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UNIVERSITÉ CÔTE D'AZUR

REGISTRATION USER GUIDE

In Doctoral program at Université Côte d'Azur

(2025 - 2026)

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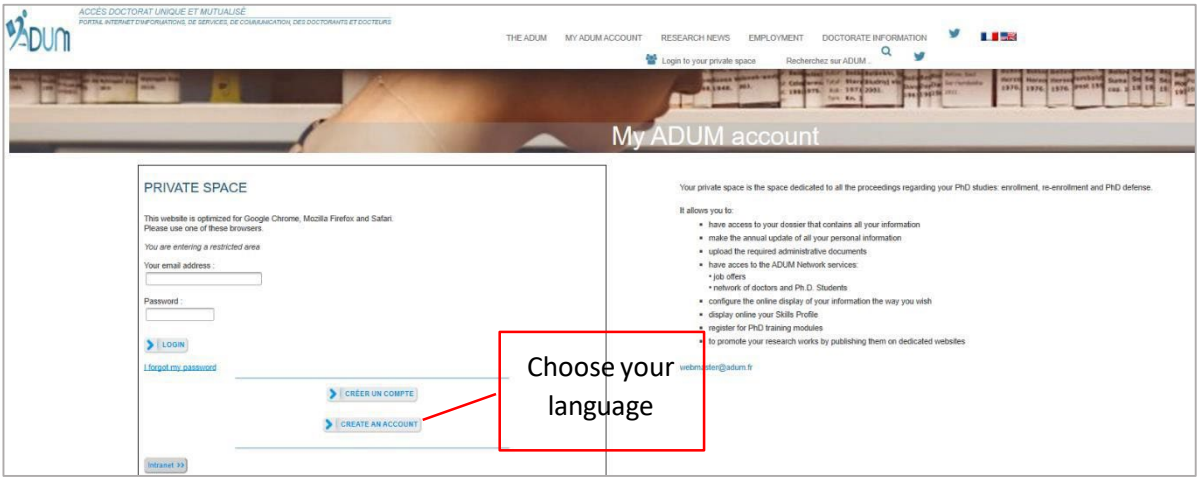
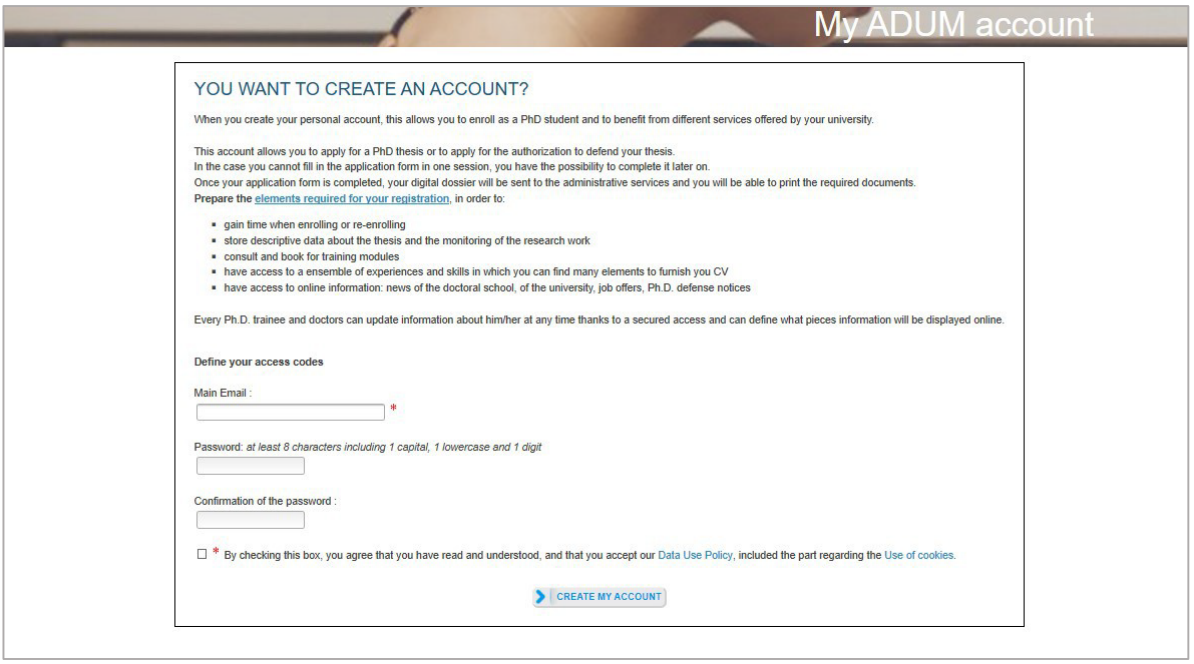
CREATE AN ACCOUNT ON ADUM : www.adum.fr



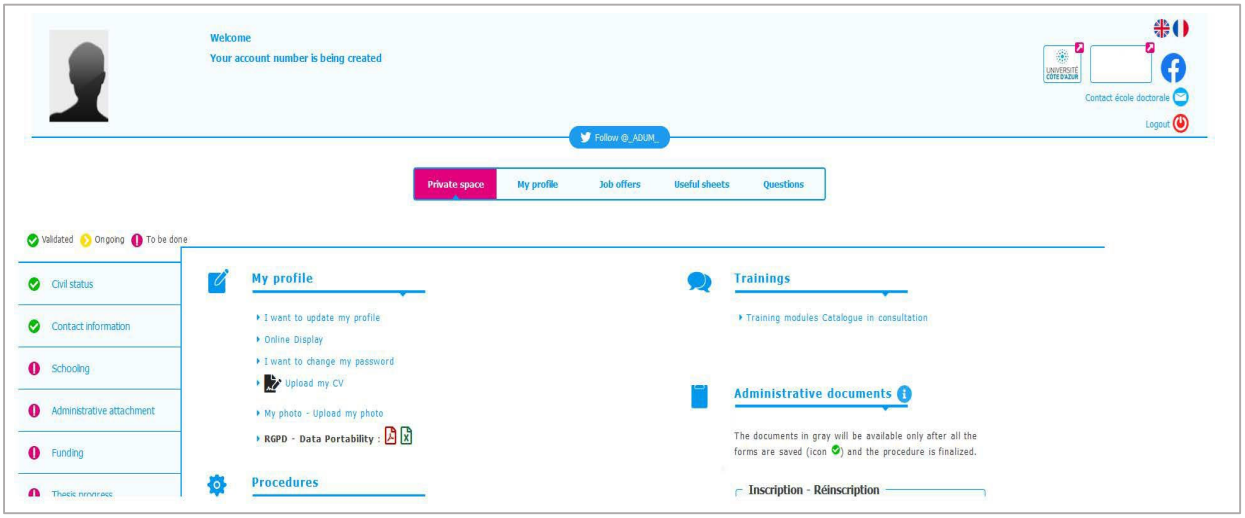


Your account contains 5 areas :

