



# UBFC

UNIVERSITÉ  
BOURGOGNE FRANCHE-COMTÉ

## DOCTORAL DEGREE ENROLLMENT / RE-ENROLLMENT

### 1 – FIRST-YEAR APPLICANTS

#### **PREREQUISITE CONDITIONS PRIOR TO ENROLLMENT**

##### **DEGREE**

- **European Master's degree** or **French DEA**
- **engineer's degree** equivalent to a Master's degree (after validation by the Doctoral School (DS))
- **foreign degree (5 years post baccalaureate)**: fill in the request form for Master's degree exemption.

##### **THESIS SUPERVISOR**

- belongs to a certified research unit attached to one of the UBFC DSs
- is habilitated to direct research (HDR).

#### **ENROLLMENT PROCEDURE**

**The applicant** creates a personal account on ADUM ([www.adum.fr](http://www.adum.fr)), fills in the enrollment file from his/her ADUM profile, gathers the supporting documents requested by UBFC and the DS, collects signatures from the thesis supervisor and the Head of the research unit, and sends all the documents to the DS.

**The DS** sends the file to the office of doctoral studies (ODS) **after the DS director has given his/her recommendations about it and signed it.**

**The ODS** submits the application to the president of UBFC's approval.

### 2 – RE-ENROLLMENT

Every year in mid-July, DSs invite PhD students to re-enroll on ADUM between 1 September and 10 November. In the 3<sup>rd</sup> year, re-enrollment is possible provided that the thesis advisory committee has approved of it (please refer to the specific recommendations of your DS; certain DSs set up thesis advisory committees as early as in the second year). From the 4<sup>th</sup> year, re-enrollment is only possible on condition that the student applies for it and is granted exemption.

The re-enrollment application form, signed by the thesis supervisor and the Head of the research unit, is sent to the DS by the student, along with the requested documents. Then the DS director gives his/her opinion about it and signs it, and sends it to the president of UBFC for him/her to give his/her approval.

#### **REGULATORY TEXT**

- Decree of 25 May 2016, modified on 1 July 2016, establishing the national framework for the training and modalities leading to the award of the national doctoral degree.

## **CONTACTS IN DOCTORAL SCHOOLS**

### **DS Environment-Health (EH)**

#### Contacts at the Burgundy site

Address: 6, Boulevard Gabriel – 21000 Dijon Cedex

Corinne AQUILINA – 03.80.39.38.68 – [corinne.aquilina@ubfc.fr](mailto:corinne.aquilina@ubfc.fr)

Josette THERY – 03.80.39.38.60 – [josette.thery@ubfc.fr](mailto:josette.thery@ubfc.fr)

#### Contact at the Franche-Comté site

Address: 32, avenue de l'Observatoire – 25000 Besançon

Martine GAUTHERON – 03.63.08.22.13 – [martine.gautheron@ubfc.fr](mailto:martine.gautheron@ubfc.fr)

### **DS Carnot-Pasteur (CP)**

#### Contact at the Burgundy site

Address: UFR Sciences et Techniques – 9 Avenue Alain Savary – BP 47 870 – 21 078 Dijon Cedex

Emeline ILTIS – 03.80.39.59.66 – [emeline.iltis@ubfc.fr](mailto:emeline.iltis@ubfc.fr)

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Martine GAUTHERON – 03.63.08.22.13 – [martine.gautheron@ubfc.fr](mailto:martine.gautheron@ubfc.fr)

### **DS Engineering Sciences and Microtechnologies (ESMT)**

#### Contact at the Burgundy site

Address: UFR ST – Bâtiment Mirande – Aile H B.P. 47870 – 21078 Dijon Cedex

Nathalie INBONA – 03.80.39.58.17 – [nathalie.inbona@ubfc.fr](mailto:nathalie.inbona@ubfc.fr)

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Address: UTBM – Direction de la Recherche, Doctorats – 90010 Belfort Cedex

Danielle BERTRAND – 03.84.58.31.39 – [danielle.bertrand@ubfc.fr](mailto:danielle.bertrand@ubfc.fr)

### **DS Law, Management, Economic Sciences and Politics (LMESP)**

### **DS Literature, Communication, Languages, Art (LiCLA)**

### **DS Societies, Spaces, Practices, Time (SoSPT)**

#### Contacts at the Burgundy site

Address: Maison des Sciences de l'Homme – Esplanade Erasme – BP 26 611 – 21 066 Dijon cedex

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#### Contact at the Franche-Comté site

Address: Maison des Sciences, de l'Homme et de l'Environnement - 1, rue Charles Nodier – 25000 Besançon

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