



Re-enrollment on
non derogatory
year

ADUM
Tutorial
PhD students

CONNECT TO YOUR PERSONAL SPACE

My ADUM account

CONNEXION PERSONAL SPACE

This website is optimized for Google Chrome, Mozilla Firefox and Safari. Please use one of these browsers.

Identification

Your e-mail address:

Password:

[> LOGIN](#)

[I forgot my password](#)

Please note: If you are a researcher, we invite you to consult the [Frequently Asked Questions \(FAQ\)](#)

[> CRÉER UN COMPTE](#)

[> CREATE AN ACCOUNT](#)

[Intranet >>](#)

The ADUM personal space is the unique space dedicated to all the procedures for requesting or validating registration, re-registration and thesis defense.

It allows:

- to access the file which includes all the information relating to the doctorate
- to modify or rectify your data
- to file administrative documents necessary for the organisation of the doctorate
- to access the services of the ADUM network:
 - job offers
 - news about the doctorate
- enrich your skills profile
- register for training courses
- ensure the online distribution of theses on theses.fr

The ADUM is a management tool and a database shared between the actors of doctoral studies: doctoral students, doctors, researchers, thesis management, laboratory management, doctoral school management, administrative and pedagogical managers of doctoral studies/schools, library manager, research management, Doctoral College.

The quality of the data in ADUM is certified by the authorised personnel of the institutions using the tool. The data is managed exclusively by the institution's staff dedicated to this mission.

Cookies: By logging in you transmit one or more cookies to your computer (or other device).

We use these cookies only to facilitate your navigation.

These cookies are not retained and are not used and are only used to manage sessions, they are destroyed when the browser is restarted.

In case of technical problems, you can contact us at the following address: webmaster@adum.fr



Un outil en développement continu



Diplômés et doctorants



Des milliers de profils

ACCÈS DOCTORAT UNIQUE ET MUTUALISÉ
PORTAIL INTERNE D'INFORMATION, DE SERVICES, DE COMMUNICATION DES DOCTORANTS & DOCTEURS



Fill in your profile

→ Update your civil status

Validated Ongoing To be done

Civil status

Contact information

Schooling

Administrative attachment

Funding

Thesis progress

Foreign languages

Display management

Competencies and portfolio

Individual training contract

Documents to be attached

I finalize the procedure

Civil status

Family name

Usual name

First name

Middle name

Additional first name(s)

Usual first name

Date of birth

Country of birth

City of birth

Nationality

Second nationality

Socio-professional category of parent 1

Socio-professional category of parent 2

Gender Woman Man

Family status

National Identifying Student Number (INE)

Student Card Number

SAVE

Fill in your profile

→ Update your contact information

- ✓ Civil status
- Contact information
- ✓ Schooling
- ✓ Administrative attachment
- ✓ Funding
- ✓ Thesis progress
- ✓ Foreign languages
- ✓ Display management
- ✓ Competencies and portfolio
- ✓ Thesis follow-up members
- ❗ I finalize the procedure

Contact information

Cell phone

i Main e-mail address (ADUM login ID) *

Professional / institutional address

Personal website

ORCID identifier **i** ---

HAL identifier (IdHAL) **i**

LinkedIn account

Twitter account

Researchgate account **i**

Current address

Country *

Postcode *

City *

number, street ... *

Home phone

Fill in your profile

→ Consult the information on your administrative affiliation

The screenshot shows the 'My profile' page in the ADUM system. The navigation bar includes 'Private space', 'My profile', 'My career', and 'Questions'. The left sidebar lists various profile sections, with 'Administrative attachment' highlighted. The main content area is titled 'Administrative attachment' and contains the following information:

For the academic year 2022-2023 this is your ^o registration for PhD Thesis.

initial training

Cotutelle Doctoral Program: non yes planned yes ongoing yes established

Starting date of your thesis on 5 octobre 2020, since 633 days
University you register at : Université de Lorraine
Doctoral School : SJPEG
Doctorate speciality : Droit public (SJPEG)
Scientific area : 7 - Département Sciences de la société

Work site / Management centre : Metz

National Council of Universitie : Droit public

'Alumni' platform of the University of Lorraine PhDs :

Th yes no

A 'SAVE' button is located at the bottom right of the form area.

