



Université
de Limoges

PhD Registration Guide



2022 - 2023

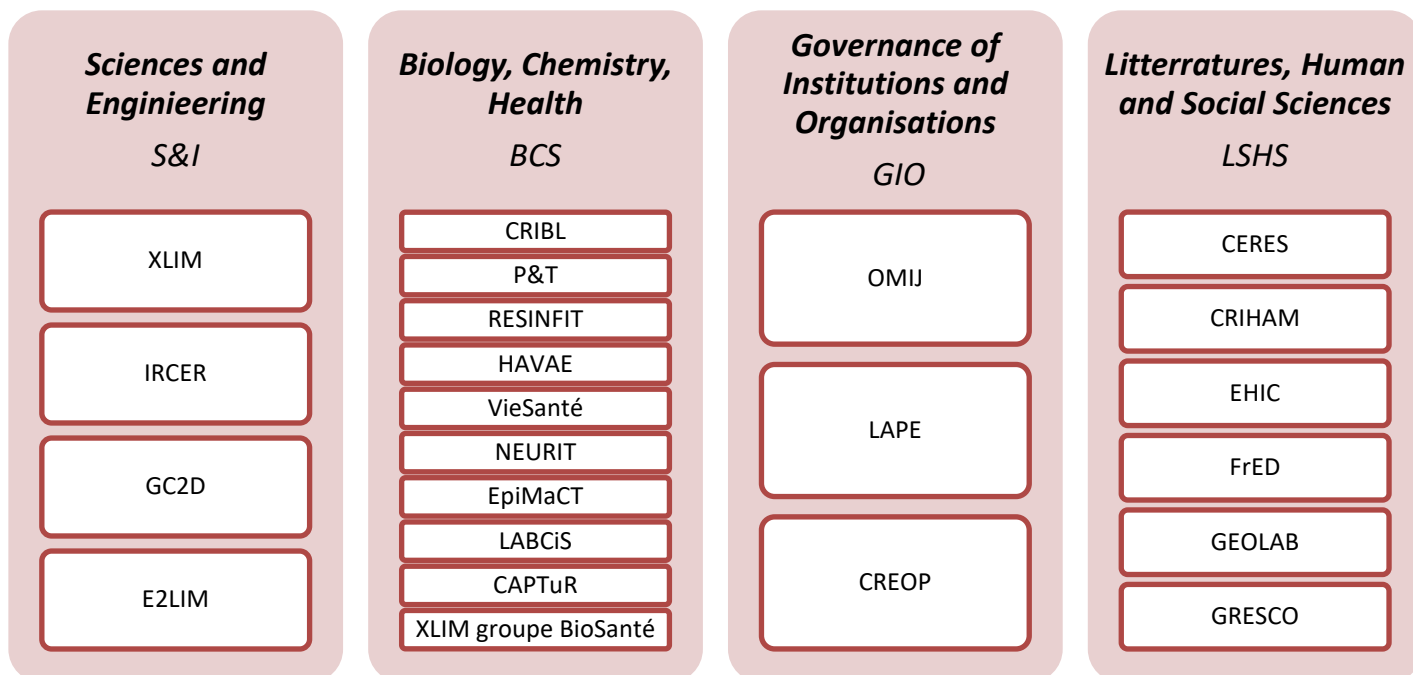


Summary