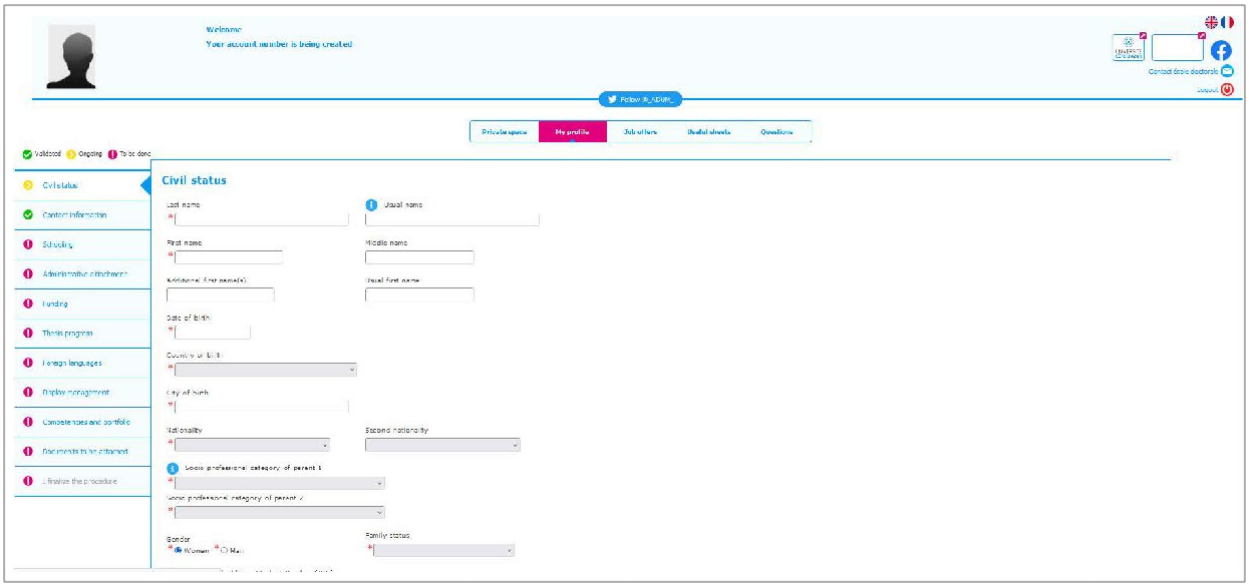
What is my private space?

- download documents (pre-filled with your profile data) necessary for an administrative process of registration, re-registration or thesis defense.
- update your data.
- set the online display of your data as you wish (see CNIL)
- add your photo and/or detailed CV to your account
- request the validation of a training module not managed via ADUM
- obtain a "Skills Portfolio" document that includes your trainings and the skills you have indicated in the "Employability" form

PRIVATE SPACE



MY PROFILE

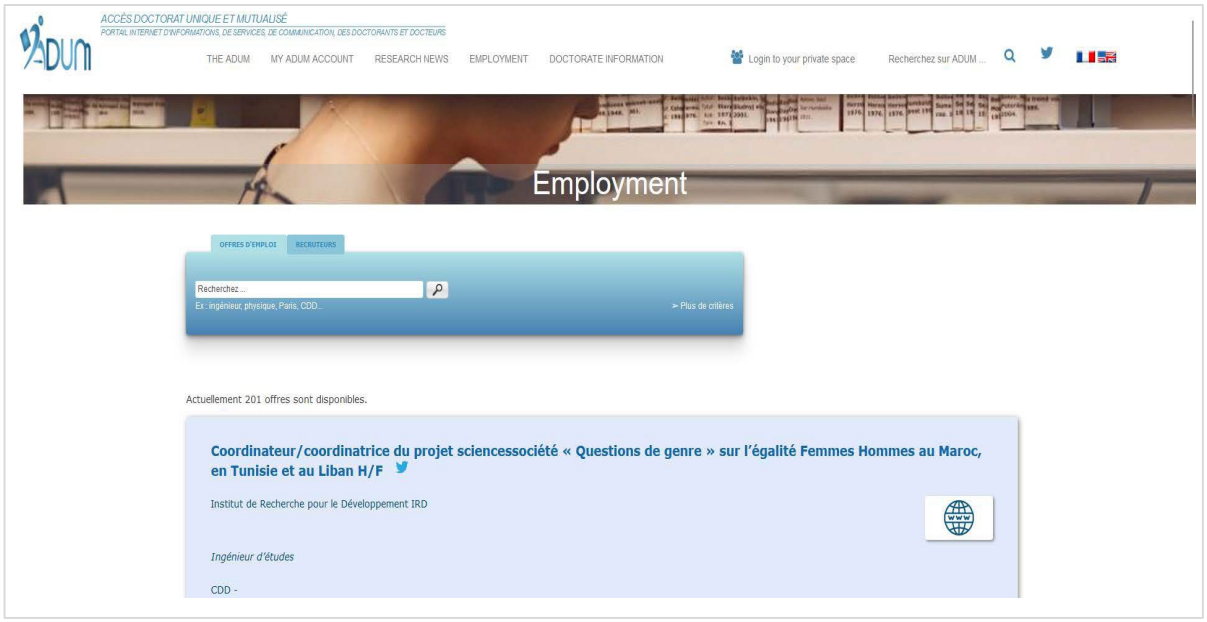


IMPORTANT

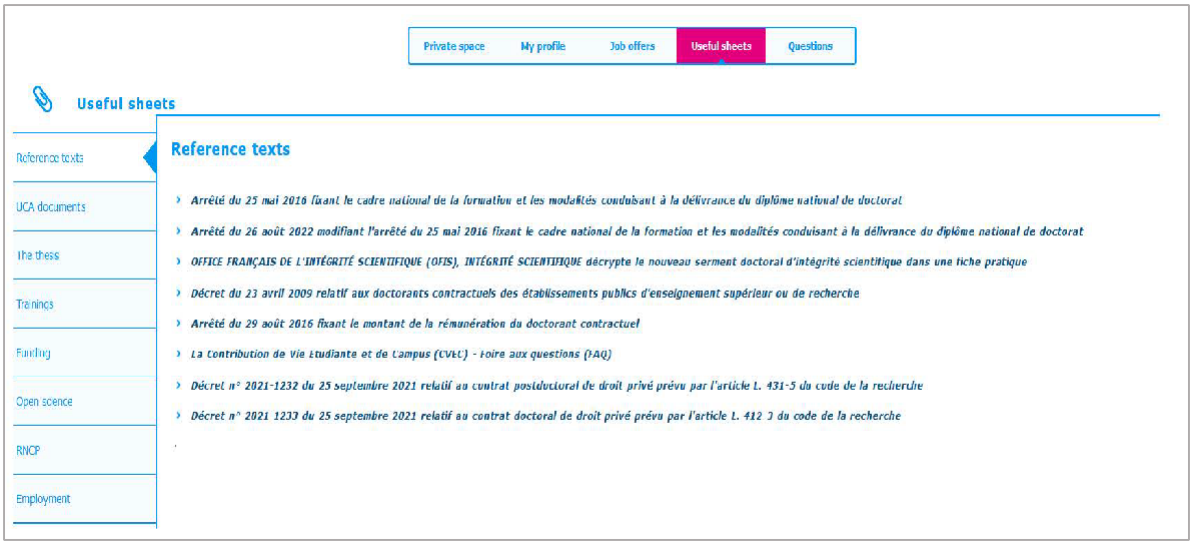
For the year 2025/2026 you must create a profile and fill all of the 10 sections if this is your first PhD registration at Université Côte d'Azur.

