



Liberté Égalité Fraternité



# **REGISTRATION USER GUIDE**

In Doctoral program at Université Côte d'Azur

(2025 - 2026)

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# CREATE AN ACCOUNT ON ADUM : w

www.adum.fr

My ADUM account  Vor private space is the space dedicated to all the proceedings regarding your PID studies: enrolment, in-enrolment and PID defense.  I allow you for  • An encourse by your dossier that contains all your informations • An encourse by Your dossier that contains all your information • An encourse by the ADM Methods pervices • Contained to the proceeding of the ADM Proceeding of
It allows you for: • have access to your densire that contains all your information • make the annual update of all your personal information • update the required administrative documents
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Indert and to benefit from different services offered by your university. ation to defend your thesis. e possibility to complete it later on. the administrative services and you will be able to print the required documents. In the maximistrative services and you will be able to print the required documents. In the maximistrative services and you will be able to print the required documents. In the maximistrative services and you will be able to print the required documents. In the maximistrative services and you will be able to print the required documents. In the maximistrative services and you will be able to print the required documents. In the thanks to a secured access and can define what pieces information will be displayed online. In the thanks to a secured access and can define what pieces information will be displayed online.

#### Your account contains 5 areas :

Private space	My profile	Job offers	Useful sheets	Questions	
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#### 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**

9	Welcome Your account number is being created						Contact école doctorale
			🕑 Follow @_ADUM_				Logout 🕘
		Private space My pro	file Job offers	Useful sheets	Questions		
🤣 Validated 🚯 Ongoing 🌗 To be don							
Civil status	My profile	-		2	Trainings		
Ontact information	<ul> <li>I want to update my profile</li> <li>Online Display</li> </ul>				Training modules	Catalogue in consultation	
O Schooling	<ul> <li>I want to change my password</li> <li>Deload my CV</li> </ul>				Administrativo	documents 🕦	
Administrative attachment	My photo - Upload my photo	-			-		
Funding	🕨 RGPD - Data Portability : 🔀	X				ay will be available only after all the n 🗳) and the procedure is finalized.	
	Procedures				r Inscription - R	éinscription	

## **MY PROFILE**

	Welcome Your account number is being create	i.				
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🌀 Validocod 💫 Oregoing 🌗 To bo deno	e .	[3	My profile	Job offers - Beaful sheets	Qualities	
😢 Cvistatus	Civil status					
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0 Scheding	First name	Middle name				
Administrative attachments	References Aret memory)	Inial first name				
0 Funding	Date of bish					
O Thesis program	*[					
0 Foreign languages	Country or Lint	v				
O nophy menagement	City of Simh					
Competencies and portfolio	Rationality	Second nationality				
Documents to be attached	* .		*			
I finalize the procedure	Loois professorel astegory of perent i      Jonic professorel rategory of perent /	*				
	a and bureages cardoth of been s	v				
	Gonder * 🖉 Woman * 🔿 Han	Family status.	*			

## 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**

	AT UNIQUE ET MUTUALUSÉ Formatione, de services, de communication, des doctionauts et occteurs
MDUN	THE ADUM MY ADUM ACCOUNT RESEARCH NEWS EMPLOYMENT DOCTORATE INFORMATION 🔮 Login to your private space.Recherchez sur ADUM Q 🎐 💵 📰
	OFFRES D'ININ AT RECOUTURE
	Recherchez Ex: ingénieux, physique, Pains, COD. → Plus de otilites
	Actuelement 201 offres sont disponibles.
	Coordinateur/coordinatrice du projet sciencessociété « Questions de genre » sur l'égalité Femmes Hommes au Maroc, en Tunisie et au Liban H/F 🎐
	Institut de Recherche pour le Développement IRD
	Ingénieur d'études
	CDD -

