

IP Paris Doctoral School

Enrollment / Re-enrollement Procedure

Step 1

Login to the ADUM platform at <https://www.adum.fr/>

Important

You must submit the required documents in a chronological order as a single PDF file in the tab marked *document à joindre* (ADUM). If your file is incomplete, it will be automatically rejected by the Doctoral School. Documents may be drafted in French or English.

Step 2

After submitting the required documents, you must validate your data in ADUM. The following documents will be submitted for an electronic signature:

- ▶ PhD Program Charter,
- ▶ PhD Enrollment or Re-enrollment Authorization form
- ▶ Individual Study Agreement

Enrollment Procedure for Year 1
(for PhD student(s) NOT selected through institutional competitive entrance examinations)
Documents to submit at « Documents à joindre »

- Support letter from thesis supervisor
- Summary of PhD project (1-2 pages)
- Curriculum vitae
- Grade transcript for 2-year master's program (*M2*) or equivalent
- Copy or certified translation of diploma or certificate of successful completion authorizing PhD enrollment
- Copy of any supporting documents or notices providing evidence of funding for the duration of your PhD or PhD extension period:
 - For grant holders: provide a copy of the notice of the award or extension of your grant.
- OR**
 - For those in paid employment related to the completion of their PhD: if your employment contract or contract amendment has already been signed, provide a copy of said employment contract or contract amendment (otherwise, provide a copy once your contract has been signed).
- OR**
 - For those in paid employment unrelated to the completion of their PhD: provide a copy of your employment contract and copies of your last 3 pay slips.
- OR**
 - For self-employed workers, independent professionals and self-entrepreneurs: provide an URSAFF certificate
- Copy of Co-supervision Agreement (if applicable) or document attesting to the drafting of such an agreement
- Copy of national identity card or passport

- For international students, where applicable: provide a copy of your passport and valid residence permit or a copy of your summons to the prefecture to renew your residence permit.

Certificate of social security coverage

- ▶ If you are going to sign a PhD contract: your social security coverage will be extended once you sign your employment contract (student status to employee status) and you must provide your certificate of social security for the previous year.
- ▶ If you receive a grant (government, Campus France, CNOUS or CROUS), provide proof of payment of student social security by visiting ameli.fr.
- Certificate of civil liability insurance for the current year
(*Civil liability is usually covered by your general health insurance policy or your complementary student health insurance policy.*)
- Certificate of payment of the CVEC (payment should be made at <https://cvec.etudiant.gouv.fr/>)

Enrollment Procedure for Year 1
(for PhD student(s) selected through institutional competitive entrance examinations)
(Only to Ecole Polytechnique, ENSTA Paris, ENSAE Paris)
Documents to submit at « Documents à joindre »

- Copy of Co-supervision Agreement (if applicable) or document attesting to the drafting of such an agreement
- Copy or certified translation of diploma or certificate of successful completion authorizing PhD enrollment
- Copy of national identity card or passport
- For international students, where applicable: provide a copy of your passport and valid residence permit or a copy of your summons to the prefecture to renew your residence permit.

Certificate of social security coverage

- ▶ If you are going to sign a PhD contract: your social security coverage will be extended once you sign your employment contract (student status to employee status) and you must provide your certificate of social security for the previous year.
- ▶ If you receive a grant (government, Campus France, CNOUS or CROUS), provide proof of payment of student social security by visiting ameli.fr.
- Certificate of civil liability insurance for the current year
(*Civil liability is usually covered by your general health insurance policy or your complementary student health insurance policy.*)
- Certificate of payment of the CVEC (payment should be made at <https://cvec.etudiant.gouv.fr/>)

Enrollment Procedure for Years 2 and 3
Documents to submit at « Documents à joindre »

- Thesis progress report signed by thesis supervisor
- List of academic and transverse training courses taken, summary of Participation in Training Courses and Ongoing Training (Récapitulatif de participation aux formations et formation en cours) accessible in the Formation section of your personal ADUM account
- Doctoral student annual personal report
- For Year 3: indicate the month scheduled for your thesis defense in the progress report
- For Year 3, signed mini-defense form (mid-term evaluation)
- For Year 2: International Thesis Co-supervision Agreement (this must be signed before the end of Year 1) provide a copy of your signed agreement if you have not already done so, as well as a copy of your certificate of enrollment at the host institution.
- For international students, where applicable: provide a copy of your passport and valid residence permit or a copy of your summons to the prefecture to renew your residence permit.

Certificate of social security coverage for the current year

- Certificate of civil liability insurance for the current year
(*Civil liability is usually covered by your general health insurance policy or your complementary student health insurance policy.*)
- Certificate of payment of the CVEC (payment should be made at <https://cvec.etudiant.gouv.fr/>)

Enrollment Procedure for Year 4
(Defense scheduled for after December 31)
Documents to submit at « Documents à joindre »

- Signed request to extend the duration of your PhD program by special dispensation
- List of academic and transverse training courses taken. Summary of Participation in Training Courses and Ongoing Training (Récapitulatif de participation aux formations et formation en cours) accessible in the Formation section of your personal ADUM account
- Proof of funding
- Thesis progress report signed by thesis supervisor
- Certificate of social security coverage for the current year
- Certificate of civil liability insurance for the current year
(Civil liability is usually covered by your general health insurance policy or your complementary student health insurance policy.)
- Certificate of payment of the CVEC (payment should be made at <https://cvec.etudiant.gouv.fr/>)

Important

Any academic year started is due (total registration fees, not pro rata) regardless of the thesis start date. The period of an academic year is from 01/09 to 31/08 of the following year and re-registrations must be made between 01/09 and 30/11 even if the thesis has started late. 4th year doctoral students who will defend their thesis before December 31st do not have to re-register, nor pay the CVEC contribution, nor pay the tuition fees.

After the academic and administrative validation of your registration request and payment of the registration fee (380 euros), you will receive a registration confirmation email from the Institut Polytechnique de Paris, a school certificate and your student card will be available from your institution's doctoral student service.

Documents/Forms

All the documents are available on the IP Paris website - <https://www.ip-paris.fr/>

If you have any questions please contact :

- X / ENSTA Paris / ENSAE Paris : Audrey Lemarechal
- Télécom Paris : Florence Besnard
- Télécom SudParis : Véronique Guy / Zeinab Londas
- HEC Paris : Françoise Dauvergne