Good news : From the second year, the sections will already be filled in and you will only have to do necessar y updates.

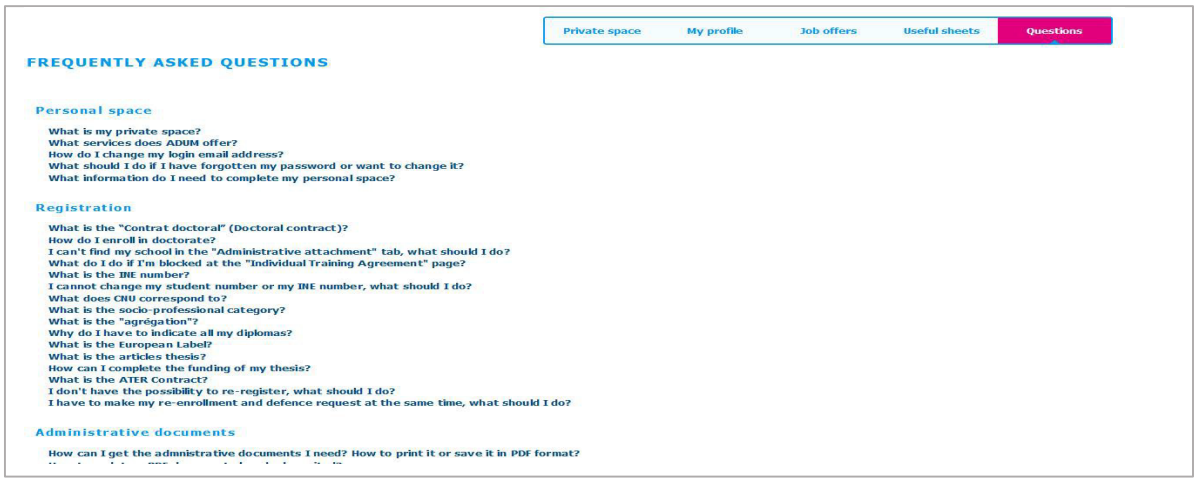
JOB OFFERS



USEFUL SHEETS



QUESTIONS



You haven't found what you're looking for?

If you have a technical question (password, platform operation, etc.) please contact the webmaster:

webmaster@adum.fr

If you have a question about the procedure: please contact your doctoral school (ED) and/or your thesis director (see ED contact details at the end of this user guide).

If you have a question about your contract or contract amendment with your employer Université Côte d'Azur, please contact « La Maison des études doctorales » (see contact details at the end of this user guide).

THE DOCUMENTS TO PREPARE FOR COMPLETING MY PROFILE

All information that is requested is useful for the management of your file during you PhD thesis. In order not to waste time when register, we advise you to bring the following documents and information.

You can complete your application in several stages. Don't forget to save your entries.

	THE DOCUMENTS/ INFORMATION YOU WILL NEED TO COMPLETE YOUR PROFILE (subject to specific requests from your doctoral school)
	Copies of diplomas, from High-School degree (or equivalent) to Masters degree (or equivalent)
	Your high school transcript of records
	For foreign diplomas: the copy must be accompanied by an authentic and **certified french translation made by a sworn translator or by the diplomatie / consular officer.**
	Student card from the previous year
	Title of your thesis in French and English
	Summary of your thesis project in French and English
	Contact details of your thesis director/supervisor and possibly co-director.
	Contact details of your hast laboratory (acronym)
	Name of your doctoral school
	Yourregistration institution is Université Côte d'Azur
	The speciality of the doctoral thesis prepared (see with your thesis director)
	The scientific field (see with your thesis direction)
	If you are considering an international joint supervision (co-tutoring), information about the foreign hast institution (name, contact details; title, surname, first name of the head of the institution, contact details of the thesis director, laboratory abroad).
	Copy of a proof of your funding or your work contract
	A color photo in « portrait » mode
	Good quality color copy of your valid IDcard or passport

Ali information entered will be submitted to the validation of the Doctoral School that will be able to correct it in case of error or contact you for any precision.

LEGEND

Yellow dot = Input in progress
Red dot = Input to be done
Green dot = Input validated

Red asterisk = * = mandatory field to be filled in to complete the step.
The drop-down menus give you the possible answers.
Blue dot with an i : Information point, move your mouse over it.

Remember to consult the QUESTIONS tab on the home page (FAQ).

Some parts may be completed and updated throughout the PhD by logging in with your login and password: my CV, my professional project, my training, etc.

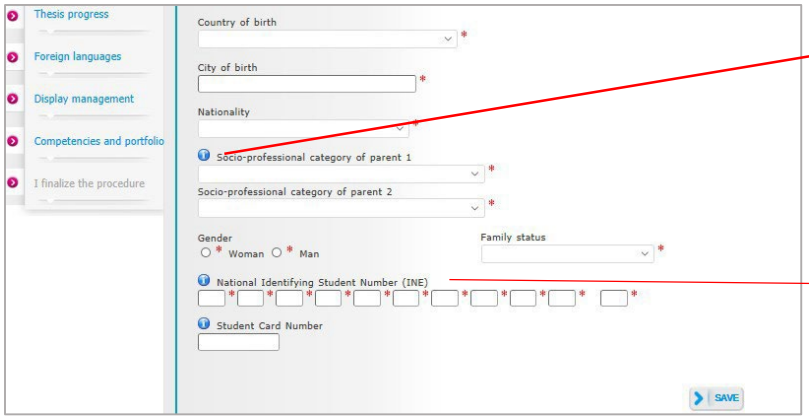
If the Doctoral School updates your information, you will receive an email informing you.

If you update your profile, your Doctoral School will also receive an alert message.

Don't forget to click on SAVE at the bottom of each page so that your data will be taken into account on the next page.

You can always return to the previous page until you have completed the entire registration process.

CIVIL STATUS



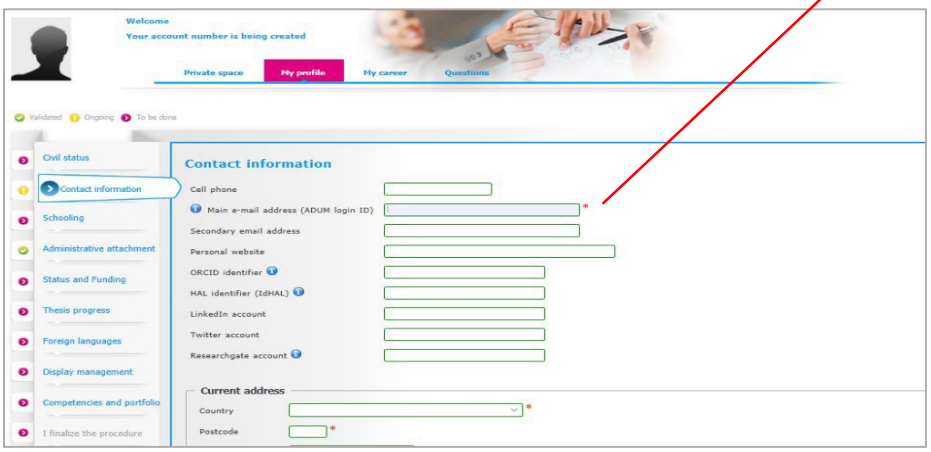
Don't forget to save before going to the next step

Remember to consult the information point and the "QUESTIONS" section on the home page.
The INE number is the National Student Identifier:

- number on your baccalaureate transcript (for those who have taken their High School degree in France since 1995)
- or number assigned to you by the first French institution of higher education that you joined
- **or, if you are enrolling for the first time in a French institution, it will be allocated to you at the time of your enrolment.**

It is composed of 11 characters.