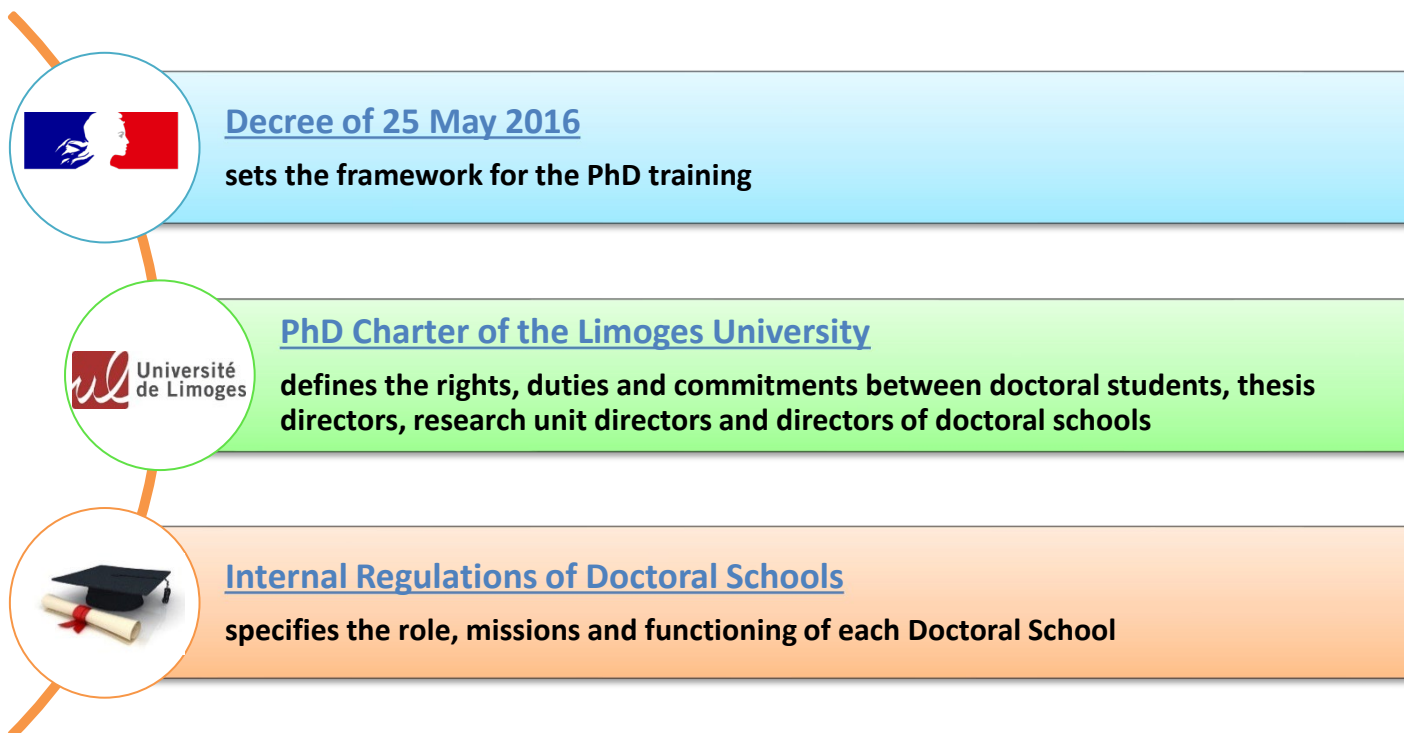
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Doctoral Schools of Limoges University

