



ACADEMIC YEAR 2017-2018

Supporting documents for enrollment / re-enrollment in PhD thesis

How to set up the file once the online enrollment procedure is over:

1) Once you have filled in the enrollment file, download the following documents from your personal ADUM space:

- the request form for doctoral degree enrollment/re-enrollment
- the personal training agreement (for a first enrollment only)
- the doctoral thesis charter (for a first enrollment only)
- the CNIL form
- the HR information sheet (for a first enrollment only)

Complete the pre-filled documents.

Have the request form for doctoral degree enrollment/re-enrollment, the thesis charter and the personal training agreement signed by the thesis supervisor.

Have the request form for doctoral degree enrollment/re-enrollment and the personal training agreement signed by the Head of the research unit.

2) Include the following supplementary documents into the file:

### First enrollment

- a copy of your Master's degree diploma, or a certificate of achievement of your Master's degree 2<sup>nd</sup> year (or of your DEA if appropriate) – *For students who are not holders of a French Master's degree: you must print and fill in the request form for Master's degree exemption*
- a short description of the thesis (1-3 pages)
- 1 recent ID photo with your full name and academic section written on the back
- a copy of your ID card - *For students born abroad: a birth certificate, and a copy of the resident permit / of the receipt of the request for a resident permit / of a valid political refugee card*
- proof of carte vitale
- proof of employment in case of a salaried activity
- proof of BGF or BGE scholarship
- file transfer form (if you come from another French university)
- in case of administrative co-supervision, a certificate of school attendance from the partner university if registration is already effective there
- payment of registration fees: *to be informed about modes of payment, please contact the DS.*

## Re-enrollment

- a description of the thesis progress (1 page describing the state of your research). From the 4<sup>th</sup> year, include a detailed report (2-3 pages) about the thesis progress and the prospective date for defence COMPULSORILY bearing the thesis supervisor's opinion and signature
- 1 recent ID photo, with your full name and academic section written on the back
- *For students born abroad:* a birth certificate, and a copy of the resident permit / of the receipt of the request for a resident permit / of a valid political refugee card
- proof of employment in case of a salaried activity
- proof of BGF or BGE scholarship
- file transfer form (if you come from another French university)
- in case of administrative co-supervision, certificate of school attendance from the partner university if registration is already effective there
- payment of registration fees: *to be informed about modes of payment, please contact the DS.*

### REGISTRATION FEES, ACADEMIC YEAR 2017-2018

#### UBFC doctoral schools

#### DOCTORATE – HDR COURSES

<b>University fees</b>	You are not a scholarship holder, or you do not have your proof of scholarship <sup>1</sup>	You are a State scholarship holder (compulsorily include the original copy of the award notice)
GENERAL FEES - Tuition fees: 391.00€ - Preventive medicine <sup>2</sup> : 5.10€	396.10 €	5.10 €
HEALTH INSURANCE CONTRIBUTION In order to know whether you have to be affiliated, depending on your age and family status, please see the "social protection" section.	217.00 €	
TOTAL	613.10 €	5.10 €
Supplementary registration in case of the preparation of a 2 <sup>nd</sup> diploma Bachelor's degree Master's degree	122.00 € 168.00 €	
TOTAL		5.10 €

Potential membership of a student mutual health insurance company will be subscribed directly with the company.

<sup>1</sup> If you do not yet hold your proof of scholarship, you will have to pay university fees; tuition fees will be refunded on request.

<sup>2</sup> Whatever your situation, preventive medicine is a compulsory right.