Fill in your profile

→ Consult the information on your funding

- ✓ Civil status
- ✓ Contact information
- ✓ Schooling
- ✓ Administrative attachment
- Funding**
- ✓ Thesis progress
- ✓ Foreign languages
- ✓ Display management
- ✓ Competencies and portfolio
- ✓ Thesis follow-up members
- ! I finalize the procedure

Funding

Statut

To be considered as allocating all their attention exclusively to research (full time), a doctoral candidate must hold funding which is 100% dedicated to the thesis, including those PhD students who teach 64HTD (tutorial classes) or less.

rémunération dédiée à la préparation du doctorat.

Funding

Funding Type * % ⓘ

Type of Work Contract *

Employer * Code SIRET

Funding source 1 *

Funding source 2

Name of call for projects

Funding from * *

[➤ Add a new funding](#)

[➤ SAVE](#)

Fill in your profile

→ Update the information on your thesis progress

Validated Ongoing To be done

- ✓ Civil status
- ✓ Contact information
- ✓ Schooling
- ✓ Administrative attachment
- ✓ Funding
- Ongoing Thesis progress**
- ✓ Foreign languages
- ✓ Display management
- ✓ Competencies and portfolio
- ✓ Thesis follow-up members
- To be done I finalize the procedure

Thesis progress

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

Thesis title in French

La diversité piscicole est-elle un outil de gestion des communautés microbiennes planctoniques et sessiles dans les systèmes d'aquaculture en recirculation?

Thesis title in English

Is the fish diversity a tool to manage the planktonic and sessile microbial communities in recirculated aquaculture systems?

Keywords in French

1 - * systèmes d'aquaculture en rc 2 - * diversité des poissons

3 - * communautés microbiennes 4 -

5 - 6 -

Keywords in English

1 - * recirculated aquaculture syst 2 - * fish diversity

3 - * microbial communities 4 -

5 - 6 -

Research Unit

* URAFFA - AFPA - Animal et Fonctionnalités des Produits Animaux

Si votre unité de recherche ne se trouve pas dans la liste, vous devez contacter votre école doctorale

Team

Fill in your profile

→ If applicable, update the information on your cotutelle

The screenshot shows a user profile page with a navigation bar at the top containing 'Private space', 'My profile', 'My career', and 'Questions'. Below the navigation bar, there is a status bar with 'Validated' (green checkmark), 'Ongoing' (yellow arrow), and 'To be done' (red exclamation mark). A sidebar on the left lists various profile sections, each with a status icon: 'Civil status' (green checkmark), 'Contact information' (green checkmark), 'Schooling' (green checkmark), 'Administrative attachment' (green checkmark), 'Funding' (green checkmark), 'Thesis progress' (green checkmark), 'Cotutelle Doctoral Program' (yellow arrow, highlighted with a red box), 'Foreign languages' (green checkmark), 'Display management' (green checkmark), 'Competencies and portfolio' (green checkmark), 'Thesis follow-up members' (green checkmark), 'Documents to be attached' (red exclamation mark), and 'I finalize the procedure' (red exclamation mark).

The main content area is titled 'Cotutelle Doctoral Program [Planned]'. It contains several form fields and sections:

- Period of validity of the Cotutelle Doctoral Program:** start date: - end date:
- Country:**
- Cotutelle partner institution:**
- Head of the partner institution: (title + first name + last name):**
- Address of the partner institution:**
- City:**
- Organization of the cotutelle (description, schedule of stays):**
- Institution of the PhD thesis defense:**
- Intellectual property and confidentiality:**
 - > Research can lead to a contract of IP protection : yes no
 - > Confidentiality should be carefully secured : yes no
- Service in charge of the establishment and the follow-up of the Cotutelle Contract in the partner institution**
 - Office name:**
 - Name of the person responsible for the cotutelle doctoral program:**
 - Postal address:**
 - Email:**

Fill in your profile

→ If applicable, update the information on the industrial collaboration for your thesis

