

Doctoral Studies Enrolment Procedure

Version: 5 June 2015 Meeting of the Council of the College of Doctoral Studies at the University of Paris-Saclay This procedure applies to all doctoral candidates at the University of Paris-Saclay, regardless of the institution in which they are enrolled. It is compliant with the 7 August 2006 Order on Doctoral Studies.

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1 Foreword

Pursuant to Article 14 of the 7 August 2006 Order on doctoral studies, enrolment in the doctoral programme is pronounced **by the head of the institution** upon proposal from **the Director of the Doctoral School** having sought the opinion of the **Director of the Research Unit** and **Thesis Supervisor**. Consequently, doctoral applicants are enrolled further to four successive levels of decision-making:

1. The thesis supervisor undertakes to **bear responsibility for the scientific guidance** for the doctoral project. His opinion on the doctoral project is essential to the doctoral project,
2. The Unit Directors formally commit to **ensuring that incoming doctoral candidates are fully integrated into their research units**. They give their opinion on the doctoral project's consistency with the **unit's scientific policy**, scientific policy of the site and the needs set out in the national research and innovation policy. Their opinion is one of the essential components of the doctoral project.
3. Where applicable, the **employer institution pronounces the doctoral candidate's recruitment**, subject to enrolment in the doctoral studies programme and compliance with legal document requirements (visa/stay permit on French soil for foreigners, approval to access ZRR zones, etc.). The doctoral candidate's financing terms are an essential component in the application procedure, but can be further detailed, as necessary, at various points in the admission procedure.
4. The doctoral school, **taking into account the opinions of the thesis supervisor and unit director**, shall decide on **the doctoral candidate's enrolment** (admission procedure) and commit to organising the doctoral studies programme, provided that the material conditions guaranteeing the smooth advancement of the doctoral project have been met. It shall implement a plan such as to **guarantee the quality of the doctoral studies programme** up to the time the doctoral degree is awarded by the accredited establishment,
5. The **head of the relevant institution pronounces the enrolment decision**, accepting or rejecting the enrolment proposed by the doctoral school. The department of academic affairs then proceeds with the doctoral candidate's **administrative enrolment**. The institution serves as guarantor (the doctoral diploma awarded bears its seal) to the quality of the doctoral studies programme.

In the event of first enrolment, the doctoral school shall initiate an **admission procedure** through which the applicant's aptitude to bring a doctoral project to a successful close will be assessed and, where applicable, the decision will be made as to which doctoral candidates will benefit from financial assistance as entrusted to the doctoral school.



In the event of re-enrolment, the doctoral school shall initiate a **progress monitoring procedure** through which the applicant's aptitude to continue the doctoral project and successfully defend thesis will be assessed.

Transition: Due to the on-going transition: the **progress monitoring form** shall not be mandatory for enrolment or re-enrolment in a doctoral studies programme in academic year 2015-2016.

Once the application for enrolment or re-enrolment in the doctoral studies programme has been accepted, enrolment will take place in two stages:

- **Academic enrolment** is the responsibility of the doctoral school, and is in all events completed via the ADUM <http://www.adum.fr/index.pl?site=PSaclay> : this process results in a **proposal to enrol in doctoral studies**.
- If the enrolment proposal is accepted by the head of institution, **administrative enrolment** is then conducted by the department of academic affairs at the doctoral candidate's enrolling institution, in accordance with the procedures specific to each institution.

Advisory Statement: each institution establishes its own administrative enrolment process (forms to be filled out or on-line application). Doctoral candidates are expected to seek information about these procedures from their enrolling institution before addressing the department of academic affairs.

2 Enrolment Decision and Responsibilities

The **President of the University of Paris-Saclay** delegates signing authority to the **Head of the Institution** enrolling the doctoral candidate or to one or more persons previously **designated by the head of the institution** enrolling the candidate to authorise enrolment in the doctoral studies programme.

The deputy directors of the doctoral schools shall, upon being appointed, have the same duties and responsibilities as the director of the doctoral school, over a limited scope (doctoral candidates within a given division, for instance).



The documents certifying delegation of signing authority shall be shown to the department of academic affairs' staff responsible for verifying all supporting documentation required for application.

When the head of the enrolling institution is delegated signing authority to **approve enrolment**, the enrolling institution is also **delegated responsibilities** as follows.

The enrolling establishment, via its department in charge of academic enrolment of doctoral applicants (department of academic affairs) shall be responsible for **ascertaining** that the application for enrolment or re-enrolment in the doctoral studies programme is valid, on the basis of the **supporting documents provided**.