## **USEFUL SHEETS**

Useful	a koata
rence texts	Reference texts
documents	> Arrêté du 25 mai 2016 ficant le cadre national de la formation et les modalités conduisant à la délivrance du diplôme national de doctorat
thess	<ul> <li>&gt; Arrèté du 26 août 2022 madifiant l'arrêté du 25 mai 2016 fizant le cadre national de la formation et les madalités conduisant à la délivrance du diplôme national de doctorat</li> <li>&gt; OFFICE FRANÇAIS DE L'INTÉGRITÉ SCIENTIFIQUE (DFIS), INTÉGRITÉ SCIENTIFIQUE decrypte le nouveau serment dectoral d'Intégrité scientifique dans une tiche pratique</li> </ul>
ings	<ul> <li>&gt; Décret du 23 avril 2009 relatif aux doctorants contractuels des établissements publics d'enseignement supérieur ou de recherche</li> <li>&gt; Arrêté du 29 août 2016 fixant le montant de la rémunération du doctorant contractuel</li> </ul>
hg	) La Contribution de Vie Etudiante et de Campus (CVEL) - Foire aux questions (FAQ)
scence	<ul> <li>&gt; Décret n° 2021-1232 du 25 septembre 2021 relatif au contrat postductoral de droit privé prévu par l'article L. 431-5 du code de la recherche</li> <li>&gt; Décret n° 2021 1233 du 25 septembre 2021 relatif au contrat doctoral de droit privé prévu par l'article L. 412 3 du code de la recherche</li> </ul>
P	
oloyment	

## QUESTIONS

	Private space	My profile	Job offers	Useful sheets	Questions	
EQUENTLY ASKED QUESTIONS						
ersonal space						
What is my private space?						
What services does ADUM offer?						
How do I change my login email address?						
What should I do if I have forgotten my password or want to change it?						
What information do I need to complete my personal space?						
egistration						
What is the "Contrat doctoral" (Doctoral contract)?						
How do I enroll in doctorate?						
I can't find my school in the "Administrative attachment" tab, what should I do?						
What do I do if I'm blocked at the "Individual Training Agreement" page?						
What is the INE number?						
I cannot change my student number or my INE number, what should I do?						
What does CNU correspond to?						
What is the socio-professional category?						
What is the "agrégation"? Why do I have to indicate all my diplomas?						
What is the European Label?						
What is the articles thesis?						
How can I complete the funding of my thesis?						
What is the ATER Contract?						
I don't have the possibility to re-register, what should I do?						
I have to make my re-enrollment and defence request at the same time, what sho	T do?					
dministrative documents						
How can I get the administrative documents I need? How to print it or save it in Pl	DF format?					

## 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.

r
and tie /
oout

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 Red dot Green dot Input in progressInput to be doneInput 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**



#### **CONTACT INFORMATION** 1AD-S 0 1 ALC: N O Civil status **Contact information** 0 Cell phone Main e-mail address (ADUM I Schooling Secondary email address Personal websit ORCID identifier Status and Funding ø HAL identifier (IdHAL) 🛈 LinkedIn account itter acco Ð Researchgate acco nt 📦 0 Current addr o Country -----Postcode 0

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



#### Indicate if you wish to **ADMINISTRATIVE ATTACHMENT** enrol in 1st year of thesis, 2nd, 3rd, etc. O Civil status Administrative attachment For the academic year 2020-2021 this is your 2 ° registration for PhD Thesis Contact information Đ Cotutelle Doctoral Program: non yes planned yes ongoing yes established Schooling Date of your 1st registration for PhD thesis: 16/04/2020 Administrative attachment Date of entry at the University: 01/04/2020 Professional situation in the moment of your 1st registration for PhD thesis Status and Funding Thesis progress o University administrative area If any doubt, ask your University you register at • Foreign languages thesis supervisor. Doctoral Shool Display management Same for the CNU section STIC - Sciences et Techn Doctorate speciality (not mandatory field) O Competencies and portfo Scientific area I finalize the procedure \* ~ 10