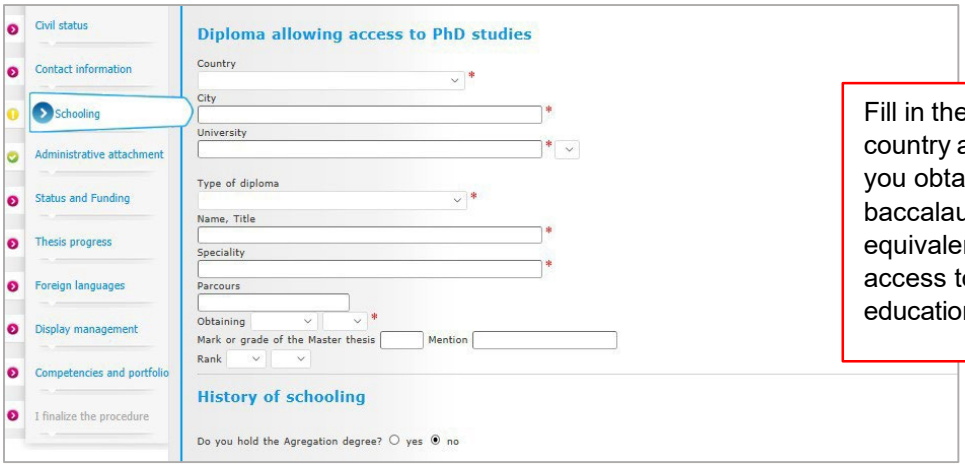
CONTACT INFORMATION



The main e-mail address is filled in automatically, it corresponds to the email address you used to create your Adum account.

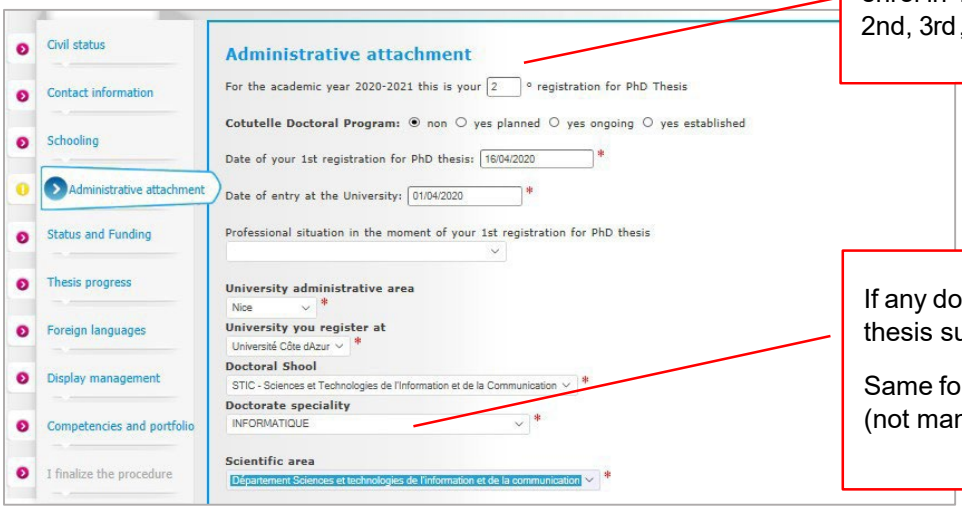
If you have an institutional email address, enter it as your primary email address and put your personal email address as a secondary one.

SCHOOLING



Fill in the kind of diploma, country and year in which you obtained your baccalaureate or equivalent diploma giving access to higher education.

ADMINISTRATIVE ATTACHMENT

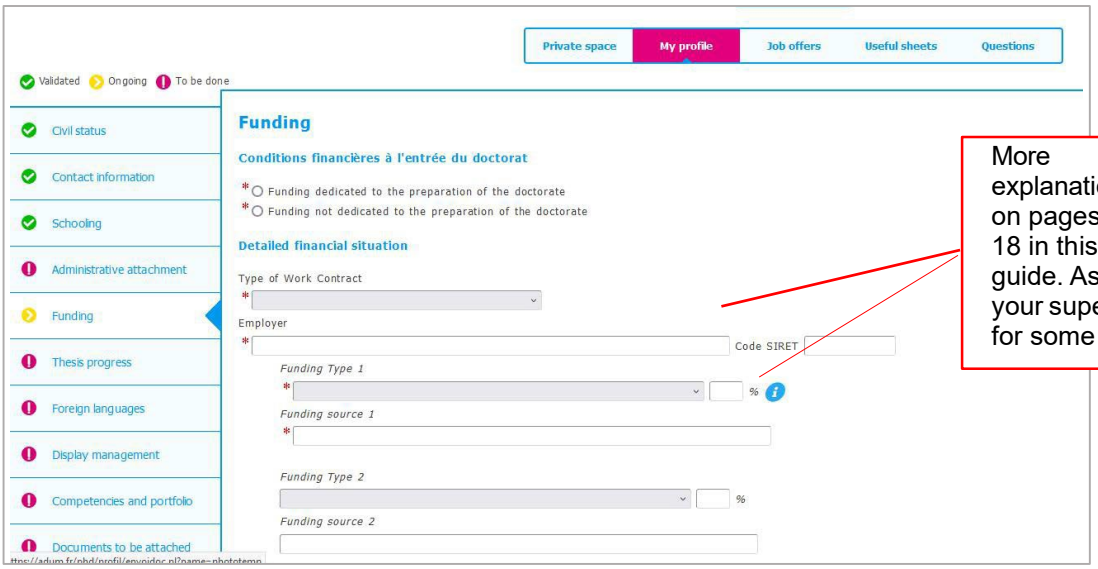


Indicate if you wish to enrol in 1st year of thesis, 2nd, 3rd, etc.

