USER GUIDE
In Doctoral program at Université Côte d’Azur (June 2020)
Table of contents

CREATE AN ACCOUNT ON ADUM : www.adum.fr ................................................................. 3
THE DOCUMENTS TO PREPARE FOR COMPLETING MY PROFILE ....................................... 7
CIVIL STATUS .............................................................................................................................. 8
CONTACT INFORMATION .......................................................................................................... 9
SCHOOLING ..................................................................................................................................... 9
ADMINISTRATIVE ATTACHMENT ............................................................................................... 9
STATUT ET FINANCEMENT ........................................................................................................ 10
THESIS PROGRESS ................................................................................................................... 11
FOREIGN LANGUAGES ............................................................................................................... 13
DOCUMENTS TO BE ATTACHED ............................................................................................... 13
DISPLAY MANAGEMENT .......................................................................................................... 14
COMPETENCIES ET PORTFOLIO ............................................................................................... 14
THESIS FOLLOW-UP COMMITTEE .............................................................................................. 14
WHAT IS THE CIRCUIT OF YOUR APPLICATION ? ................................................................... 15
ADMINISTRATIVE REGISTRATION A UCA ............................................................................... 16
GUIDE TO ENTERING FINANCING AND CONTRACTS .......................................................... 18
USEFUL CONTACTS .................................................................................................................. 21
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 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.
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 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.

<table>
<thead>
<tr>
<th>THE DOCUMENTS / INFORMATION YOU WILL NEED TO COMPLETE YOUR PROFILE (subject to specific requests from your doctoral school)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copies of diplomas, from High-School degree (or equivalent) to Masters degree (or equivalent)</td>
</tr>
<tr>
<td>Your university transcript of records</td>
</tr>
<tr>
<td><strong>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</strong></td>
</tr>
<tr>
<td>Student card from the previous year</td>
</tr>
<tr>
<td>Title of your thesis in French and English</td>
</tr>
<tr>
<td>Summary of your thesis project in French and English</td>
</tr>
<tr>
<td>Contact details of your thesis director/supervisor and possibly co-director.</td>
</tr>
<tr>
<td>Contact details of your host laboratory (acronym)</td>
</tr>
<tr>
<td>Name of your doctoral school</td>
</tr>
<tr>
<td>Your registration institution is Université Côte d’Azur</td>
</tr>
<tr>
<td>The speciality of the doctoral thesis prepared (see with your thesis director)</td>
</tr>
<tr>
<td>The scientific field (see with your thesis direction)</td>
</tr>
<tr>
<td>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).</td>
</tr>
<tr>
<td>Copy of a proof of your funding or your work contract</td>
</tr>
<tr>
<td>A color photo in « portrait » mode</td>
</tr>
<tr>
<td>Good quality color copy of your valid ID card or passport</td>
</tr>
</tbody>
</table>

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

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.

Don’t forget to save before going to the next step
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)
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 below: a doctoral contract with UCA as employer, from sept, 1st 2020 to august, 31st 2023, with 2 funders: REGION SUD and IDEX.

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

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

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

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

You will indicate here the composition of your thesis monitoring committee and will be able to file its report there in due time.
### WHAT IS THE CIRCUIT OF YOUR APPLICATION?

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step PhD Student – Educational registration</strong></td>
<td>You filled in your file on ADUM and clicked on <strong>FINALIZE PROCEDURE</strong></td>
</tr>
</tbody>
</table>
| **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**              | An e-mail is sent to the laboratory director, inviting them to:  
- take note of the elements entered;  
- give an opinion.                                           |
| (If your Doctoral School is concerned)    |                                                                                                                                           |
| **Step SPEP Speciality Manager**          | An e-mail is sent to the speciality manager, inviting them to:  
- to take note of the elements entered;  
- give an opinion.                                           |
| (If your Doctoral School is concerned)    |                                                                                                                                           |
| **Step Doctoral School**                  | An e-mail is sent to the management of your doctoral school, inviting them to:  
- to take note of the elements entered;  
- give an opinion.                                           |
| **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 A UCA

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

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 réins (re-registration).

