



# UBFC

UNIVERSITÉ  
BOURGOGNE FRANCHE-COMTÉ

## DOCTORAL DEGREE ENROLLMENT / RE-ENROLLMENT 2023/2024

### **Enrollment / re-enrollment calendar for the 2023/2024 academic year: 1 September to 13 November 2023**

You must have submitted your complete file to your doctoral school in this period. Any file received and / or incomplete after November 13th (with the exception of the CIFRE and international joint-supervision agreements) could not be accepted.

### **PREREQUISITE CONDITIONS TO ENROLLMENT**

#### **DEGREE**

- **Master's degree** or **French "DEA"** delivered in one of the Bologna Process signatories (Appendix 1: list of the signatories)
- **engineer's degree** equivalent to a Master's degree (after validation by the Doctoral School (DS))

**If you hold a French diploma other than a Master's, DEA or engineer or a foreign diploma (bac+5 level, outside the countries signatories to the Bologna Process):** an exemption may be granted to you after examination of your file.

#### **THESIS SUPERVISOR**

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

### **ENROLLMENT PROCEDURE FOR FIRST-YEAR APPLICANTS**

Doctoral enrollment takes place in **two steps** :

#### **1. Pedagogic registration**

This first step is carried out **on the ADUM application**.

It is done **by yourself, PhD candidate, accompanied by your thesis director**.

**You** create a personal account on ADUM ([www.adum.fr](http://www.adum.fr)), fill out the registration form online and deposit the supporting documents (unique PDF document) from your personal account. You save and validate the data entered.

The payment of the Student Life and Campus Contribution (CVEC) has to be done before the pedagogic registration on ADUM; the payment certificate is compulsory to be able to finalize (Appendix 3).

To accompany you in this first step of registration on ADUM, **a tutorial is available on the home page of your personal ADUM personal space and on the UBFC Doctoral College website**.

Once you finalized your online registration, your file is transmitted consecutively to your thesis director, the director of your research unit, your doctoral school and the UBFC president who authorizes the registration.

## 2. Administrative registration

Once the doctoral school management has decided in favor of your registration, you must:

1. Pay the registration fees for 2023/2024
2. Deposit the payment certificate on your ADUM personal space (Appendix 4)

Your certificate of tuition will then be available on your ADUM personal space. Your UBFC Pass can be collected from the secretariat of the doctoral school (Besançon/Belfort) or the site administrative office (Dijon). It can also be sent to you by post (Besançon).

**NB:** if you are in a **cotutelle** and you have paid your registration fees in the partner institution:

- you are exempt from paying registration fees at UBFC. Please provide proof of payment abroad.
- you do not have to pay the CVEC and do not have to do anything on the CROUS website.

## 2 – RE-ENROLLMENT PROCEDURE

Annual re-enrollment is mandatory. In case of non-re-registration in the calendar indicated at the top of the page, the thesis will be considered abandoned.

From the 2<sup>nd</sup> year, the re-enrollment is conditioned by the prior agreement of your thesis follow-up committee.

According to the date of your defense, 2 cases arise:

- Your defense is planned between 13 November and 31 December 2023: you do not have to re-enroll, you do not pay registration fees and CVEC (warning: this is only valid if you submit your defense file before 31 October 2023. If it is not done or if your defense is postponed after 31 December 2023, a charged re-enrollment will be required).
- Your defense is planned after 31 December 2023: you re-enroll, pay the registration fees and the CVEC.

Re-enrollment takes place in two steps :

### 1. Pedagogic registration

This first step is carried out **on the ADUM application**.

It is done **by yourself, PhD candidate, accompanied by your thesis director**.

You log into your ADUM account and update your information. You deposit the supporting documents (unique PDF document) and the CVEC certificate. You save and validate the data entered.

To accompany you in this first step of registration on ADUM, **a tutorial is available on the home page of your personal ADUM personal space and on the UBFC website**.

Once you finalized your online registration, your file is transmitted consecutively to your thesis director, your doctoral school and the UBFC president who authorizes the re-registration.

### 2. Administrative registration

Once the doctoral school management has decided in favor of your registration, you must :

1. Pay the registration fees for 2023/2024 (Appendix 4)
2. Deposit the payment certificate on your ADUM personal space

Your certificate of tuition will then be available on your ADUM personal space. Your 2023/2024 sticker can be collected from the doctoral school secretariat (Besançon/Belfort) or the site administrative office (Dijon). It can also be sent to you by post (Besançon).