Private space **My profile** My career Questions

Validated Ongoing To be done

- ✓ Civil status
- ✓ Contact information
- ✓ Schooling
- ✓ Administrative attachment
- ✓ Funding
- ✓ Thesis progress
- ! Cotutelle Doctoral Program
- ✓ Foreign languages
- ✓ Display management
- ✓ Competencies and portfolio
- ✓ Thesis follow-up members
- ! Documents to be attached
- ! I finalize the procedure

Industrial Collaboration

Society *

Referee :

name first Name

email

Address

Postcode City

Country

Description

SAVE

Fill in your profile

→ Update the information on modern languages

- Civil status
- Contact information
- Schooling
- Administrative attachment
- Funding
- Thesis progress
- Foreign languages**
- Display management
- Competencies and portfolio
- Thesis follow-up members
- I finalize the procedure

Foreign Languages

Renseigner Obligatoirement la langue anglaise

Mother tongue : * Tagalog

Other languages

	Language	Level
1-	* Anglais	* B2 - Intermédiaire supérieur
2-		
3-		

What is your knowledge level in French? ?

Written Expression	Oral Expression
(Please select a value)	(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](#)

Fill in your profile

→ If applicable, update the information about your individual training contract

The screenshot shows the 'My profile' page on the ADUM platform. The navigation bar includes 'Private space', 'My profile' (active), 'My career', and 'Questions'. A status bar at the top indicates 'Validated', 'Ongoing', and 'To be done' items. The left sidebar lists various profile sections, with 'Individual training contract' highlighted. The main content area is titled 'Individual training contract (CIF)' and states 'The CIF is finalized'. It provides instructions on how to update the data, download the document, and upload a new PDF. A large text box contains the instruction: 'Déposer votre Convention Individuelle de Formation en PDF' and 'Déposer votre Convention Individuelle de Formation au format PDF'. Below this, it states: 'Il s'agit de la version définitive. Vous ne pourrez plus modifier le document une fois celui-ci enregistré'. There are buttons for 'ENREGISTRER DOCUMENT PDF' and 'NEXT PAGE'. The footer contains the ADUM logo, technical support links, and a copyright notice.

Validated Ongoing To be done

Private space My profile My career Questions

Individual training contract (CIF)

The CIF is finalized [I MODIFY THE DATA OF MY INDIVIDUAL TRAINING CONTRACT \(CIF\)](#)

You can download the document: [Individual Training Contract](#).

Then you have to upload it here:

Déposer votre Convention Individuelle de Formation en PDF

Déposer votre **Convention Individuelle de Formation au format PDF**

(Glisser un document sur cette zone, ou cliquer le bouton en bas à droite)

Il s'agit de la version définitive. Vous ne pourrez plus modifier le document une fois celui-ci enregistré

[Choisir un fichier](#)

[ENREGISTRER DOCUMENT PDF](#)

[NEXT PAGE](#)

ADUM

Technical support | Data Use Policy | Legal Information | Private space | Profile Updating | About ADUM

© 2022 - Notifications: in accordance with Law no. 78-17 of 6 January 1978 on information technology, data files and civil liberties, modified by Law no. 2018-493 of 20 June 2018 relating to the protection of personal information and in application of the general Rules concerning personal data protection of 25 May 2018, you can demand, at any time, the modification, the rectification of your personal information, or for it to be removed by personal request to your doctoral school and/or the institution within which you are preparing your doctorate.

Mon réseau prend du volume

Fill in your profile

→ Update the information related to the management of the display of your datas on the web

Validated ▶ Ongoing ! To be done

- ✔ Civil status
- ✔ Contact information
- ✔ Schooling
- ✔ Administrative attachment
- ✔ Funding
- ✔ Thesis progress
- ✔ Foreign languages
- ▶ Display management**
- ✔ Competencies and portfolio
- ✔ Thesis follow-up members
- ! I finalize the procedure

Information displayed on the web

If you wish to publish the information relating to your thesis on the internet, the bibliographic information linked to your thesis will be displayed by default (title of the diploma, title, keywords, summaries). You can choose to display more information on your public ADUM profile by checking the corresponding items in the "Setting up my profile on the internet" section below.