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

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 IARéins corresponds to your numeric identifier (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

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

<table>
<thead>
<tr>
<th>In ADUM, you choose the section</th>
<th>If....</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activité salariée (hors financement de thèse)</td>
<td>You exercise a salaried activity unrelated to your thesis: CHU contract for non-tenured, contractual teacher in the 2nd degree, BIATSS,…</td>
</tr>
<tr>
<td>Contrat de recherche</td>
<td>You have a doctoral contract funded through a research contract</td>
</tr>
<tr>
<td>Convention CIFRE</td>
<td>You carry out your thesis with a company, CIFRE, for 3 years (co-funding from the ANRT)</td>
</tr>
<tr>
<td>Financement MESRI</td>
<td>You have a doctoral contract funded by the Ministry of Higher Education, Research and Innovation</td>
</tr>
<tr>
<td>Financement d’un ministère hors MESRI</td>
<td>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.</td>
</tr>
<tr>
<td>Financement d’un établissement d’enseignement supérieur</td>
<td>You have a doctoral contract funded by the institution where you prepare your thesis</td>
</tr>
<tr>
<td>Financement d’un organisme de recherche public ayant le statut d’EPIC</td>
<td>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…</td>
</tr>
<tr>
<td>Financement d’un organisme de recherche public ayant le statut d’EPST</td>
<td>You have a doctoral contract funded by an “EPST” : CNRS, IFSTTAR, INED, INRAE, INRIA, INSERM, IRD, IRSTEA…</td>
</tr>
<tr>
<td>Financement d’un organisme de recherche public ni EPIC, ni EPST</td>
<td>You have a doctoral contract funded by another public research organization.</td>
</tr>
<tr>
<td><strong>Financement d'une association ou fondation</strong></td>
<td>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, …</td>
</tr>
<tr>
<td><strong>Financement d'une collectivité locale ou territoriale</strong></td>
<td>You have a doctoral contract funded by a French local authority: Ville de Nice, Métropole, département, région, …</td>
</tr>
<tr>
<td><strong>Financement par crédits ANR (Agence Nationale de la Recherche)</strong></td>
<td>You have a doctoral contract financed by ANR credits: IdEx, LabEx, EUR (école universitaire de recherche), Carnot, …</td>
</tr>
<tr>
<td><strong>Financement par une entreprise</strong></td>
<td>If you are paid by a company, excluding CIFRE funding. The company is the employer</td>
</tr>
<tr>
<td><strong>Financement sur programme européen ou multilatéral</strong></td>
<td>You benefit from a doctoral contract funded through a European program: Erasmus Mundus, European Research Council (ERC), Actions Marie Sklodowska-Curie, doctorat industriel européen…</td>
</tr>
<tr>
<td><strong>Autre type de financement</strong></td>
<td>To be chosen only if no other type of financing corresponds to your situation.</td>
</tr>
<tr>
<td><strong>Fonctionnaire de l'enseignement primaire ou secondaire</strong></td>
<td>Only for French doctoral students</td>
</tr>
<tr>
<td><strong>Fonctionnaire de l'enseignement supérieur</strong></td>
<td>If you are a higher education official in France: Professeur des Universités, Professeur des Universités Praticien Hospitalier, Maître de Conférences, …</td>
</tr>
<tr>
<td><strong>Sans financement</strong></td>
<td>If you have no funding to complete your thesis</td>
</tr>
</tbody>
</table>

**FUNDING TYPE - Foreign PhD students only**

<table>
<thead>
<tr>
<th>In ADUM, you choose the section</th>
<th>If….</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Autre financement pour doctorants étrangers</strong></td>
<td>You benefit from the funding of another structure abroad (including an association or a foundation)</td>
</tr>
<tr>
<td><strong>Financement par gouvernement français pour les doctorants étrangers</strong></td>
<td>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), …</td>
</tr>
<tr>
<td><strong>Financement par gouvernements étrangers pour les doctorants étrangers</strong></td>
<td>You receive funding from the government of your country of origin (Europe or outside Europe). Public funding.</td>
</tr>
</tbody>
</table>
### TYPE OF WORK CONTRACT

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

**« 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)

<table>
<thead>
<tr>
<th>Nom de l’ED</th>
<th>Sigle de l’ED</th>
<th>Contacts de l’ED</th>
<th>Adresse mail et site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sciences des techniques de l’information et de la communication</td>
<td>STIC 83</td>
<td>Régine SALENS, Claire Migliaccio, directrice, Sylvie Icart et Xavier Pennec, adjoints</td>
<td><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></td>
</tr>
<tr>
<td>Sciences de la vie et de la santé</td>
<td>SVS 85</td>
<td>Nadine LOUDIG, Olivier Soriani, directeur</td>
<td><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></td>
</tr>
<tr>
<td>Sciences humaines, arts et lettres</td>
<td>SHAL 86</td>
<td>Catherine DELEMARRE, Fabien Mathy, directeur</td>
<td><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></td>
</tr>
</tbody>
</table>

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

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