## SPECIAL CASE OF THE CAESURE

Article 14 of the decree of 25 May 2016: *"Exceptionally, at the reasoned request of the doctoral student, an indivisible gap period of a maximum duration of one year may take place only once, by decision of the head of the establishment where the doctoral student is registered, after the agreement of the employer, if applicable, and the opinion of the thesis director and the director of the doctoral school. During this period, the doctoral student temporarily suspends his training and his research work, but remains registered, if he wishes, within his establishment. This period is not counted in the duration of the doctorate. The establishment guarantees to the doctoral student who suspends his schooling his registration within the doctoral training at the end of the gap period. »*

Article D611-16 of the Education Code:

*"The caesura can take one of the following forms:*

*1° Training in a field different from that of the training in which the student is registered;*

*2° Experience in a professional environment in France or abroad;*

*3° A commitment to civic service in France or abroad, which may in particular take the form of international solidarity volunteering, international volunteering in administration or business or European voluntary service;*

*4° A business creation project as a student-entrepreneur. »*

**If you wish to request a caesure period while remaining registered:** you must submit a re-enrollment request as described above. Registration fees at the reduced rate of €253 will be requested and you will have to pay the CVEC. At the same time, you complete and have your employer (if applicable) and your thesis supervisor sign the form requesting a caesure period during the thesis (which you will find in your ADUM personal space or on the website of the Doctoral College), before submitting/sending it to the secretariat of your doctoral school.

**If you wish to request a gap period without re-registering:** you do not follow the re-enrollment procedure described above, and you do not pay either registration fees or CVEC. You complete and have your employer (if applicable) and your thesis supervisor sign the form requesting a caesure period during the thesis (which you will find in your ADUM personal space or on the Doctoral College website) , before submitting/sending it to the secretariat of your doctoral school.

## REFERENCE 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 French doctoral degree.
- Articles D611-13, D611-14 and D611-16 of the Education Code
- Article 8-1 of decree no. 2009-464 of April 2, 2009

## **Appendix 1 : List of the Bologna process signatories**

|                        |                |
|------------------------|----------------|
| Albania                | Czech Republic |
| Germany                | Romania        |
| Andorra                | United Kingdom |
| Armenia                | Russia         |
| Austria                | Vatican City   |
| Azerbaïdjan            | Serbia         |
| Belgium                | Slovakia       |
| Bosnia and Herzegovina | Slovenia       |
| Bulgaria               | Sweden         |
| Cyprus                 | Switzerland    |
| Croatia                | Turkey         |
| Denmark                | Ukraine        |
| Spain                  |                |
| Estonia                |                |
| France                 |                |
| Finland                |                |
| Georgia                |                |
| Greece                 |                |
| Hungary                |                |
| Ireland                |                |
| Iceland                |                |
| Italy                  |                |
| Kazakhstan             |                |
| Latvia                 |                |
| Liechtenstein          |                |
| Lithuania              |                |
| Luxembourg             |                |
| Republic of Macedonia  |                |
| Malta                  |                |
| Montenegro             |                |
| Moldova                |                |
| Norway                 |                |
| Netherlands            |                |
| Poland                 |                |
| Portugal               |                |

## **Appendix 2 : Doctoral School Contact Information**

### **DS Environnements-Santé (ES)**

#### Contacts Bourgogne site

Adresse : 6, Boulevard Gabriel – 21000 Dijon Cedex  
Christelle CAILLOT – 03 80 39 38 60 – [ed.es.dijon@ubfc.fr](mailto:ed.es.dijon@ubfc.fr)

#### Contact Franche-Comté site

Adresse : 32, avenue de l'Observatoire – 25000 Besançon  
Martine GAUTHERON – 03.63.08.22.13 – [ed.es.besancon@ubfc.fr](mailto:ed.es.besancon@ubfc.fr)

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

#### Contacts Bourgogne site

Address : UFR Sciences et Techniques – 9 Avenue Alain Savary – BP 47 870 – 21 078 Dijon Cedex  
Emeline ILTIS – 03.80.39.59.66 – [ed.cp.dijon@ubfc.fr](mailto:ed.cp.dijon@ubfc.fr)

#### Contact Franche-Comté site

Address : 32, avenue de l'Observatoire – 25000 Besançon  
Martine GAUTHERON – 03.63.08.22.13 – [ed.cp.besancon@ubfc.fr](mailto:ed.cp.besancon@ubfc.fr)

### **DS Sciences Physiques pour l'Ingénieur et Microtechniques (SPIM)**

#### Contacts Bourgogne site

Address : UFR ST – Bâtiment Mirande – Aile H B.P. 47870 – 21078 Dijon Cedex  
Céline DAUBIGNEY - 03.80.39.58.17- [ed.spim.dijon@ubfc.fr](mailto:ed.spim.dijon@ubfc.fr)

#### Contact Franche-Comté site

Address in Besançon : 32, avenue de l'Observatoire – 25000 Besançon  
Alika ROSSETTI – 03.81.66.66.02 – [ed.spim.besancon@ubfc.fr](mailto:ed.spim.besancon@ubfc.fr)  
Address in Belfort : UTBM – Direction de la Recherche, Doctorats – 90010 Belfort Cedex  
Camille SCHAEFFER/Caroline DELAMARCHE – 03.84.58.35.29 – [ed.spim.belfort@ubfc.fr](mailto:ed.spim.belfort@ubfc.fr)