Reporting a thesis under preparation or already defended is part of the good practices aiming to promote the visibility of French research.

I wish to publish the the information relating to my thesis on the internet according to the configuration below (display only on public institutions websites: doctoral school, higher education establishment, theses.fr, adum.fr, 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 at any time decide not to appear on the internet via this form.*

Diffusion of your Thesis on [theses.fr](#)

Consult the information note: "[This information note is intended for the PhD students - RGD data transfer](#)"

If you wish the information relating to your thesis to be displayed online, they will be published only after they are validated by your Doctoral School.

Setting up my profile on the internet

Diploma access PhD studies	By default
THESE	By default
Professional address	<input type="checkbox"/>
Main email address	<input checked="" type="checkbox"/>
Secondary email address	<input type="checkbox"/>
Personal website	<input checked="" type="checkbox"/>
Professional situation	<input type="checkbox"/>
Publications	<input checked="" type="checkbox"/>
Employability	<input type="checkbox"/>
Photo	<input checked="" type="checkbox"/>
CV	<input checked="" type="checkbox"/>

Fill in your profile

→ Update skills and portfolio information

- Civil status
- Contact information
- Schooling
- Administrative attachment
- Funding
- Thesis progress
- Foreign languages
- Display management
- Competencies and portfolio**
- Thesis follow-up members
- I finalize the procedure

Competencies and portfolio

If you choose to publish your profile on the Internet (as defined in the "Display management" tab), it will be consulted by recruiters, HR managers, researchers, etc. In order to enhance your skills, remember to update your profile regularly to keep it up to date.

Did you teach? (university, number of hours)
Central Luzon State University, 400 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 and Start-Ups
- Expertise, studies and counselling within organisations, cabinets or companies providing intellectual services, scientific, prospective or strategic expertise
- Entrepreneur within innovative fields
- Scientific mediation, scientific communication and journalism, scientific edition, international relations
- Other

Technical skills

Microbiological techniques (bacterial culture, cytotoxicity testing, cell counting, etc)
Cell culture
Molecular techniques (RNA/DNA extraction, qPCR)
basic bioinformatics (BLAST, sequence alignment tools)

Transverse skills

Good leadership
English communication
Technical and research writing
Microsoft Office skills

Missions of scientific culture

Indicate the the number of hours, the target audience and the institution/unit which organizes each mission

Extra-professional interest areas

Recirculating Aquaculture Systems•H2S in Aquaculture Sustainable Aquaculture•Biotechnology•Bioinformatics Microbiology•Molecular Diagnostics and Immunology Environmental Conservation•Water Quality
Marine Biodiversity•Marine Microbiology Water Management and Conservation

The national regulations on the doctorate prescribe the use by each doctoral student of a portfolio.

The file proposed by ADOC Métis allows you to better understand the skill-based approach and the portfolio <http://www.adoc-metis.com/wp/wp-content/uploads/2017/01/Competences.pdf>.
You have a portfolio space on ADUM: https://www.adum.fr/script/fiche_valorisation.pl.

In addition, with two customized online portfolios, become aware of your competencies related to your doctoral experience by drawing on:

- the "Pec", an online interuniversity tool that allows you to take stock of your training and employment path: https://www.pec-univ.fr/saml/login?_saml_idp= (the University of Lorraine offers you access to this tool).
- "My doc pro", a portfolio devoted to the valorization of the doctorate, where you evaluate and illustrate your skills in the language of the company: <http://www.mydocpro.org/fr>.