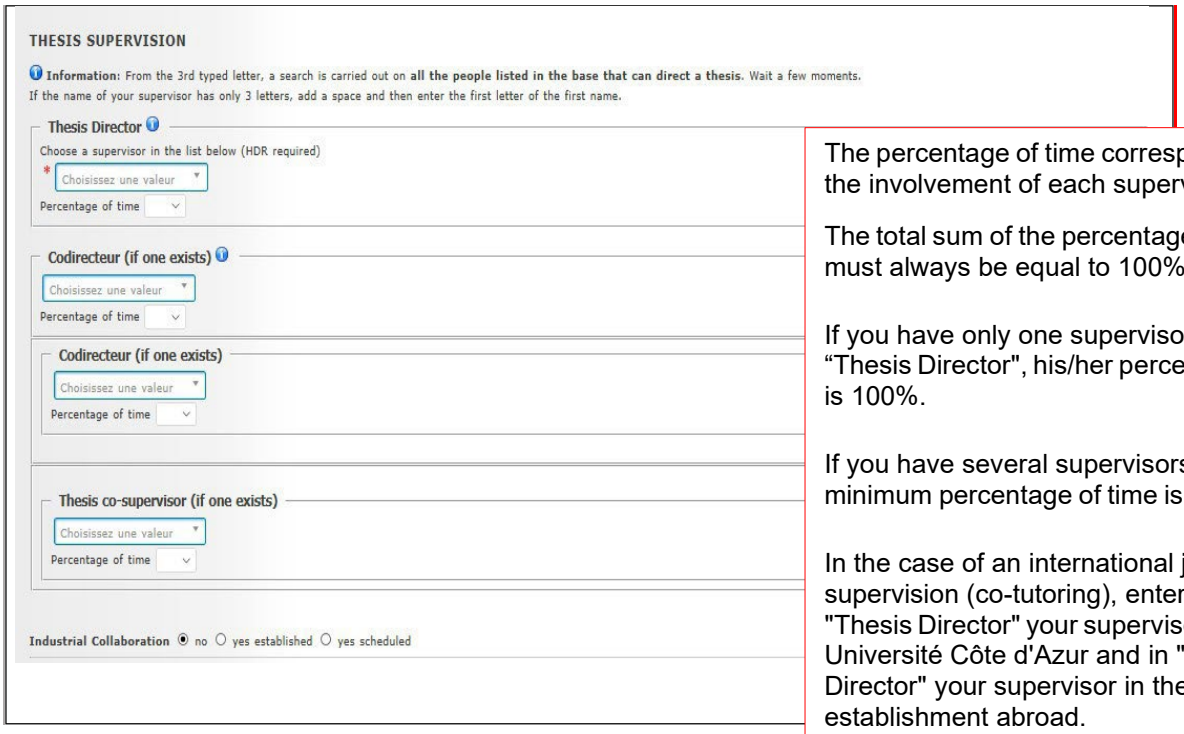
If any doubt, ask your thesis supervisor.

Same for the CNU section (not mandatory field)

FUNDING



More explanations on pages 17-18 in this user guide. Ask also your supervisor for some help.



The percentage of time correspond to the involvement of each supervisor:

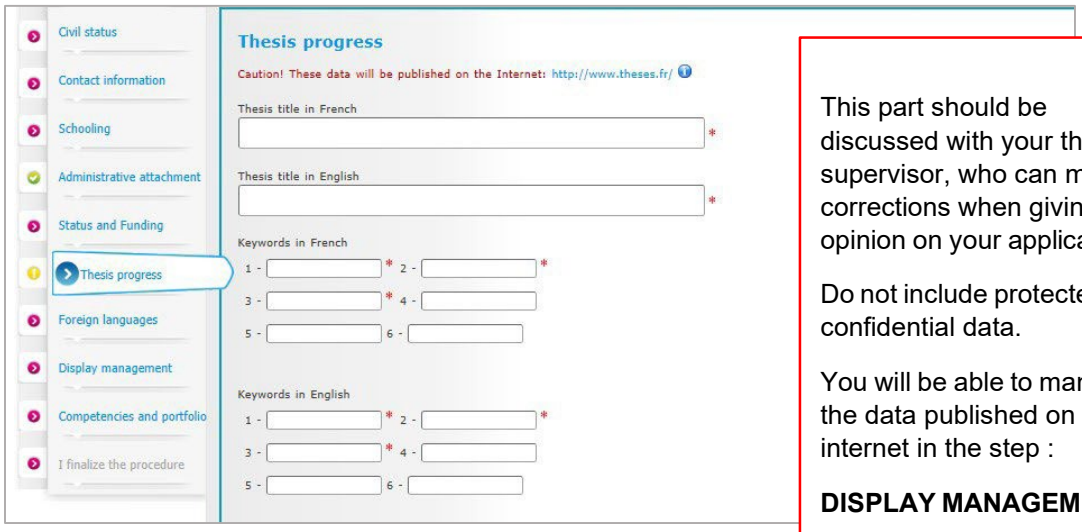
The total sum of the percentages must always be equal to 100%.

If you have only one supervisor, “Thesis Director", his/her percentage is 100%.

If you have several supervisors, the minimum percentage of time is 30%.

In the case of an international joint supervision (co-tutoring), enter in "Thesis Director" your supervisor at Université Côte d'Azur and in "Co-Director" your supervisor in the establishment abroad.

