



University registration guide

1 INTRODUCTION

As the PhD students and post-doctoral researcher's association of the Gipsa-lab, one of Gipsadoc's mission is to help newcomers to familiarize with their new working environment. With this in mind, we wrote this little guide that will hopefully help you through the different steps of the university registration process.

As this guide is inherently non-exhaustive, do not hesitate to get in touch with us for any question:

- using our email address: gipsadoc@gipsa-lab.grenoble-inp.fr ;
- by coming to our offices: every Gipsadoc's staff member proudly exhibits our logo on his office's door!

You also can follow us on our website: <https://www.gipsa-doc.fr>.

2 UNIVERSITY REGISTRATION

The thesis being both a professional experience and an academic formation, you have to register to a doctoral school (such as EEATS, EDISCE, LLSH, MSTII, I-MEP2, TUE) responsible for the delivering of your future PhD degree. In order to become a student of such a school, you have to complete the university's registration process.

2.1 Registration on ADUM

The registration process is an online procedure by means of the web interface ADUM (Accès Doctorant Unique et Mutualisé – Unique and aggregated PhD student's access).

Thus, as a first step, you have to create an account on the ADUM, by following this link: <http://www.adum.fr/index.pl>, and then clicking on "create an account".

Take care not to lose your login and password couple, as they will be used during the whole duration of your thesis!

2.2 Filing your profile

Now that your account is created on the ADUM, you must connect to your personal space, and go to "My profile" tab. Please note that:

- fields note followed by a red star * are not mandatory;
- it is not necessary to fill the whole form in one shot.

If you want to gain time prepare, if possible, (copies of) the elements listed in the tab below before beginning, and keep them in a folder.

Document(s)	
ID card/passport	
Bank account identification	
Diploma from Baccalauréat to Master 2 or their equivalents in your country	
Student card from previous year	
Title of your PhD thesis subject in French and in English *	
Summary of your PhD thesis subject in French and in English *	
Contact details of your PhD supervisor and of your joint supervisors *	
Name of your team in Gipsa *	
Name of the Doctoral School, of the academic institution you enrolled in and of your doctorate's specialization *	
If your PhD thesis is supervised jointly by two universities (international co-tutelle), please provide all contact information about the other institution (name, contact details of the institution; title, first and last name, and contact details of the joint supervisor; contact details of the second host laboratory) *	


* Ask your PhD supervisor(s) for these information. In case of any difficulties, get in touch with us.

2.3 Checking and printing

Once the “My profile” tab successfully filled, go back to your “Private space” tab.

If you notice that some links under the “Administrative documents” section are grayed (see capture bellow), it means that the “My profile” tab is not properly filled.

Documents administratifs

les documents nécessaires à votre inscription ne seront accessibles qu'une fois tous les formulaires sauvegardés (icône ) et la procédure finalisée...

Inscription

- Formulaire CNIL (Attestation d'enregistrement ADUM)
- Modalités d'inscription en 1ère année de thèse
- RAPPORT D'ENTREE EN THESE** à imprimer, signer et faire signer
- Charte des thèses - PDF - Compléter impérativement tous les champs et signer le document**
- Charte d'usage du Système d'Information des Etablissements Universitaires de l'Université de Grenoble Alpes - DOC - à imprimer en recto/verso et à signer (la signature ne doit pas être faite sur une page blanche)
- DOSSIER D'INSCRIPTION EN DOCTORAT**
- Constitution du dossier administratif DOCTORANT CONTRACTUEL - Ne concerne que les doctorants dont le contrat est géré par Grenoble INPG
- VISITE MEDICALE D'EMBAUCHE DE LA FONCTION PUBLIQUE - COUPON N°1
- VISITE MEDICALE D'EMBAUCHE DE LA FONCTION PUBLIQUE - COUPON N°2
- LISTE MEDECINS AGREES
- DEMANDE D'EXTRAIT N°2 DU CASIER JUDICIAIRE
- Procédure titre de séjour
- FICHE DE RENSEIGNEMENTS
- Charte anti-plagiat

You can now check that the “*rapport d'entrée en thèse*” (report of thesis entry) and the “*dossier d'inscription en doctorat*” (doctorate registration file) are correctly pre-filled by clicking on it under the “Administrative documents” section. If this is not the case, it means that whether:

1. the “My profile” tab contains false information, that you can easily correct, validate the changes and then check the documents again;
2. the automatic documents generator failed (even with the “my profile” tab correctly filled), in which case you will have to manually correct the documents after printing.

Once this is done, you can print every documents under this section. Once again, we strongly encourage you to keep these documents along with every other documents related to your thesis in a folder.

2.4 Last steps

First of all, be sure to read and understand every document that you have just printed, particularly these you will have to sign!

Then you must get your “Rapport d'entrée en thèse” and “Charte des thèses” (thesis charter) signed by your thesis supervisor(s), the Gipsa-lab's director and your doctoral school's director, in *this chronological order*.

Lastly, your doctoral school's director should transmit your “Charte des thèses” to the competent services. In this case you will be contacted to arrange a meeting allowing to finalize your inscription (be careful to bring every documents asked, as well as your credit card...) !

Warning: the exact procedure may vary depending on the year and the doctoral school. In any case, administrative staff of both the lab and your doctoral school will send you emails to make things clearer. We also encourage you to discuss with your thesis supervisor(s), other PhD students and us.