## FUNDING

🖉 Validated 📀 Ongoing 🌗 To be do	Private space My profile Job offers Useful sheets	Questions	
Ovil status	Funding		
Contact information	Conditions financières à l'entrée du doctorat *O Funding dedicated to the preparation of the doctorate	More explanati	ons
Schooling	* O Funding not dedicated to the preparation of the doctorate Detailed financial situation	on pages 18 in this	s 17-
Administrative attachment	Type of Work Contract	guide. As	
Funding	* v Employer	your supe for some	ervisc
Thesis progress	* Code SIRET		neip
Foreign languages	* S 1		
Display management			
Competencies and portfolio	Funding Type 2 V % Funding source 2		
Documents to be attached			

THESIS SUPERVISION	
<b>i</b> Information: From the 3rd typed letter, a search is carried out on all the people listed in the base of your supervisor has only 3 letters, add a space and then enter the first letter of the first	
Thesis Director 🛈	
Choose a supervisor in the list below (HDR required) * Choisissez une valeur Percentage of time	The percentage of time correspond to the involvement of each supervisor:
Codirecteur (if one exists)	The total sum of the percentages must always be equal to 100%.
Percentage of time  Codirecteur (if one exists) Choisissez une valeur	If you have only one supervisor, "Thesis Director", his/her percentage is 100%.
Percentage of time Thesis co-supervisor (if one exists)	If you have several supervisors, the minimum percentage of time is 30%.
Choisissez une valeur   Percentage of time	In the case of an international joint
Industrial Collaboration () no () yes established () yes scheduled	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**

	Civil status	Thesis progress	
	Contact information	Caution! These data will be published on the Internet: http://www.theses.fr/ 🛈	
	Schooling	Thesis title in French	This part should be
	Schooling	*	discussed with your thesi
	Administrative attachment	Thesis title in English	supervisor, who can make
	Status and Funding	*	corrections when giving a
	Status and Funding	Keywords in French	opinion on your applicatio
	Thesis progress	1* 2*	Do not include protected a
ľ	Foreign languages	3* 4	Do not include protected of confidential data.
		5 6	confidential data.
	Display management		You will be able to manag
	Competencies and portfolio	Keywords in English	the data published on the
ł		3 - * 4 -	internet in the step :
	I finalize the procedure	5 - 6 -	
			DISPLAY MANAGEMEN

Specify the elements, either already done or planned (according to the doctoral p international mobility envisaged during the thesis, specifying the object (study site abroad, experimental platform use, residence in a research unit to acc conferences and international congresses.)		The individual training plan
Caution! These data will be published on the Internet: http://www.theses.fr/ Summary of the thesis project in French		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.
Summary of the thesis project in English	*	The <b>training agreement</b> must be deposited on ADUM <u>before the end of the</u> <u>1st year</u> of the thesis.
INDIVIDUAL TRAINING PLAN Specify the collective training courses desired, in relation to the skills that need	*	
	> SAUVEGARDER	

## **FOREIGN LANGUAGES**

	Foreign Lar		0.000			
ontact information	Renseigner Obligatoirement la langue anglaise					
chooling	Mother tongue	:	<ul> <li>*</li> </ul>			
	- Other langua	000				
dministrative attachment	Langu	-	Level			
tatus and Funding	1-	~ [		$\sim$		
1-010280	2-	~ [		~		
hesis progress	3-	~ )		~		
Foreign languages	What is your know	ledge level in Fre	ench? ?			
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isplay management	(Please select a valu	je) 🗸	(Please	select a value) $\vee$		
ompetencies and portfolio	TOEIC obtained	⊖ yes ⊙ no - F	Passé le Date 🗌		Mark v	
finalize the procedure	TOEFL obtained	O yes ⊙ no - F	Passé le Date 🗌		note : 🗸 🗸	
· · · · · · · · · · · · · · · · · · ·	Other test obtain	ned O oui 🖲 n	ion			