THESIS PROGRESS

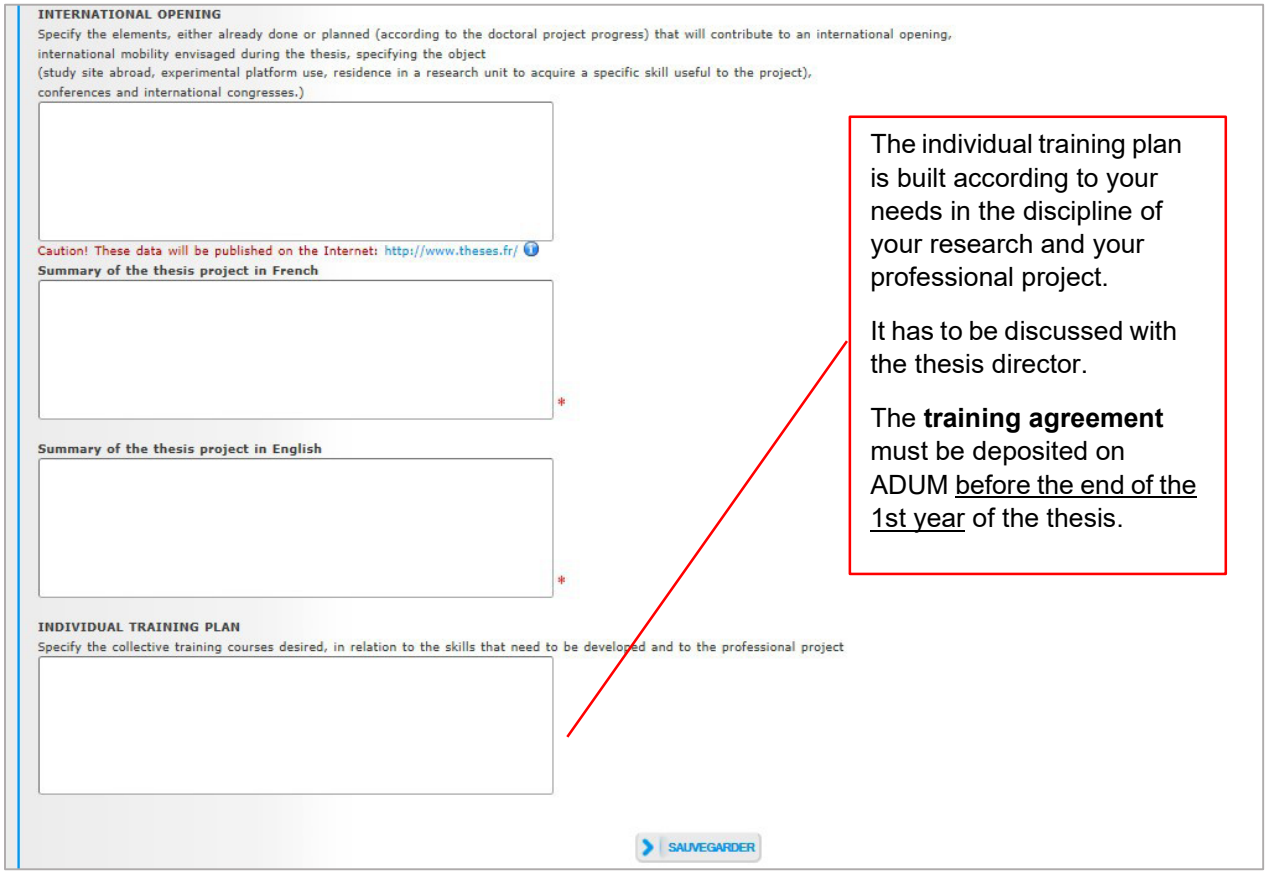


This part should be discussed with your thesis supervisor, who can make corrections when giving an opinion on your application.

Do not include protected or confidential data.

You will be able to manage the data published on the internet in the step :

DISPLAY MANAGEMENT

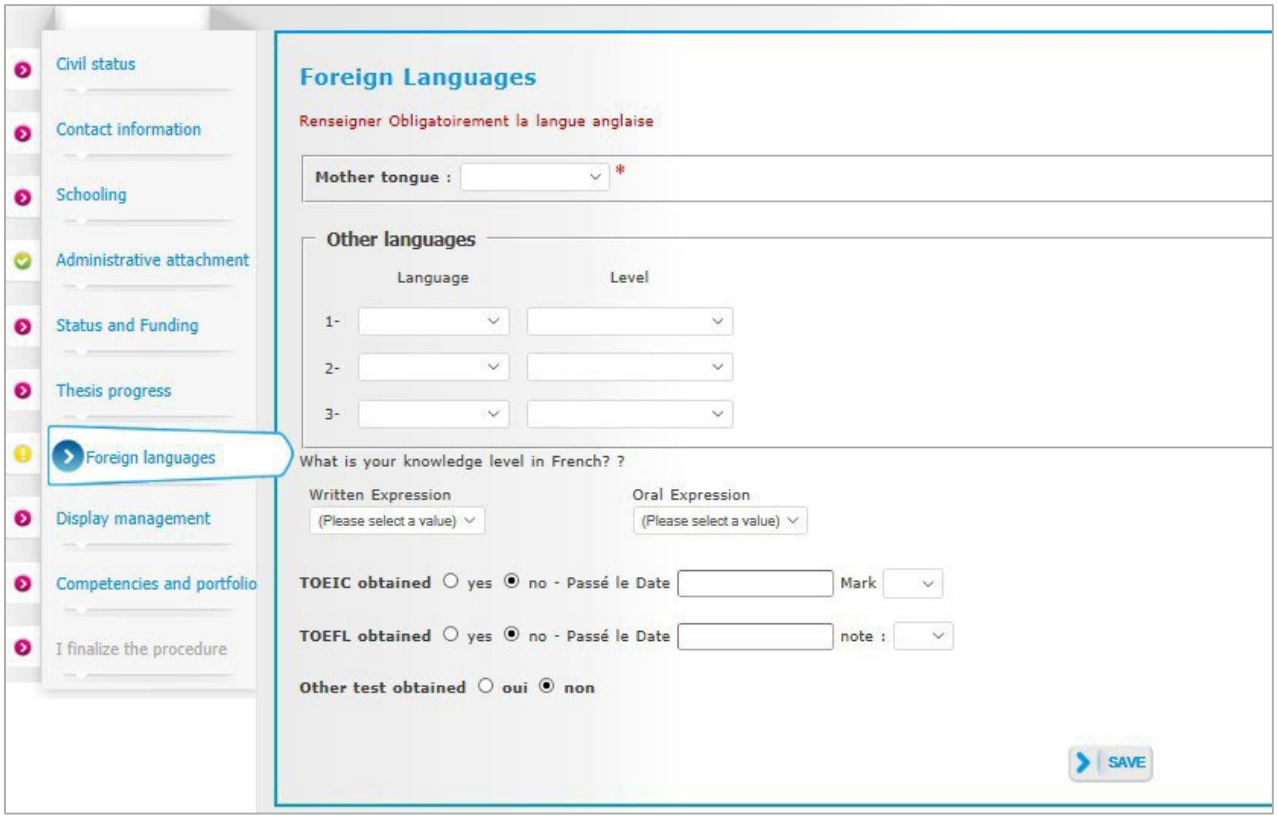


The individual training plan is built according to your needs in the discipline of your research and your professional project.

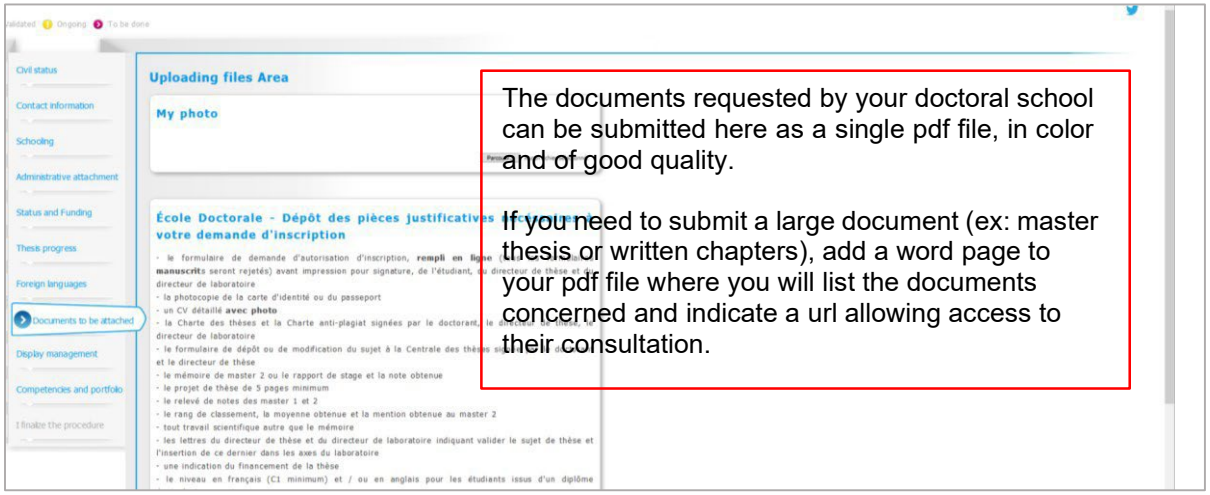
It has to be discussed with the thesis director.

The **training agreement** must be deposited on ADUM before the end of the 1st year of the thesis.