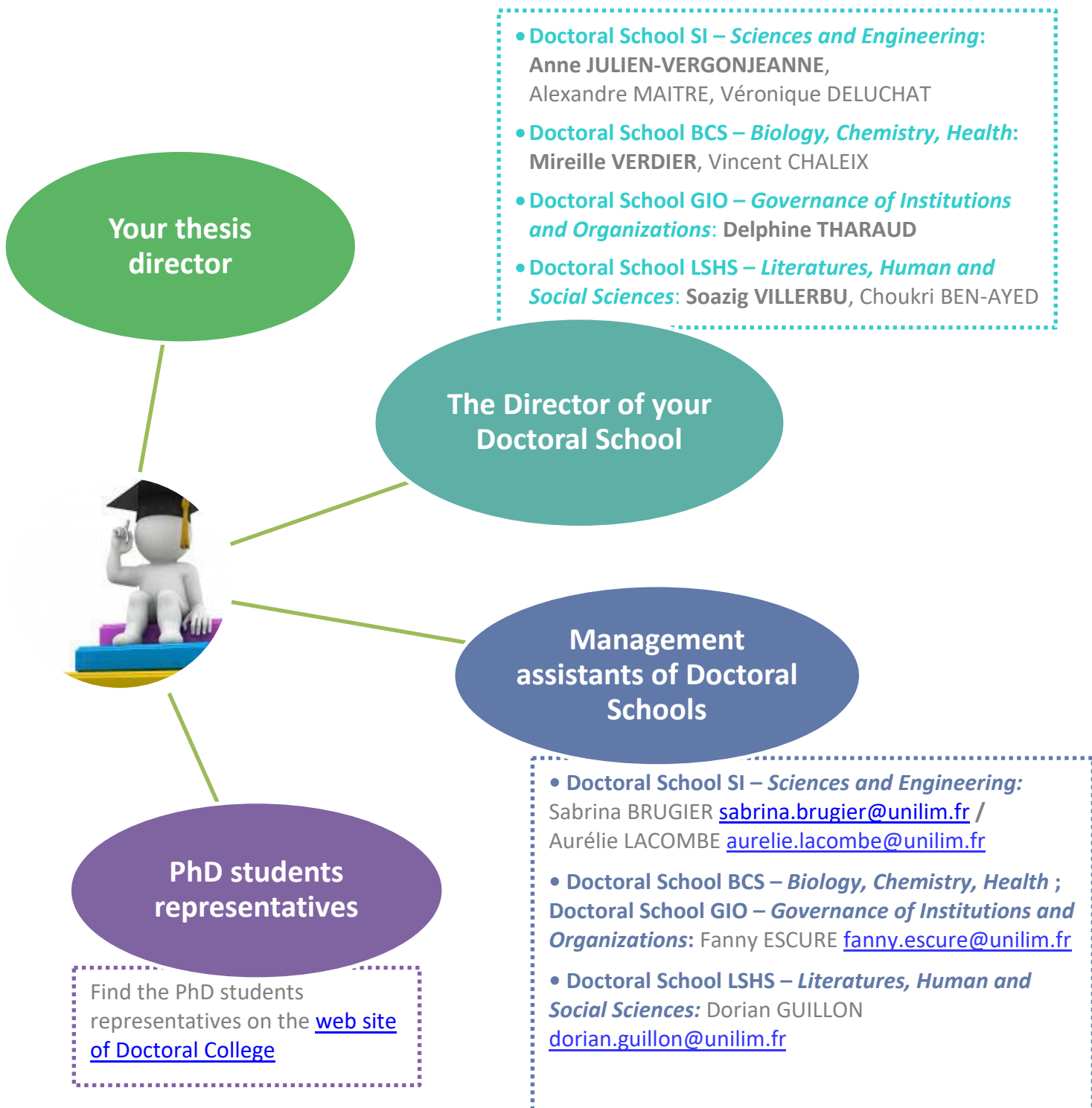
4 Doctoral Schools – 22 Research Units



The PhD legislative framework



Your contacts



Your ADUM Private Space



From September 2022, a single new application called ADUM (*Accès Doctorat Unique et Mutualisé*) allows you to carry out administrative procedures online:


- To carry out and follow all the necessary steps during your doctoral course and to file the supporting documents: application for registration, request for termination, request for defense, registration for doctoral training, thesis monitoring committee
- Update all of your personal informations
- Access the services of the ADUM network: job offers, doctoral news, network of PhD students and doctors, announcement of defences, training offers offered...
- Promote your profile and skills on the web
- Ensure the online dissemination of your thesis on dedicated platforms.

You must activate your [ADUM personal space](#) and fill in your profile.

Biome: your Digital Work Environment (ENT)

The University of Limoges provides its students and staff with a digital work environment, called “Environnement Numérique de Travail” (ENT). It contains all the digital tools you need during your curriculum.

ACTIVE YOUR STUDENT UNILIM ACCOUNT:

Go on the web site www.unilim.fr and click on . In the section “Comment valider mon compte” (how to activate my account), select Etudiant (student) and follow the instructions.

You must activate your student account on your first registration at the University of Limoges. Your account will create an email address in firstname.name@etu.unilim.fr

NB: As university staff, PhD students also receive a « personnel account » that you have to activate to create an email address in firstname.name@unilim.fr with a Digital Work Environment different than student Digital Work Environment.

CONNECTION TO THE UNIVERSITY WI-FI:

The University of Limoges offers free Wi-Fi access on all campuses. The network is called UNILIM-ETUD-PERS, and you can log on with your ENT login and password.

For more information, go on the Direction du Système d’Information website: www.unilim.fr/dsi/
Contact: dsi@unilim.fr

PhD registration procedure and schedule

PhD enrollment is done online with [ADUM](#) (Accès Doctorat Unique et Mutualisé).