Fill in your profile

→ If applicable, update the information about members of your monitoring committee

<ul style="list-style-type: none">✓ Civil status✓ Contact information✓ Schooling✓ Administrative attachment✓ Funding✓ Thesis progress✓ Foreign languages✓ Display management✓ Competencies and portfolio➤ Thesis follow-up members❗ I finalize the procedure	<h3>Thesis follow-up committee members</h3> <p>As required by the Decree of 25th May 2016 setting the national framework for the training course and the modalities leading to the national doctorate.</p> <p><u>Article 13</u> A doctoral candidate's individual monitoring committee ensures that the programme runs smoothly, based on the doctoral charter and the individual training agreement. In an interview with the doctoral candidate, he assesses the conditions of her/his training and the progress of her/his research. It makes recommendations and transmits an interview report to the director of the Doctoral School, the doctoral candidate and the thesis director. It shall in particular ensure that all forms of conflict, discrimination or harassment are prevented. The composition, organisation and functioning of this committee shall be determined by the Board of the Doctoral School. The members of this committee do not participate in directing the doctoral candidate's work.</p> <p><u>Article 11 (extract)</u> Enrolment is renewed at the beginning of each academic year by the headmaster, on a proposal from the director of the Doctoral School, after consultation with the thesis director and, from the third enrolment onwards, by the doctoral candidate's individual monitoring committee.</p> <p>i 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.</p> <p>For information, you can not include your thesis director or co-director among the members of your individual monitoring committee.</p> <div style="border: 1px solid red; padding: 2px; margin: 10px 0;">Mandatory minimum number of members for the Thesis follow-up committee: 2</div> <p>Membre 1 Select a member in the list below, or select 'Autre' if you do not find the desired name. i <input type="text" value="Choisissez une valeur"/></p> <p>Membre 2 Select a member in the list below, or select 'Autre' if you do not find the desired name. i <input type="text" value="Choisissez une valeur"/></p> <p>Membre 3 Select a member in the list below, or select 'Autre' if you do not find the desired name. i <input type="text" value="Choisissez une valeur"/></p> <p>Membre 4 Select a member in the list below, or select 'Autre' if you do not find the desired name. i <input type="text" value="Choisissez une valeur"/></p> <p>Membre 5 Select a member in the list below, or select 'Autre' if you do not find the desired name. i <input type="text" value="Choisissez une valeur"/></p>
---	--

Complete your enrollment

→ Submit supporting documents in two separate PDF files

The screenshot shows a web interface for completing enrollment. At the top, there are navigation tabs: "Private space", "My profile" (highlighted in pink), "My career", and "Questions". Below the tabs, there is a status bar with icons for "Validated" (green check), "Ongoing" (yellow arrow), and "To be done" (red exclamation mark). A vertical sidebar on the left lists various sections, each with a status icon: "Civil status" (green check), "Contact information" (green check), "Administrative attachment" (green check), "Funding" (green check), "Thesis progress" (green check), "Foreign languages" (green check), "Display management" (green check), "Competencies and portfolio" (green check), "Individual training contract" (green check), "Thesis follow-up members" (red exclamation mark), "Documents to be attached" (yellow arrow, highlighted with a blue arrow), "Professional career", "Publications", and "I finalize the procedure" (red exclamation mark). The main content area is titled "Uploading files Area" and contains two sections. The first section is "Activity report for 2021-2022" and states: "You must upload here your activity report as a PDF file." Below this, it says "Mandatory deposit to finalise your re-enrolment procedure" in red. There is a "Check in folder" button and a link "See the file already uploaded >>". The second section is "Doctoral School - Supporting documents necessary to your re-enrolment application" and lists requirements: "- Certificate of 'civil liability - private life' insurance for the current year" and "- Proof of financial resources (if you did not give it in the first year of PhD)". It also states "You need to merge all the required documents in a single PDF file" in red. There is another "Check in folder" button and a link "See the file already uploaded >>". At the bottom right of the main content area, there is a "SAVE" button with a blue arrow icon.

Fill in your profile

→ Publications : if applicable, add a publication

The screenshot shows a user profile page with a navigation bar at the top containing 'Private space', 'My profile' (highlighted), 'My career', and 'Questions'. Below the navigation bar, there are status indicators: 'Validated' (green checkmark), 'Ongoing' (yellow arrow), and 'To be done' (red exclamation mark). A vertical sidebar on the left lists various profile sections, with 'Publications' selected and highlighted in blue. The main content area is titled 'Add a publication' and contains several form fields, each with a red asterisk indicating it is required:

- Publication Type**: A dropdown menu.
- Publication Title**: A text input field.
- Title of the Scientific Journal**: A text input field.
- Publication Status**: A dropdown menu with the option '(Please select a value)'. A red asterisk is next to the label.
- Volumes and pages**: A text input field.
- Publication Year**: A dropdown menu.
- Authors**: A text input field.
- Patent**: A dropdown menu with the option '(Please select a value)'. A red asterisk is next to the label.
- Publication URL**: A text input field.