FOREIGN LANGUAGES



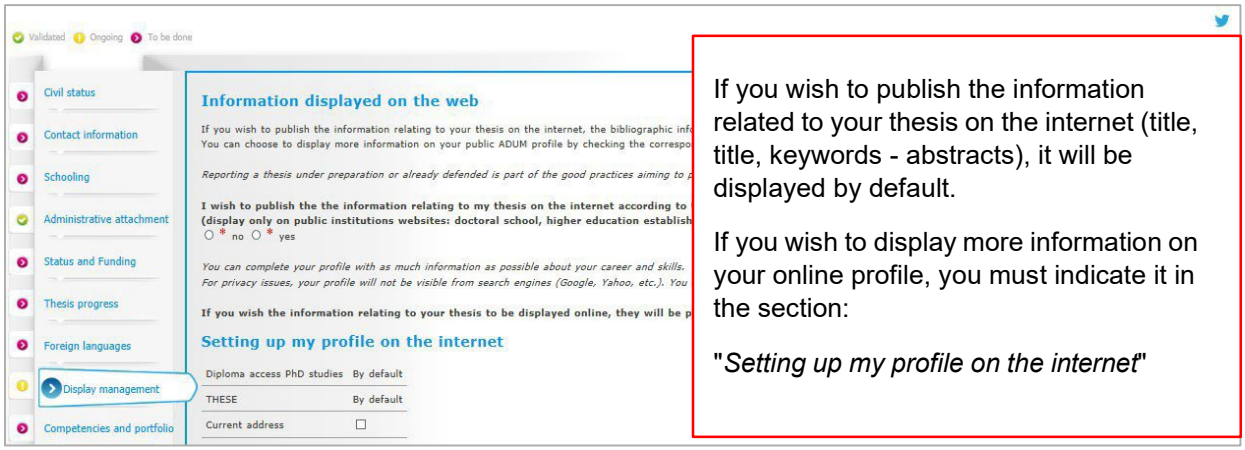
DOCUMENTS TO BE ATTACHED



The documents requested by your doctoral school can be submitted here as a single pdf file, in color and of good quality.

If you need to submit a large document (ex: master thesis or written chapters), add a word page to your pdf file where you will list the documents concerned and indicate a url allowing access to their consultation.

DISPLAY MANAGEMENT

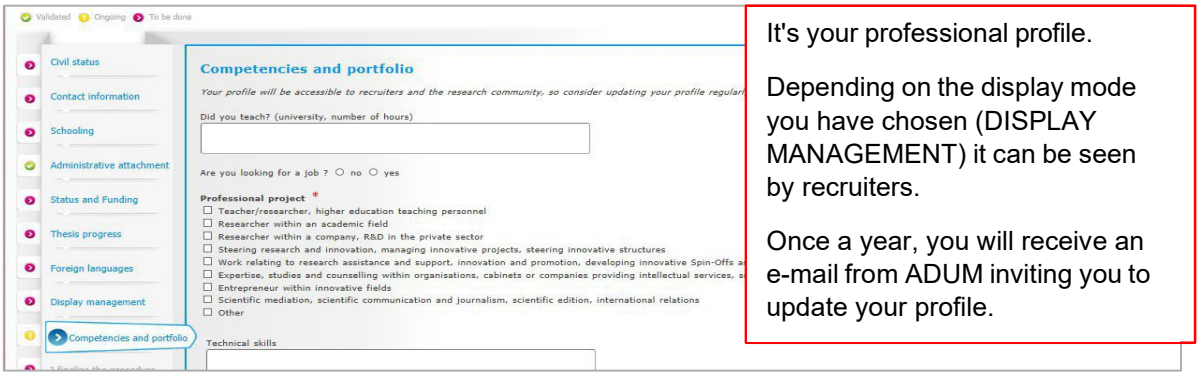


If you wish to publish the information related to your thesis on the internet (title, title, keywords - abstracts), it will be displayed by default.

If you wish to display more information on your online profile, you must indicate it in the section:

"*Setting up my profile on the internet*"

COMPETENCIES ET PORTFOLIO

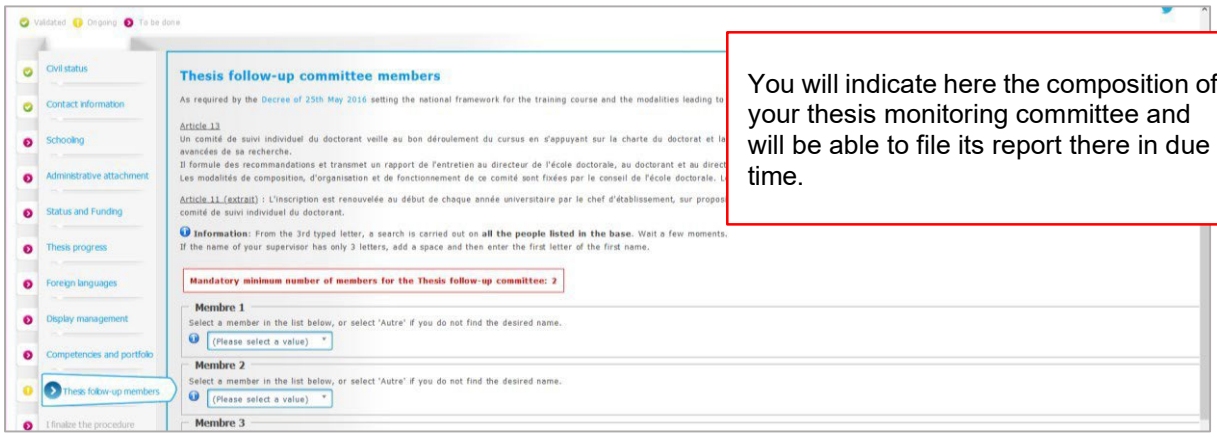


It's your professional profile.

Depending on the display mode you have chosen (DISPLAY MANAGEMENT) it can be seen by recruiters.

Once a year, you will receive an e-mail from ADUM inviting you to update your profile.

THESIS FOLLOW-UP COMMITTEE



You will indicate here the composition of your thesis monitoring committee and will be able to file its report there in due time.

You have completed all the steps?

NOW, YOU CAN **FINALIZE THE PROCEDURE**

Your application will follow the circuit explained below…

WHAT IS THE CIRCUIT OF YOUR APPLICATION ?

At each stage of the circuit, you will receive an information e-mail.

STEP PhD STUDENT – Educational registration	You filled in your file on ADUM and clicked on FINALIZE PROCEDURE
STEP THESIS DIRECTOR	An e-mail is sent to your thesis director, inviting him/her to : - read again your thesis topic, keywords and abstract; - give an opinion.
STEP LABORATORY DIRECTOR **(If your Doctoral School is concerned)**	An e-mail is sent to the laboratory director, inviting him/her to : - take note of the elements entered; - give an opinion.
SPEP SPECIALITY MANAGER **(If your Doctoral School is concerned)**	An e-mail is sent to the speciality manager, inviting him/her to: - to take note of the elements entered; - give an opinion.
STEP DOCTORAL SCHOOL	An e-mail is sent to the management of your doctoral school, inviting him/her to : - to take note of the elements entered; - give an opinion.
The doctoral school will check and validate all the information entered. It may ask you for further details if necessary. Keep an eye on your emails !	
STEP DOCTORAL COLLEGE **(MAISON DES ETUDES DOCTORALES)**	An e-mail is sent to the doctoral college management: - inviting him/her to read the information entered; - to allow the President to take a decision
STEP PHD STUDENT– administrative registration (registration fees)	If your application is accepted, you will receive an email inviting you to finalize your administrative registration.