<p>From 01/09/22 to 30/11/22 (or to 15/09/22 for 3 times payment) :</p> <p>Pre-registration</p>	<p>Create your ADUM account and complete your profile: https://www.adum.fr/index.pl?site=unilim</p>
	<p>Pay the Contribution to Student Life and Campus (CVEC) online http://cvec.etudiant.gouv.fr/ and download the CVEC certificate (except student in continuing education or student in international joint thesis rules by a joint PhD agreement that specifies that they pay the registration fees at the partner institution)</p>
	<ul style="list-style-type: none"> Submit your dematerialized pre-registration request in your ADUM space File supporting documents in one PDF file Finalize the procedure.
<p>Consultation and decision</p>	<p>If your registration file is complete, your request will be submitted successively to:</p> <ul style="list-style-type: none"> Your thesis director The director of research unit (only for 1st year thesis registration) The director of Doctoral School The president of Limoges University
<p>From 01/09/22 to le 15/12/22 (or to 30/09/22 for 3 times payment):</p> <p>Payment of the registration fee</p>	<p style="text-align: center;">If you are authorized to register, you have to pay the tuition fees: 380 euros (unless you are exempt from registration fees)</p> <p><i>Attention: 3 times payment is available to 30th September and only for online credit card payments.</i></p>
<p>Upload the certificate of school attendance</p>	<p style="text-align: center;">Once the payment is registered, your certificate of school attendance is available in your ADUM space.</p>
<p>Request or update of student card</p>	<p>If you do not yet have the new student card from the University of Limoges (red card issued from the academic year 2021/2022), apply for the student card online: https://cartes.unilim.fr/</p> <p>If you already have this card, you must ask for the sticker of the current year at the Doctoral College.</p>

The pre-registration must be done by November 30th 2022 at the latest and payment of tuition fees must be done by December 15th 2022 at the latest. EXTENSIONS WILL NOT BE GRANTED. In case of non-registration or non-payment within the deadline, the PhD student will be excluded from the Doctoral School and the thesis will be considered as abandoned.

NB: PhD students who will defend their thesis before December 31st don't have to renew their registration (decision of the ministerial decree of April 19th 2019).

Documents required for registration in 1st year of thesis

NB: The PhD registration in 1st year of thesis is granted by the President of the University, on the proposal of the Director of the doctoral school, after the opinion of the thesis director and the Director of the research unit on the quality of the project and the conditions for its completion.

- **Curriculum Vitae**
- **Thesis project**
- **Valid ID** (identity card or passport)
- **Master's Transcript** (or another diploma of the same degree)
- **Master's certificate of achievement or diploma** (or another diploma of the same degree)
- **Evidence of financial resources for the current academic year** ex: **Employment contract, scholarship certificate, pay slip...**
If you do not have nor any specific funding for the thesis, neither any paid employment, provide a sworn statement that you have enough resources to ensure the smooth running of your thesis work
- **Certificate of CVEC « Contribution à la Vie Etudiante et de Campus »** (except student in continuing education or student in international joint thesis rules by a joint PhD agreement that specifies that you pay the registration fees at the partner institution)
- **Public liability insurance certificate** for the current academic year
- **Additional documents, depending of your situation:**
 - Valid resident permit or visa for students from outside the European Economic Area
 - If you are in international joint thesis ruled by a joint PhD agreement: Registration certificate in the partner university for the current year
 - If you are in continuing education: "formulaire de prise en charge" (available in ADUM space) completed and signed.

Documents required for registration in 2nd or 3rd year of thesis

NB: Registration is renewed at the beginning of each academic year as decided by the President of the University, on the proposal of the director of the doctoral school, after consultation with the thesis director and, from the third enrolment onwards, by the doctoral student's individual monitoring committee.

- **Report of the doctoral student's individual monitoring committee** (only for the third enrolment onwards)
- **Evidence of financial resources for the current academic year** ex: **Employment contract, scholarship certificate, pay slip...**
If you do not have nor any specific funding for the thesis, neither any paid employment, provide a sworn statement that you have enough resources to ensure the smooth running of your thesis work
- **Certificate of CVEC « Contribution à la Vie Etudiante et de Campus »** (except student in continuing education or student in international joint thesis rules by a joint PhD agreement that specifies that you pay the registration fees at the partner institution)
- **Public liability insurance certificate** for the current academic year
- **Additional documents, depending of your situation:**
 - Valid resident permit or visa for students from outside the European Economic Area
 - If you are in international joint thesis ruled by a joint PhD agreement: Registration certificate in the partner university for the current year
 - If you are in continuing education: "formulaire de prise en charge" (available in ADUM space) completed and signed
 - If you request a gap year: application form for gap year (available in ADUM space) completed and signed, with any documents or supporting documents that shed light on the project in question during the break-up.

Documents required for registration in 4th year of thesis and above

NB: Doctoral preparation is usually carried out in three years in full-time equivalent devoted to research. In other cases, the duration of preparation for the doctorate may be up to six years. Annual extensions may be granted by way of derogation by the head of the institution, on a proposal from the thesis supervisor and after consulting the monitoring committee and the doctoral school director, upon a reasoned request from the doctoral student.