It is also the responsibility of the enrolling institution to:

- complete the doctoral candidate's administrative enrolment and receive payment of academic tuition;
- issue the doctoral candidate's student ID card;
- permanently archive the required supporting documents (which shall include at least those documents bearing the signature of a person delegated signing authority from the President of the University of Paris-Saclay and the CNIL form on protection of personal data);
- archiving the doctoral candidate's student records;

The enrolling institution shall guide and assist the doctoral candidate with certain procedures connected with administrative enrolment or re-enrolment in doctoral studies, where the said procedures require the approval of an institution of higher learning. This may include, for instance, documented proof of enrolment in order to secure a visa or lodging.

It may verify eligibility where a doctoral candidate has applied for tuition waiver and grant the available exemptions, either:

- by virtue of a decision applicable to all doctoral candidates (for example, a framework agreement on international joint supervision of thesis established by the University of Paris-Saclay, or an inter-governmental agreement on international joint supervision, or a ministerial decree regarding waivers based on social criteria)

or

- by virtue of a decision applicable only to doctoral candidates at the enrolling institutions, for which the Board of Directors and President or Director of the said institution are thus solely responsible (for instance, a waiver for doctoral candidates defending thesis between October and December of an academic year, or a waiver further to the institution's social action).



In both cases, the staff of the department of academic affairs responsible for collecting tuition shall be duly notified of any agreement or decision resulting in tuition waiver.

3 Enrolment

The academic **enrolment** process shall be completed via the ADUM application. The doctoral candidate must, if he/she has not yet done so, create a personal ADUM account in order to file the application.

<http://www.adum.fr/index.pl?site=PSaclay>

Please note: where the doctoral candidate is required to secure a signature (from the research unit director, doctoral school or one of the latter's deputies, or from the head of institution), he/she must first seek information about the **procedures** in place at the relevant entity for the said request (for example, seeking an appointment with the Director). To find out about the said procedures, the doctoral candidate shall use the entity's web site or ask the secretariat.

3.1 The Doctoral Candidate

- registers under the ADUM system;
- initiates the academic enrolment procedure in ADUM;
- enters the information requested on the ADUM interface, which appears as a personal data register containing groups of data fields (personal details, financing, etc.), some of which are mandatory and as such are automatically subject to verification by the system;
- uploads a PDF file to the ADUM system including copies of all requested supporting documents, keeping the originals on hand, as these may be requested for verification purposes;
- finalises the enrolment application procedure (possible only where all data groups have been filled out - mandatory fields);
- downloads the CNIL form (documented proof of ADUM registration), enrolment authorisation form, academic affairs documents and, where applicable, APOGEE personal data form (required by University of Paris-Sud, UVSQ and UEVE institutions), as pre-completed by ADUM





- downloads the Doctoral Thesis Charter from the University of Paris-Saclay's website;
- has the enrolment authorisation form and doctoral thesis charter signed by the thesis supervisor;
- has the enrolment authorisation form and doctoral thesis charter signed by the research unit director or deputy director in charge of his/her research team, seeking information in advance as to the appropriate procedures (making an appointment, etc.) in effect in the research unit;
- secures an appointment with the doctoral school or comes as convened by the doctoral school to finalise academic enrolment in the doctoral studies programme.

3.2 The Doctoral School

- Checks applications for enrolment still outstanding (i.e., saved to the temporary database) in ADUM to ensure that they have reached the appropriate stage of completion before granting appointments to doctoral candidates;
- Manages the collection of forms requiring signature and transfers signed forms;
- Verifies finalised applications for enrolment, prints out the check-list, verifies supporting documents required for academic enrolment, ensures that all supporting documents required for administrative enrolment have been received, liaises with the doctoral candidate to complete, correct or clarify data;
- Sees doctoral candidates whose student records and enrolment authorisation forms are complete;
- Signs the enrolment authorisation form and doctoral thesis charter (signed by the doctoral school director or one of the deputy directors);
- Records the decision made following review of the application for academic enrolment in the ADUM, in accordance with the procedures set out by the enrolling institution;



- University of Paris-Sud and UEVE: in the "application received by DS" field, marks "complete" and records the doctoral candidate's file in the temporary database;
- Other institutions: in the "application received by DS" field, marks "complete" and indicates that the file has
 - either been accepted by the DS (in which case the file remains in the temporary database and is tagged for the institution as "application accepted by the doctoral school")
 - or rejected (application tagged for the institution as "application rejected by the doctoral school")

3.3 The Doctoral Candidate

Downloads the signed enrolment authorisation form and brings it to the enrolling institution's department of academic affairs, complying with the department's procedures for securing an appointment or processing applications, along with:

- the **application for academic enrolment** and **enrolment authorisation form** filled out via ADUM and signed by the thesis supervisor, research unit director and doctoral school director;
- the APOGEE data form (required by the following enrolling institutions): University of Paris-Sud, UEVE, UVSQ) partially filled-out by ADUM and completed by the doctoral candidate;
- the required documented proof;

3.4 The department of academic affairs, or department serving this function at the enrolling institution

- Ensures that the application is valid from the administrative standpoint, in the ADUM form's "application received by institution" field, marks "complete" and saves the doctoral candidate's application form to the temporary database;
- transfers the request for authorisation to enrol to the head of the enrolling institution (or person to whom signing authority has been delegated by the President of the University of Paris-Saclay). The latter indicates the decision made on the enrolment authorisation form and signs it.



Where authorisation to enrol is granted by the head of the institution, the department of academic affairs:

- receives payment of tuition;
- prints out the student identity card;
- permanently archives the required documented proof, in particular the CNIL form;
- permanently archives the doctoral candidate's record;

3.5 Finalisation of Enrolment

This stage of the procedure varies by enrolling institution.

University of Paris-Sud and UEVE:

- The department of academic affairs regularly provides the doctoral school with the updated list of doctoral candidates enrolled for the academic year;
- The doctoral school, in the ADUM form's "doctoral candidate seen by department of academic affairs" field, marks "yes" and saves the doctoral candidate's application form to the ADUM operating database, which then opens the doctoral candidate's access to ADUM functionalities (registration for coursework, on-line résumé display, etc.)

Other institutions:

- The department of academic affairs, in the ADUM form's "doctoral candidate seen by department of academic affairs" field (using the enrolling institution's single account), marks "yes" and saves the doctoral candidate's application form to the ADUM operating database, which then opens the doctoral candidate's access to ADUM functionalities (registration for coursework, on-line résumé display, etc.) A confirmation message is sent to the doctoral school.



4 Required supporting documents

4.1 First enrolment in a doctoral studies programme

Application Content

- enrolment authorisation form,
- academic records,
- APOGEE personal data form (required by University of Paris-Sud, UVSQ and UEVE institutions),
- CNIL form (documented proof of ADUM registration),
- Required documented proof (see list below) scanned and provided **in PDF format in the following order**

Required documented proof for	academic enrolment	administrative enrolment (unless otherwise stated by the institution)
Admission form (selection track or competitive examination track) - report from the admissions examination panel	yes	no
Doctoral Charter signed by all parties;	yes	yes
Copy of national ID card or passport;	yes	yes
For foreign students, when necessary (e.g., students from non-Schengen countries): copy of valid passport and residence permit or prefecture summons to receive renewed residence permit;	yes	yes
Copy or certified translation of - degree or certificate of successful completion, national degree conferring the title of Master, European Master's degree, or exemption from degree requirement to enrol in a doctoral studies programme;	yes	yes



Students from other French universities: transfer form from university of origin	no	yes
Copy of student ID card for previous academic year or issued at the time of last enrolment in a studies programme	no	yes
International joint supervision of thesis contract (if already established, otherwise, to be provided upon signature):		
<ul style="list-style-type: none"> signed agreement 	yes	yes
<i>and</i>		
<ul style="list-style-type: none"> copy of proof of enrolment in another institution 	yes	yes
copy of any documented proof or notification certifying financing for the duration of the thesis,		
<ul style="list-style-type: none"> scholarship students: copy of scholarship notification letter, 	yes	yes
<i>or</i>		
<ul style="list-style-type: none"> employee engaged in professional activity dedicated to preparing a doctoral thesis: where the work contract has already been signed, copy of the work contract (otherwise, the copy is to be provided once the work contract has been signed) 	yes	yes
<i>or</i>		
<ul style="list-style-type: none"> employee engaged in professional activity not dedicated to preparing a doctoral thesis: copy of the work contract, copy of last three months' pay slips 	yes	yes
Documented proof of public health insurance	no	yes



coverage

documented proof of "third-party" insurance for the year in progress	no	yes
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4.2 Enrolment in 2nd or 3rd year of a doctoral studies programme

Application Content

- enrolment authorisation form,
- Academic records: the doctoral candidate updates any data that have changed since the previous enrolment
- APOGEE personal data form (required by University of Paris-Sud, UVSQ and UEVE institutions),
- CNIL form (documented proof of ADUM registration),
- Required documented proof (see list below) scanned and provided **in PDF format in the following order**