ADMINISTRATIVE REGISTRATION AT UNIVERSITE COTE D'AZUR

You must now make your administrative registration with the establishment to obtain your student card or registration certificate.

Your registration is done entirely online. You do not have to make an appointment to register.

STEP 1 : Pay the "CVEC"

BEFORE starting your online registration, you must pay the contribution of student and campus life (CVEC), after CROUS, for an amount of 103 € for the 2025/2026 academic year (Barring changes).

https://cvec.etudiant.gouv.fr/

Once the CVEC is paid, you will receive a confirmation and a payment number. You will be asked for this number when registering online.

(* Continuing education students are not subject to this contribution).

STEP 2 : Pay for the administrative registration – early July 2025

Connect to the digital service IA primo (1st registration) or IA réins (re-registration).

http://univ-cotedazur.fr/inscriptions/fr

Bring your ADUM file number and CVEC number :

- Format of your CVEC number : xxxx-xxxxxx-xx
- The identifier to connect to the digital online registration service IAPrimo corresponds to your ADUM file number preceded by the letter AD.

Example: if your ADUM file number is 123456, your identifier is AD123456**.**

Online payment:
When registering on the digital service and pay by bank card.

Other payment methods :

- By cheque :

payable to the accounting officer of Université Côte d'Azur, specifying your surname, first name and student number.

- By transfer : using the RIB of Université Côte d'Azur.

The check or proof of payment must be sent to the address given to you when you register online.

STEP 3 : File supporting documents

The day after your administrative registration, an email on your personal address informs you of the methods of activating your computer account (the **Sesame** account).

You MUST activate this account before submitting your supporting documents (you will be asked for your Sesame account ID and password).
The Sesame account will allow you to deposit your supporting documents and use all of the university's digital services: wifi, mailbox, educational application, electronic documentation, access to workstations, access to your notes, etc**...**

To activate your Sesame account, you need your student number (it was given to you when you registered) and a personal email address.

If you don't have one, we invite you to open one, there are many free providers.

Plan 10 minutes

GUIDE TO ENTERING FINANCING AND CONTRACTS

The types on ADUM are in french, if you don't understand, please contact your supervisor.

FUNDING TYPE

In ADUM, you choose the section	If….
ANR Financement d'agences de financement de la recherche *(Agence Nationale de la Recherche)*	You benefit from a doctoral contract funded by ANR credits: IdEx, LabEx, EUR (university research school), ...
Associations, fondations, programmes privés étrangers	
Autres	Choose this option only if no other type of financing is suitable for your situation.
Boursier étranger du gouvernement français	
CIFRE ANRT	
COFRA	You have a doctoral contract financed by a public authority
Financement d'un établissement public Français	You benefit from a doctoral contract financed by the French Ministry of Higher Education and Research.
Financement d'une collectivité locale ou territoriale	PACA Region, Metropole
Financement d'une fondation pour la recherche française	FRM, ARC, LNCC, …
Financement d'une institution de la république	Assemblée, Sénat, …
Financement d'établissement de l'Union Européenne	Marie Curie, …
Financement par un emploi à titre principal	
Non concerné	You have no funding to complete your thesis
Partenariat d'entreprises ou d'associations	
Plan Investissement d'Avenir	
Programmes de l'Union Européenne de financement de la recherche	Idex, Labex, …
Programmes gouvernementaux hors France et Union Européenne	ERC, ERASMUS, …
Programmes ministériels spécifiques	Disability, Ecole Normale Supérieure, ...
Retraités	Retirees

TYPE OF WORK CONTRACT

In ADUM, you choose the section	If….
ATER	you are a temporary teaching and research associate
Activité libérale, indépendante, …	you are self-employ
Auto-entrepreneur	you are an auto-entrepreneur
Autre boursier	you receive a grant to complete your thesis
Boursier dans le cadre d'une convention séjour recherche	you are a scholarship holder
Contrat de travail à Durée Déterminé CDD de droit privé	you have a fixed-term contract with a private-sector employer
Contrat de travail à Durée Déterminé CDD de droit public	you have a fixed-term contract with a public-sector employer
Contrat de travail à Durée Déterminé CDI de droit privé	you have an open-ended contract with a private-sector employer
Contrat de travail à Durée Déterminé CDI de droit public	you have an open-ended contract with a public-sector employer
Contrat doctoral de droit privé	you have a 3-year doctoral contract and your employer is governed by private law
Contrat doctoral de droit public	you have a 3-year doctoral contract (based on the April 23, 2009 decree)
Fonctionnaire	you are a civil servant
Non concerné(e) – Autre statut – Sans financement	you have no employment contract
Retraité	you no longer work

« EMPLOYER » type

If you have an employment contract, you have to indicate the name of your employer, the one who established your employment contract.

« ORIGIN OF FUNDINGS / ORIGINE DES FONDS »

If you have an employment contract, you have to indicate the name of the financier of your contract. It can be the same as your employer or different.

Example : for doctoral student with MESR funding contracts: the employer is the one who made you sign the contract and the origin of the funds is Ministry (MESR).

USEFUL CONTACTS

DOCTORAL SCHOOL (ED – Écoles doctorales)

ED name	ED abbreviation	ED contacts	E-mail address and website
Sciences et Technologies de l'Information et de la Communication	STIC 84	Dana PAYAN-POPESCU *Jean-Paul COMET,director* *Sylvie ICART et Xavier PENNEC, assistants*	edstic@i3s.univ-cotedazur.fr http://edstic.unice.fr
Sciences de la Vie et de la Santé	SVS 85	Nadine LOUDIG *Jacques NOËL director*	loudig@ipmc.cnrs.fr http://ed-svs.unice.fr/
Sociétés, Humanités, Arts et Lettres	SHAL 86	Ghislaine GOIRAN Matthieu CHOCHOY *Véronique MAGRI, director*	ed-shal@univ-cotedazur.fr http://edshal.unice.fr/
Sciences Fondamentales et Appliquées	SFA 364	Catherine BRIET Giovanna TISSONI, director Mohamed MEHIRI, assistant director Elie HACHEM, assistant director for Mines - Paris	secretariat-edsfa@univ-cotedazur.fr dir-edsfa@univ-cotedazur.fr https://adum.fr/as/ed/sfa/home.pl
Sciences du Mouvement Humain	SMH 463	*François HUG, Director*	francois.hug@univ-cotedazur.fr https://ecole-doctorale-univamu.fr/fr
Droit et Sciences Politiques Économiques et de Gestion	DESPEG 513	Iwona PIECZYRAK Rokhaya DIOP *Flora Bellone, director* *Philippe Luppi, assistant director*	ed-despeg@univ-cotedazur.fr https://ed-despeg-unice.fr

HOUSE OF DOCTORAL STUDIES (MAISON DES ÉTUDES DOCTORALES)

Maison des Études Doctorales	MED	Angelica IMPAGLIAZZO Madeline LELLIS *Emmanuel SCARSI, manager*	med@univ-cotedazur.fr