- **Report of the doctoral student's individual monitoring committee**
- **A state of progress written by the student, including a precise schedule and a provisional date for the thesis defense**
- **Evidence of financial resources for the current academic year** ex: Employment contract, scholarship certificate, pay slip...
If you do not have nor any specific funding for the thesis, neither any paid employment, provide a sworn statement that you have enough resources to ensure the smooth running of your thesis work
- **Certificate of CVEC « Contribution à la Vie Etudiante et de Campus »** (except student in continuing education or student in international joint thesis ruled by a joint PhD agreement that specifies that you pay the registration fees at the partner institution)
- **Public liability insurance certificate** for the current academic year
- **Additional documents, depending of your situation:**
 - Valid resident permit or visa for students from outside the European Economic Area
 - If you are in international joint thesis ruled by a joint PhD agreement: Registration certificate in the partner university for the current year
 - If you are in continuing education: “formulaire de prise en charge” (available in ADUM space) completed and signed
 - If you request a gap year: application form for gap year (available in ADUM space) completed and signed, with any documents or supporting documents that shed light on the project in question during the break-up.

Doctoral specialties at Limoges University

Doctoral School	Doctoral specialties	
S&I - Sciences and Engineering	• <i>Engineering and information sciences</i>	• <i>Ceramic materials and surface treatment</i>
	• <i>Mathematics and applications</i>	• <i>Civil engineering</i>
	• <i>Computer science</i>	• <i>Plan life sciences</i>
	• <i>Water, soil and environment</i>	
BCS - Biology, Chemistry, Health	• <i>Biology, Chemistry, Health mention Molecular and cellular aspects of biology</i>	
	• <i>Biology, Chemistry, Health mention Genomics and molecular genetics</i>	
	• <i>Biology, Chemistry, Health mention Immunologie, oncologie, inflammation et infectiologie</i>	
	• <i>Biology, Chemistry, Health mention Neurosciences</i>	
	• <i>Biology, Chemistry, Health mention Pharmacology, infectiology and drug sciences</i>	
	• <i>Biology, Chemistry, Health mention Physiology and physiopathology</i>	
	• <i>Biology, Chemistry, Health mention Clinical research, technological and therapeutic innovation, public health</i>	
	• <i>Biology, Chemistry, Health mention Public health, epidemiology, environment and societies</i>	
	• <i>Biology, Chemistry, Health mention Sciences and technics for physical activities and sports</i>	
	• <i>Biology, Chemistry, Health mention Chemistry of natural substances</i>	
GIO - Governance of Institutions and Organizations	• <i>Law mention Public law</i>	• <i>Space and urban planning</i>
	• <i>Law mention History of law and institutions</i>	• <i>Economics</i>
	• <i>Law mention Private law and criminal sciences</i>	• <i>Management Sciences</i>
	• <i>Sciences and technics for physical activities and sports</i>	
ED LSHS – Littérature, Sciences de l’Homme et de la Société	• <i>Language sciences mention Linguistics</i>	• <i>Space and urban planning mention Archaeology</i>
	• <i>Language sciences mention Semiotics</i>	• <i>Space and urban planning mention Economics</i>
	• <i>Language sciences mention Information sciences and communication</i>	• <i>Space and urban planning mention Environmental geography</i>
	• <i>Physical, human, economical and regional geography mention Archaeology</i>	• <i>Space and urban planning mention Social geography</i>
	• <i>Physical, human, economical and regional geography mention Economics</i>	• <i>Sociology, demography</i>
	• <i>Physical, human, economical and regional geography mention Environmental geography</i>	• <i>Sciences and technics for physical activities and sports</i>
	• <i>Physical, human, economical and regional geography mention Social geography</i>	• <i>Education sciences</i>
	• <i>History mention History and civilization of ancient and medieval worlds</i>	• <i>Languages and literature mention Ancient languages and literature</i>
	• <i>History mention Art history</i>	• <i>Languages and literature mention Arts</i>
	• <i>History mention Archaeology</i>	• <i>Languages and literature mention French and francophone languages and literature</i>
	• <i>History mention History and civilization of contemporary and modern worlds</i>	• <i>Languages and literature mention Comparative literature</i>
	• <i>Culture and civilization</i>	• <i>Languages and literature mention Foreign languages and literature</i>

Registration fees

For the academic year 2022/2023, the amount of the Doctorate registration fees is 380 € (reduced price to 253 € for a gap year).

Payment methods :

- **Online by credit card in 3 times payment until September 30**
- **Online by credit card in 1 time**
- **Face-to-face at the doctoral school office by credit card in 1 time**
- **By cheque payable to the Agent Comptable de l'Université de Limoges**
- **By bank transfer.**

CVEC – Contribution fee for student life

The Contribution fee for student life « [Contribution à la Vie Etudiante et de Campus](#) » will be used to provide social, health, cultural and sport services for students.