## **DOCUMENTS TO BE ATTACHED**

Civil status	Uploading files Area	
Contact information	My photo	The documents requested by your doctoral school
Schooling		can be submitted here as a single pdf file, in color and of good quality.
Administrative attachment		and of good quality.
Status and Funding	École Doctorale - Dépôt des plèces ju	ustificatives If you need to submit a large document (ex: master
Thesis progress	votre demande d'inscription - le formulaire de demande d'autorisation d'inscription,	thesis or written chapters) add a word page to
Foreign languages	manuscrits seront rejetés) avant impression pour signature, directeur de laboratoire - la photocopie de la carte d'identité ou du passeport	
Documents to be attached	- un CV détaillé avec photo	concerned and indicate a url allowing access to
isplay management	directeur de laboratoire - le formulaire de dépôt ou de modification du sujet à la Ce et le directeur de thèse	and as their consultation.
Competencies and portfolio	<ul> <li>le mémoire de master 2 ou le rapport de stage et la note ol</li> <li>le projet de thèse de 5 pages minimum</li> <li>le relevé de notes des master 1 et 2</li> </ul>	btenue
finalize the procedure	- le rang de classement, la moyenne obtenue et la mention ob	btenue au master 2
	<ul> <li>tout travail scientifique autre que le mémoire</li> <li>les fettres du directeur de thèse et du directeur de laborati l'insertion de ce dernier dans les axes du laboratoire</li> <li>une indication du financement de la bhèse</li> </ul>	oire indiquant valider le sujet de thèse et
	<ul> <li>le niveau en français (C1 minimum) et / ou en anglais</li> </ul>	s pour les étudiants issus d'un diplôme

## **DISPLAY MANAGEMENT**

0	/alidated 🚺 Ongoing 👩 To be do	ne	
000000000000000000000000000000000000000	Civil status Contact information Schooling Administrative attachment Status and Funding	<b>Information displayed on the web</b> If you wish to publish the information relating to your thesis on the internet, the bibliographic in You can choose to display more information on your public ADUM profile by checking the corresp <i>Reporting a thesis under preparation or already defended is part of the good practices alming to</i> I wish to publish the the information relating to my thesis on the internet according to (display only on public institutions websites: doctoral school, higher education establis $\circ $ <sup>#</sup> no $\circ $ <sup>#</sup> yes	title, keywords - abstracts), it will be displayed by default. If you wish to display more information on
•	Status and Funding	You can complete your profile with as much information as possible about your career and skills. For privacy issues, your profile will not be visible from search engines (Google, Yahoo, etc.), You	your online profile, you must indicate it in
0	Thesis progress	If you wish the information relating to your thesis to be displayed online, they will be	, the section:
0	Foreign languages	Setting up my profile on the internet	"Setting up my profile on the internet"
0	Competencies and portfolio	THESE By default Current address	

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## **COMPETENCIES ET PORTFOLIO**



## THESIS FOLLOW-UP COMMITTEE



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 ?

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.	

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

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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-xxxxxxxxxxx
- 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**

<u>The day after</u> 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

14
lf
A You benefit from a doctoral contract funded by ANR credits: IdEx, LabEx, EUR (university research school),
Choose this option only if no other type of financing is suitable for your situation.
You have a doctoral contract financed by a public authority
You benefit from a doctoral contract financed by the French Ministry of Higher Education and Research.
PACA Region, Metropole
FRM, ARC, LNCC,
Assemblée, Sénat, …
Marie Curie, …
You have no funding to complete your thesis
Idex, Labex,
ERC, ERASMUS,
Disability, Ecole Normale Supérieure,
Retirees

In ADUM, you choose the section	lf
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	<u>secretariat-edsfa@univ-</u> <u>cotedazur.fr</u> <u>dir-edsfa@univ-cotedazur.fr</u> <u>https://adum.fr/as/ed/sfa/home.pl</u>
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 <i>Emmanuel SCARSI, manager</i>	med@univ-cotedazur.fr
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