

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 request for prolonging a PhD thesis beyond the 3rd year (from the 4th year only)
- the personal training agreement (for a first enrollment only)
- the doctoral thesis charter (for a first enrollment only)
- the CNIL form

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 – General case

- a copy of your Master's degree diploma, or a certificate of achievement of your Master's degree 2nd year (or of a diploma giving access to doctoral studies if appropriate), and a transcript – *For students who are not holders of a French or European Master's degree: you must print and fill in the request form for Master's degree exemption, and have it signed by your thesis supervisor*
- 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 proof of ID - *For foreign students* : 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
- a birth certificate specifying descent (or a copy of the "livret de famille")
- proof of "carte vitale" or proof of health insurance membership
- evidence of funding for 3 years (copy of the employment contract, proof of scholarship, etc.) - *except for PhD students recruited under a doctoral contract*
- your "Plan Individuel de Formation" (PIF) (personal training plan) established for 3 years, to be handed within the 3 months following registration – *information about the PIF can be obtained on the DS website*
- payment of registration fees: *to be informed about modes of payment, please contact the DS.*

First enrollment – PhD students recruited under a doctoral contract

- information sheet for the HR department, duly completed
- a copy of all your academic diplomas
- a copy of your "JAPD" certificate (for French students)
- your bank account details (French "RIB").

First enrollment – PhD students under administrative co-supervision

- a certificate of attendance from the partner university if registration is already effective there
- proof of your liability insurance if you have been in France for less than 3 months; beyond 3 months, registration with student health insurance is compulsory for students under 28 years old. For students who are more than 28 years old, proof of membership of general health insurance will be required.

First enrollment – PhD students benefiting from a CIFRE grant

- letter of acceptance from the ANRT

First enrollment – Thesis under national or international co-direction, in the absence of administrative co-supervision

- Thesis co-direction agreement (*a template can be downloaded from the DS website*)

Re-enrollment – General case

- a description of the thesis progress (1 page describing the state of your research). From the 4th 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. A request for a fifth derogatory enrollment will have to compulsorily include a request for authorisation to defend, with a prospective date
- your updated personal training plan
- 1 recent ID photo, with your full name and academic section written on the back
- *For foreign students* : 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 funding (copy of the employment contract, proof of scholarship, etc.) – *except for students recruited under a doctoral contract and under a CIFRE contract*
- payment of registration fees: *to be informed about modes of payment, please contact the DS.*

Re-enrollment – PhD students under administrative co-supervision

- a certificate of attendance from the partner university if registration is already effective there
- proof of your liability insurance if you have been in France for less than 3 months; beyond 3 months, registration with student health insurance is compulsory for students under 28 years old. For students who are more than 28 years old at the time of registration, proof of membership of general health insurance will be required
- a record of internships in the previous year, and scheduled internships for the coming year, with prospective funding.

REGISTRATION FEES, ACADEMIC YEAR 2017-2018
UBFC doctoral schools

DOCTORATE – HDR COURSES

University fees	You are not a scholarship holder, or you do not have your proof of scholarship ¹	You are a State scholarship holder (compulsorily include the original copy of the include)
GENERAL FEES - Tuition fees: 391.00€ - Preventive medicine ² : 5.10€	396.10 €	5.10 €
HEALTH INSURANCE CONTRIBUTION	217.00 €	
TOTAL	613.10 €	5.10 €
Supplementary registration in case of the preparation of a 2 nd 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.

¹ If you do not yet hold your proof of scholarship, you must pay university fees; tuition fees will be refunded on request.

² Whatever your situation, preventive medicine is a compulsory right.