www.ed-despeg-unice.fr/</a>

### HOUSE OF DOCTORAL STUDIES (MAISON DES ETUDES DOCTORALES)

Maison des études doctorales	MED	Hanane BEROUAG Alicia RIZZO <i>Anne Linarès, responsable</i>	<a href="mailto:med@univ-cotedazur.fr">med@univ-cotedazur.fr</a>
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