17h00-17h30
DS4H Registration procedures
STEP 1
ADMINISTRATIVE REGISTRATION
NO « AR » = NO DIPLOMA

STEP 2
PEDAGOGICAL REGISTRATION
NO « PR » = NO DIPLOMA

STEP 3
OBLIGATORY COURSES
OPTIONAL COURSES
DISCIPLINARY OPTIONS
DS4H OPTIONS
MINORS
PROJECTS
You can start your administrative registration, only once your application has been validated and you paid the Student and Campus Life Contribution (CVEC).

1/ Why realize your Administrative Registration (AR)?

- First, you become a user of the establishment, and as such you enroll in a training program. No AR, no student status, so no diploma!

- In order to access the university library (BU) & to activate your SESAME account

- Finally, in order to access your « ENT » and all university digital tools : Moodle, university mailbox (prenom.nom@etu.univ-cotedazur.fr), schedule, WiFi, computer rooms...

Be very careful. The university mailbox is your official email. We exclusively use it to communicate with you.
2/ What are the steps of an AR?

- The administrative registration is completed when:

  1/ your supporting documents are validated by a Student affairs department agent.

    Co-op students: the SIGNED contract must be sent either to a Student Affairs department agent or via PJWEB.

  2/ The registration fees are, in case of liability, paid;

  3/ The SESAME account is created;

At this step, your AR is completed (finalized). You can access your ENT (school certificate) and your student card can be delivered to you.

  4/ Student card delivered for newcomers or renewed annual sticker. For the Masters located at SophiaTech/Lucioles cards or stickers will be available on the Lucioles site. To pick them up, wait for the email.
STEP 1 : Administrative Registration

- As a reminder, all these registration steps are detailed here: https://univ-cotedazur.fr/candidater-et-s-inscrire/sinscrire/etapes-d-inscription-administrative

- To sum up: an AR is completed (finalized) if the registration is paid, the required documents submitted and validated, both for non-co-op students and co-op students!

- You will receive reminders by email (@etu), until your situation is cleared. If your situation is not cleared, your student account will be suspended and then desactivated. You will be removed from Université Côte d'Azur!

Check your @etu address often!
**STEP 1**

**ADMINISTRATIVE REGISTRATION**

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**STEP 3**

**OBLIGATORY COURSES**

**OPTIONAL COURSES**

**DISCIPLINARY OPTIONS**

**DS4H OPTIONS**

**MINORS**

**PROJECTS**
1/Why realize your Pedagogical Registration (PR)?

- To register and formalize your choices of optional courses
- To generate your pedagogical contract

No PR, No Diploma!

2/How to do a PR?

- It must be done every semester
- For disciplinary options, you will have to realize your PR according to the modalities that will be communicated to you by your Master's student affairs department (normally PR online with IPWEB via your ENT).
- For DS4H options (minors & projects), let see next slide.

To realize your Pedagogical Registrations, you must have completed your Administrative Registration!
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OBLIGATORY COURSES

OPTIONAL COURSES

DISCIPLINARY OPTIONS

DS4H OPTIONS

MINORS

PROJECTS
### STEP 3 : Pedagogical Registration

**PR specific to the optional DS4H offer:**

<table>
<thead>
<tr>
<th></th>
<th>DS4H PROJECTS</th>
<th>DS4H MINORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pre-registration through EREBE*: you express 3 wishes for projects/minors, between September 16th and 22nd! <a href="http://erebe-vm6.i3s.unice.fr:8080/eur-options/DS4HOptionsSelection.html">http://erebe-vm6.i3s.unice.fr:8080/eur-options/DS4HOptionsSelection.html</a></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>The pedagogical team selects and assigns the students to the projects.</td>
<td>Be careful: 1st arrived, 1st served!</td>
</tr>
<tr>
<td>3</td>
<td>For tutorships, it is mandatory to make a tutorship agreement (« Convention de tutorat »).</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Registration through IPWEB : you will confirm the project you’ve been assigned to (no later than weeks 46/47)</td>
<td>No PR = no agreement = no grades = adjourned!</td>
</tr>
</tbody>
</table>

However, I remain at your disposal for any questions. You also have at your disposal via your ENT account a GLPI Student Affairs department assistance platform: [http://glpi-form-sco.univ-cotedazur.fr/](http://glpi-form-sco.univ-cotedazur.fr/)
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INDIVIDUAL TUTORSHIPS

MULTIDISCIPLINARY RESEARCH PROJECTS

MULTIDISCIPLINARY PROJECTS : HIC & INVENT

STEP 1

STEP 2

STEP 3
1/Why to realize a Tutorship Agreement?

The internship agreement defines the mutual commitments of the trainee and the host organization. This contract allows you to set out in writing all the essential points of the internship, but also in terms of: safety, industrial protection, your access to the laboratory, schedule...

Legally, as an internship, you must be in possession of a tutorship Agreement: Articles L. 124-1 to L. 124-20 of the Education Code.

No agreement, no Diploma!
2/How to realize your Tutorship Agreement?

- To initiate your Agreement, you must send V. Valot an email and:
  - Attach the e-mail validation of your application of your training manager
  - Attach the **3 mandatory documents**:
    1. Civil liability insurance, specify that you are cover during the internship periods
    2. CPAM certificate
    3. Copy of your student card
  - Specify:
    - the days of your tutorship (including the immersion period)
    - the place of tutorship (precise address)
    - the subject of your tutorship

- In order for this **Agreement to be completed**, you must also ensure that you get the **3 signatures**: tutor, educational establishment, host organization.

These elements are mandatory to establish your tutorship agreement!
You have at your disposal a guide on the DS4H website: “DS4H tutorships and projects 2021-2022”. Please consult it!

No tutorship can be conducted without an Agreement or with an incomplete Agreement (missing pieces and/or signatures), otherwise you will be ADJOURNED!
Thanks and talk soon!
Deadline for application September 22nd
1st arrived, 1st served!!!

https://ds4h.univ-cotedazur.eu/erebe

Come, ask, proceed! We’re here to help you
ds4h-contact@univ-cotedazur.fr