



DETAILED PROCEDURE FOR THE ENROLLMENT IN PhD

UPDATE : 2023/06/19

My Doc' Door



Legal framework

The decree of 25 May 2016 setting the national framework for training and the modalities leading to the issuance of the national doctoral degree

- **Article 10:** The PhD, which lasts three years on a full-time basis, and accessible after a Master's degree or equivalent degree, is prepared in a doctoral school, within a research unit or team and under the responsibility of a thesis supervisor attached to this school.
- **Article 11:** the enrollment in the first year of the doctoral program is decided by the head of the institution on the proposal of the head of the Doctoral School, after receiving the opinion of the thesis supervisor and the head of the research unit or team on the quality of the project and the conditions for its completion.



Enrollment Conditions

Before you enroll in a PhD, you need to make sure that:

- ✓ You hold a national Master's degree or a degree conferring the level of Master, in accordance with Article 11 of the Decree of 25 May 2016.

If this condition is not met, but you have a degree of 5 years of higher education, you may be able to benefit from a waiver, with the authorization of the President of the university.

- ✓ You have decided on your research topic and you have been selected by your research unit and your thesis supervisor.

The list of research units and doctoral schools are available on the doctoral website of the Université de Lorraine: <http://doctorat.univ-lorraine.fr/en>



Application and constitution of the enrollment file on ADUM

You need to proceed to your enrollment directly online on the ADUM platform (Accès Doctorat Unique et Mutualisé) with the following link: <https://www.adum.fr/phd/profil/initcpt.pl> (tab « Mon Espace Personnel / Créer un compte »). When creating your account, you need to:

- fill in all the information related to your contact details and your thesis (title of the thesis, keywords, abstracts)
- complete the elements on the Individual Training Agreement
- upload the necessary documents on ADUM in two distinct pdf files (see more details on the following page)

The enrollment in 1st year of PhD must be done before October 31st each year
Current tuition fees: €380 per year

PLEASE UPLOAD YOUR DOCUMENTS AS DESCRIBED BELOW:

- Curriculum Vitae
- Research subject detailed on a maximum of 2 pages
- Proof of financial resources (work contract, notification of Campus France scholarship, foreign scholarship, etc.)
- Cover letter that needs to prove the excellence of the application (only for SJPEG)

If you hold a French master's degree or another degree conferring the level of master:

- Transcripts and diplomas from high school diploma to the Master's degree included.
For all the doctoral school except SJPEG: If you were a student at the Université de Lorraine, only join the copy of the Master's degree (diploma and transcripts)

If you do not hold a French master's degree or another degree conferring the level of master:

- Transcript and diplomas from high school diploma or equivalent, translated by a sworn translator
- Summary of your previous research work
- List of publications, if any

- ID document (*ID card or passport*)
- Birth certificate translated into French or English only for foreign candidates (this document will be necessary for your affiliation to the French healthcare system)
- Certificate of "civil liability – private life" insurance for the current year
- Student file transfert request document (if you come from another French university)

Your enrollment request will then be transferred to your thesis supervisor and to the head of the research unit and the doctoral school for their opinion. The President of the university will then give their authorisation. At the same time, you will have to print the **Individual Training Agreement** and the **Doctoral Charter** and have them signed by your thesis supervisor.



Finalising the enrollment

WARNING: if you are in a cotutelle thesis program, please contact your cotutelle officer or your doctoral school administrative officer before finalising your enrollment.

Once the enrollment is validated by the President of the Université de Lorraine, you will receive an e-mail authorising you to enroll, in which you will be asked to proceed to the following:

- pay for the CVEC* on the following website: <https://cvec.etudiant.gouv.fr/> and upload the certificate you will obtain on your ADUM account
- pay for the tuition fees either via credit card or check to "Agent Comptable de l'Université de Lorraine".

You will then need to get an appointment with the administrative officer of your doctoral school in order to give them the Individual Training Agreement and the Doctoral Charter signed by your thesis supervisor.

You will then receive your student card, school certificates and a payment receipt. The educational officer will also benefit from this appointment to give you information on the functioning of the Doctoral School.

*The CVEC (Contribution to Student and Campus life) is an annual €100 tax, collected each year by the CROUS



Contact people at My Doc'Door:

drv-mdd-etudesdoctorales-contact@univ-lorraine.fr

		SITE NANCY ARTEM	SITE METZ SAULCY
BioSE	ed-biose-contact@univ-lorraine.fr	☎ 03.72.74.04.26	☎ 03.72.74.04.75
C2MP	ed-c2mp-contact@univ-lorraine.fr	☎ 03.72.74.04.65	☎ 03.72.74.04.75
Humanités Nouvelles Fernand Braudel	ed-hnfb-contact@univ-lorraine.fr	☎ 03.72.74.04.77	☎ 03.72.74.04.77
IAEM	ed-iaem-contact@univ-lorraine.fr	☎ 03.72.74.04.66	☎ 03.72.74.04.75
SIMPPÉ	ed-simppe-contact@univ-lorraine.fr	☎ 03.72.74.04.70	☎ 03.72.74.04.75
SIReNa	ed-sirena-contact@univ-lorraine.fr	☎ 03.72.74.04.59	☎ 03.72.74.04.75
SJPEG	ed-sjpeg-contact@univ-lorraine.fr	☎ 03.72.74.04.65	☎ 03.72.74.04.75
SLTC	ed-sltc-contact@univ-lorraine.fr	☎ 03.72.74.04.58	☎ 03.72.74.04.58
Gestionnaire cotutelle	drv-mdd-international-contact@univ-lorraine.fr		