You have to register online on the website <http://cvec.etudiant.gouv.fr/>. You will receive a certificate after registration.

The amount of this Contribution fee is 95 euros for the academic year 2022/2023.

You don't have to register and pay this Contribution fee if you are in continuing education or if you are in an international joint thesis ruled by a joint PhD agreement that specifies that you pay the registration fees at the partner institution.

Costs of continuing education

For PhD students enrolled under the continuing education system (see next page), some costs of continuing education are in addition to registration fees. The fees are paid by your employer, by Pôle Emploi or by yourself.

The continuing education system

THE DIFFERENCE BETWEEN INITIAL AND CONTINUING EDUCATION:

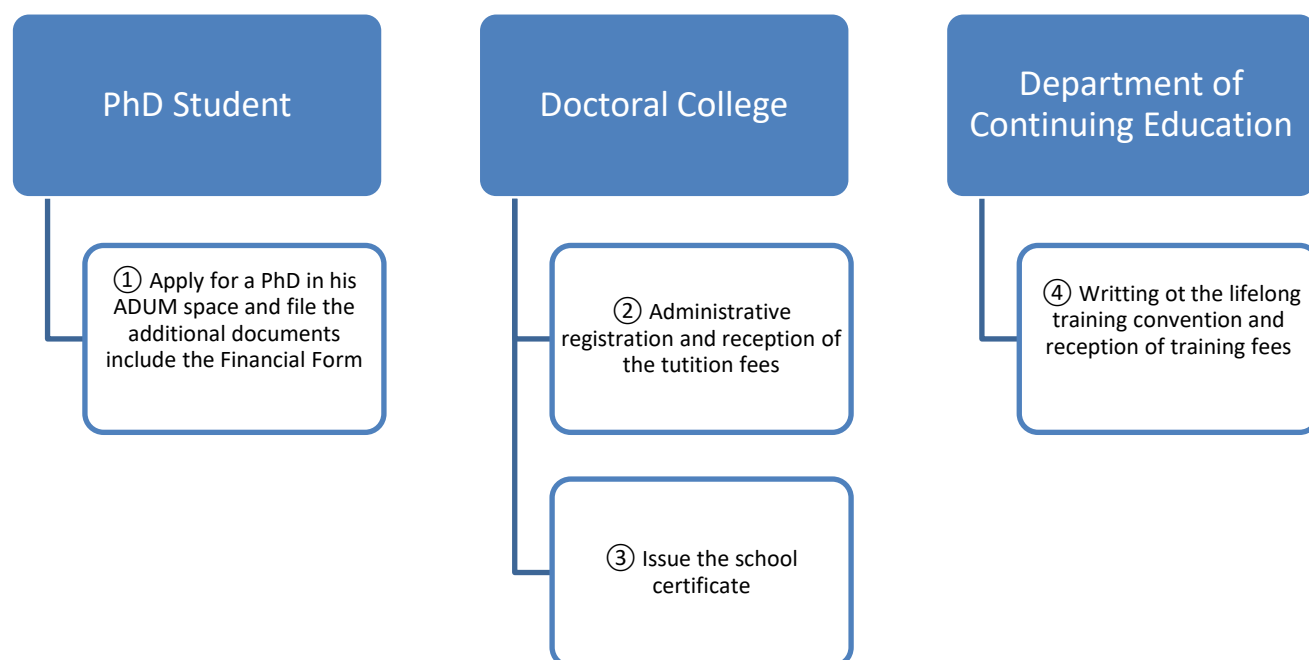
Initial training is for students with no interruption in their curriculum.

You are concerned by continuing education if you are in one of this case:

- You are previously registered in continuing education
- You are employed in France for a contract not linked with the thesis
- You exercise a liberal profession
- You are currently registered at "Pole Emploi"
- You have discontinued your studies and you have practiced a professional activity in France and you have a [Personal Training Account](#) greater than or equal to 1000€
- You carried out a VAE or a VAP (accreditation of prior experiential learning).

Please note that foreign students with student residence cards or student visas are necessary in initial training.

REGISTRATION PROCEDURE:



For more information, please contact the Department of Continuing Education

Address: Site des Jacobins – 88 rue du Pont Saint Martial - 87000 LIMOGES

05 55 14 90 70 - dfc@unilim.fr

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