Required documented proof for,	academic enrolment	administrative enrolment (unless otherwise stated by the institution)
Progress monitoring form: drawn up in line with the processes and procedures specific to each doctoral school and listed on the doctoral school's site (annual research progress report, execution time-line, individual training plan, progress monitoring committee report, etc.) – to be provided from September 2016	yes	no
For foreign students, when necessary: copy of valid passport and residence permit or prefecture summons to receive renewed residence permit;	yes	yes
copy of any documented proof or notification certifying financing for the duration of the thesis,		
<ul style="list-style-type: none"> • scholarship students: unless already provided for the three-year duration, copy of scholarship notification letter, <p style="text-align: center;"><i>or</i></p>	yes	yes



<ul style="list-style-type: none"> employee engaged in professional activity dedicated to preparing a doctoral thesis: the work contract must have been signed, copy of the work contract (unless already provided) 	yes	yes
<i>or</i>		
<ul style="list-style-type: none"> employee engaged in professional activity not dedicated to preparing a doctoral thesis: copy of the work contract, copy of last three months' pay slips 	yes	yes
International joint supervision of thesis contract (must have been signed by end of 1st year):		
<ul style="list-style-type: none"> signed agreement, unless already provided 	yes	yes
<i>and</i>		
<ul style="list-style-type: none"> copy of proof of enrolment in another institution 	yes	yes
Documented proof of public health insurance coverage	no	yes
documented proof of "third-party" insurance for the year in progress	no	yes

4.3 Enrolment beyond 3rd year of doctoral studies, defence of thesis scheduled by 31 December of the academic year in progress

Application Content

- enrolment authorisation form,
- Academic records: the doctoral candidate updates any data that have changed since the previous enrolment
- APOGEE personal data form (required by University of Paris-Sud, UVSQ and UEVE institutions),
- CNIL form (documented proof of ADUM registration),
- Required documented proof (see list below) scanned and provided **in PDF format in the following order**

Required documented proof for,	academic enrolment	administrative enrolment (unless otherwise stated by the institution)
Waiver for the duration of thesis preparation for re-enrolment in the 4th year, and beyond, where defence of thesis is scheduled before 31 December of the year in progress: granted in line with the procedures specific to each doctoral school;	yes	no
Where necessary, additional clause to the international joint thesis supervision agreement extending the duration of thesis preparation, signed by all parties	yes	yes
Copy of the doctoral thesis, as drafted as of the date of filing	yes	no
For foreign students, when necessary: copy of valid passport and residence permit or prefecture summons to receive renewed residence permit;	yes	yes
employee engaged in professional activity not dedicated to preparing a doctoral thesis: copy of	yes	yes



the work contract, copy of last three months'
pay slips

Documented proof of public health insurance coverage	no	yes
documented proof of "third-party" insurance for the year in progress	no	yes

4.4 Enrolment beyond 3rd year of doctoral studies, defence of thesis scheduled after 31 December of the academic year in progress

Enrolment in the 4th year of doctoral studies and beyond is considered an exemption, granted where defence of thesis is not scheduled over the course of the 4th year and by 31 December of the academic year in progress

Application Content

- enrolment authorisation form,
- Academic records: the doctoral candidate updates any data that have changed since the previous enrolment
- APOGEE personal data form (required by University of Paris-Sud, UVSQ and UEVE institutions),
- CNIL form (documented proof of ADUM registration),
- Required documented proof (see list below) scanned and provided **in PDF format in the following order**

Required documented proof for,	academic enrolment	administrative enrolment (unless otherwise stated by the institution)
Waiver for the duration of thesis preparation for re-enrolment in the 4th year, and beyond, where defence of thesis is scheduled <u>after</u> 31 December of the year in progress: granted in line with the procedures specific to each doctoral school;	yes	no
Where necessary, additional clause to the international joint thesis supervision agreement extending the duration of thesis preparation, signed by all parties	yes	yes
For foreign students, when necessary: copy of valid passport and residence permit or prefecture summons to receive renewed residence permit;	no	yes



copy of any documented proof or notification certifying financing for the duration of the thesis,

<ul style="list-style-type: none"> scholarship students: copy of scholarship notification letter, <p style="text-align: center;"><i>or</i></p>	yes	yes
<ul style="list-style-type: none"> employee engaged in professional activity dedicated to preparing a doctoral thesis: where the work contract has already been signed, copy of the work contract (otherwise, the copy is to be provided once the work contract has been signed) <p style="text-align: center;"><i>or</i></p>	yes	yes
<ul style="list-style-type: none"> employee engaged in professional activity not dedicated to preparing a doctoral thesis: copy of the work contract, copy of last three months' pay slips 	yes	yes

<ul style="list-style-type: none"> Documented proof of public health insurance coverage 	no	yes
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<ul style="list-style-type: none"> documented proof of "third-party" insurance for the year in progress 	no	yes
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