At the bottom right of the form, there are two buttons: 'NO PUBLICATION TO ADD NOW' and 'SAVE'.

Complete your enrollment

→ If needed, you can ask for an appointment with your doctoral school

I have completed the process

Vous considérez vous en situation de handicap ? * yes * no

* I acknowledge that I have read the content of the [doctorate charter](#) and I undertake to respect it. I also undertake to respect and keep myself informed of the National regulatory framework and the internal rules of the Institution that apply to doctoral students.

* I certify that the data relating to the Individual Training Agreement entered in the registration file correspond to the conditions for the realisation of the doctoral project as it has been drawn up in agreement between my thesis director and myself. I undertake to respect the terms of the said Individual Training Agreement.

* I declare that I am not registered for a doctorate in any other institution than the University of Lorraine for the year 2022/2023. I also declare that I have never before been registered for a doctorate in a French university.

I would like to request an appointment with the doctoral school * yes * no

Objet de la demande :

[TRANSMISSION OF DATA FOR ASSESSMENT OF YOUR REQUEST](#)

@ Your supervisor, the head of your lab and the head of the doctoral school receive an e-mail inviting them to give their opinion on the 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:

1. pay for the CVEC* on the following website: <https://cvec.etudiant.gouv.fr/> and upload the certificate you will obtain on your ADUM account
2. pay the tuition fees by following the instructions received by e-mail on reinscriptions.univ-lorraine.fr

The screenshot displays the 'Réinscription en ligne' website interface. At the top, there is a navigation menu with links for 'Administration', 'Inscriptions', 'Résultats', and 'Plan du site'. A vertical banner on the left side reads 'IDENTIFICATION'. The main content area features a blue header with the text 'Informations : OUVERTURE DES INSCRIPTIONS : - Le 6 juillet 2022 à 10h00 en fonction de vos résultats de l'année en cours, et de la réponse à votre éventuelle candidature'. Below this, a section titled 'Merci de vous identifier :' contains two input fields: 'Numéro étudiant :' and 'Date de naissance (jjmmaaaa) :'. A 'Continuer' button is positioned below the input fields. At the bottom of the page, there is a footer with links for 'Accueil', 'Nous écrire', 'Plan du site', and 'Recherche', along with copyright information and a contact email address: 'Commentaires à inscription-web@univ-lorraine.fr'.

File your CVEC certificate

Private space My profile My career Questions

Validated Ongoing To be done

- Contact information
- Display management
- Competencies and portfolio
- Individual training contract
- Thesis follow-up members
- Professional career
- Publications

My profile

- Fraction of working time dedicated to preparing the doctorate: full
- Online Display
- I want to change my password
- Upload my CV
- Deposit area for supporting documents after finalisation - PDF > Visualiser mon fichier**
- RGPD - Data Portability :

Procedures

- I wish to declare my PhD defense

Career space

- Consult the Job offers
- My portfolio
- My competencies
- My professional career
- My scientific productions

Trainings

- Training courses list
- Training courses list RNCP Skills
- Accès au syllabus
- Statement of the undergone training modules
- Outcome of the undergone training courses
- Training module
- Declaration of external training courses

Administrative documents

The documents will be printed onto the front side only

All documents and information required to follow the educational and administrative procedures for enrollment/re-enrollment must be downloaded below.

- Special listening and counselling facilities
- Comité de suivi individuel
 - Report of the individual monitoring committee2021-2022
- Inscription - Réinscription
 - Individual Training Agreement
 - Dossier d'inscription
 - Necessary documents for the re-enrollment file
 - Fiche signalétique du comité de suivi individuel

Useful sheets