### **DS Droit, Gestion, sciences Economiques et Politique (DGEP)**

### **DS Lettres, Communication, Langues, Art (LECLA)**

### **DS Sociétés, Espaces, Pratiques, Temps (SEPT)**

#### Contacts Bourgogne site

Address : Maison des Sciences de l'Homme – Esplanade Erasme – BP 26 611 – 21 066 Dijon cedex  
Mara CARREY-ARAGAO –03.80.39.54.14 / [ed.dgep.dijon@ubfc.fr](mailto:ed.dgep.dijon@ubfc.fr) / [ed.lecla.dijon@ubfc.fr](mailto:ed.lecla.dijon@ubfc.fr)  
Pauline VALERE/Aurore LALLEMAND - 03.80.39.35.38 / [ed.sept.dijon@ubfc.fr](mailto:ed.sept.dijon@ubfc.fr)

#### Contact Franche-Comté site

Address : Maison des Sciences, de l'Homme et de l'Environnement UFR SLHS – 1 rue Charles Nodier – 25000 Besançon  
Ludovic JEANNIN – 03.81.66.53.03  
Marlène DUTAL – 03.81.66.53.89  
[ed.dgep.besancon@ubfc.fr](mailto:ed.dgep.besancon@ubfc.fr) / [ed.lecla.besancon@ubfc.fr](mailto:ed.lecla.besancon@ubfc.fr) / [ed.sept.besancon@ubfc.fr](mailto:ed.sept.besancon@ubfc.fr)  
Camille SCHAEFFER/Caroline DELAMARCHE (Belfort) – 03 .84.58.35.29 – [ed.sept.belfort@ubfc.fr](mailto:ed.sept.belfort@ubfc.fr)

### **Administrative office of Dijon site**

Address : Maison de l'Université, bureaux 155 et 156 – Esplanade Erasme - BP 27877 - 21078 DIJON Cedex  
Stéphanie BARILLOT – 03.80.39.50.22 – [bed.dijon@ubfc.fr](mailto:bed.dijon@ubfc.fr)

**Administrative office of Besançon site**

Address : UBFC 32 avenue de l'Observatoire 25000 Besançon  
Dominique DETOT – 03 63 09 26 94 – [mona.somai@ubfc.fr](mailto:mona.somai@ubfc.fr)

**Administrative office of Belfort site**

Address : UTBM – Direction de la Recherche, Doctorats – 90010 Belfort Cedex  
Camille SCHAEFFER/Caroline DELAMARCHE – 03.84.58.35.29 – [caroline.delamarche@ubfc.fr](mailto:caroline.delamarche@ubfc.fr)

## Appendix 3 : Student Life and Campus Contribution (CVEC)

You can refer to the Article L. 841-5 of the Education Code.

This procedure must be done BEFORE your enrollment, according to the following procedure :

- Go on <https://www.messervices.etudiant.gouv.fr>, under Contribution Vie Etudiante et de Campus
- Log in with identifiers (if already existing account) or INE number
- Declare your city of study
- Pay the contribution of €100 (online by credit card or in cash at a post office)
- Receive the certificate to be provided with your enrollment file

Exempted students: scholars, refugees, beneficiaries of subsidiary protection, asylum seekers.  
ATTENTION : even if you are exempted, you must complete the procedure and provide the certificate).

ATTENTION : if your are engaged in a Joint international thesis agreement and that you pay the 2022/2023 registration fees to the partner university, you do not have to pay the CVEC and do not have to follow this procedure.

# Annexe 4 : Registration fees payment

## 1. Payment terms :

### In Dijon

Payment online by credit card (only for candidates already registered at Université de Bourgogne in 2022/2023):

- in 3 installments from September 1st to October 10th 2023
- in one instalment from September 1st to October 31th 2023

Payment by bank cheque, payable to « Régisseur de recettes – Service recherche », to send/deposit to the Administrative office of Dijon site (contact details in Appendix 2)

In case of difficulty, please contact the Administrative office of Dijon site (Appendix 2).

### In Besançon

Payment online by credit card, for candidates already registered at UFC in 2022/2023 only: online payment possible in 3 installments from September 1<sup>st</sup> to October 31th and in one installment from September 1<sup>st</sup> to November 13th.

Payment by bank transfer to the accounting agency:

The RIB of the accounting agency is available on your ADUM personal space. You must deposit the payment certificate and a supporting document mentioning your name, the name of the bank account holder and the fee.

Payment by bank check (**only if you do not have the possibility to pay online by credit card or by bank transfer**), payable to « Agent comptable de l'UFC », to send/deposit to the Administrative office of Besançon site (contact details in appendix 2).

In case of difficulty, please contact the Administrative office of Besançon site (Appendix 2).

### In Belfort

Payment by credit card : Online payment in one installment from September 1<sup>st</sup> to November 13th.

Payment by bank check, payable to « Agent comptable de l'UTBM »

In case of difficulty, please contact the Administrative office of Belfort site (Appendix 2).

## 2. Fee :

The registration fee is € 380.