

Doctoral Schools College

PhD REGISTRATION GUIDE 2024/2025

CED
Collège
des Écoles
Doctorales



**Université
de Limoges**

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1. Environment

a. 4 Doctoral Schools of the University of Limoges

Biology, Chemistry, Health	Sciences and Engineering	Literature, Human and Social Sciences	Governance of Institutions and Organisations
BCS 652	SI 653	LSHS 654	GIO 655
CRIBL P&T RESINFIT HAVAE VieSanté NEURIT EpiMaCT LABCiS CAPTuR XLIM GBS CIC	XLIM IRCER GC2D E2Lim	CeReS CRIHAM EHIC FrED GEOLAB GRESCO	OMIJ LAPE CREOP

b. PhD regulatory framework



Decree of 25 May 2016, modified

Sets the framework for the PhD training.

PhD Charter of the Limoges University

Defines the rights, duties and commitments between doctoral students, thesis directors, research unit directors and directors of doctoral schools.



Internal Regulations of Doctoral Schools

Specifies the role, missions and functioning of each Doctoral School.

Available online on the website of your doctoral school.

C. Contacts

▶ Your thesis direction

▶ Your doctoral school direction

ED 652 BCS ed-bcs@unilim.fr



Mireille
VERDIER
Directrice



Vincent
CHALEIX
Directeur adjoint

ED 653 SI ed-si@unilim.fr



Anne
JULIEN VERGONJEANNE
Directrice



Christelle
DUBLANCHE TIXIER
Directrice adjointe



Véronique
DELUCHAT
Directrice adjointe

ED 654 LSHS ed-lshs@unilim.fr



Soazig
VILLERBU
Directrice



Choukri
BEN-AYED
Directeur adjoint

ED 655 GIO ed-gjo@unilim.fr



Delphine
THARAUD
Directrice



Isabelle
DISTINGUIN
Directrice adjointe

▶ Your PhD students representative

Find the list of your elected representatives on the [website of the Doctoral Schools College](#)

▶ Administrative assistant of your doctoral school

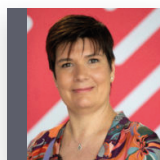
ED 652 BCS et ED 655 GIO



Fanny
ESCURE

fanny.escure@unilim.fr

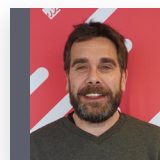
ED 653 SI



Sabrina
BRUGIER

sabrina.brugier@unilim.fr

ED 654 LSHS



Dorian
GUILLOIN

dorian.guillon@unilim.fr



2. PhD admissions process and timeline

The PhD enrollment is done online via [ADUM](#). (Accès Doctorat Unique et Mutualisé). If you already have an ADUM account, please log in with your credentials. If you do not have an ADUM account, you will need to create one by following this link:
8 <https://adum.fr/phd/profil/initcpt.pl>

The registration request must be submitted by 30th November 2024 at the latest. The payment of tuition fees must be done by 11th December 2024 at the latest. NO EXTENSIONS WILL 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 defending their thesis before 31st December don't have to renew their registration.

STEP 1 – REGISTRATION REQUEST

- **Pay the Contribution to Student Life and Campus (CVEC) online** <http://cvec.etudiant.gouv.fr/> and download your CVEC certificate (except for students in continuing education or students involved in the international joint supervision program regulated by a joint PhD agreement stating that the registration fees are paid at the partner university for the academic year 2024/2025)
- **In your [ADUM](#) space : complete your profile and your registration request, file supporting documents and submit your registration request**

from **04/07/2024**
to **30/11/2024**
(or to **15/09/2024**
for 3x payment)

STEP 2 – FILE PROCESSING AND REGISTRATION APPROVAL

If your registration file is complete, your request will be submitted successively to :

- Your **thesis director**
- Your **research unit director** (only for 1st year thesis registration)
- Your **Doctoral School director**
- The **president of the University of Limoges**

From **04/07/2024**
to **11/12/2024**
(or to **30/09/2024**
for 3x payment)

STEP 3 – PAYMENT OF THE REGISTRATION FEES

If your request is approved, you have to pay the tuition fees: 391 euros or 260 euros for a gap year (unless you are exempt from registration fees)

Warning: 3x payment is available until 30th September and only for online payment.

AFTER REGISTRATION

Upload your school attendance certificate

Once the payment is registered, your school certificate will be available in your ADUM space.

Request or update your student card

If you do not have the new student card from the University of Limoges yet (red card used starting from the academic year 2021/2022), apply for the student card online: <https://cartes.unilim.fr/>

If you already have this card, you must ask for the current year sticker at the Doctoral Schools College.



3. Documents required

a. 1st year of thesis

- CV
- Valid ID
- **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 academic year 2024/2025** ex: Employment contract, scholarship certificate, pay slip... If you have neither any specific funding for the thesis, nor any paid employment, provide a sworn statement that you have enough resources to ensure the smooth running of your thesis work
- **CVEC "Contribution à la Vie Etudiante et de Campus" Certificate** except for students in continuing education or students involved in the international joint supervision program regulated by a joint PhD agreement stating that the registration fees are paid at the partner university for the academic year 2024/2025
- **Thesis project**
- **Public liability insurance certificate for the current academic year**
- **Additional documents, depending on your situation:**
 - Valid resident permit or visa for students from outside the European Economic Area
 - Current year registration certificate from the partner university for the international joint supervision program students
 - Filled in and signed "[formulaire de prise en charge](#)" for continuing education students.

b. 2nd or 3rd year of thesis

- **Evidence of financial resources for the academic year 2024/2025** ex: Employment contract, scholarship certificate, pay slip... If you have neither any specific funding for the thesis, nor any paid employment, provide a sworn statement that you have enough resources to ensure the smooth running of your thesis work
- **CVEC "Contribution à la Vie Etudiante et de Campus" Certificate** except for students in continuing education or students involved in the international joint supervision program regulated by a joint PhD agreement stating that the registration fees are paid at the partner university for the academic year 2024/2025
- **Public liability insurance certificate for the current academic year**
- **Additional documents, depending on your situation:**
 - Valid resident permit or visa for students from outside the European Economic Area
 - Current year registration certificate from the partner university for the international joint supervision program students
 - Filled in and signed "[formulaire de prise en charge](#)" for continuing education students.

- If you request a gap year: [application form for gap year](#) completed and signed, with any documents or supporting documents that shed light on the project in question during the break-up.

c. 4th year of thesis or above

- **Evidence of financial resources for the academic year 2024/2025** ex: Employment contract, scholarship certificate, pay slip... If you have neither any specific funding for the thesis, nor any paid employment, provide a sworn statement that you have enough resources to ensure the smooth running of your thesis work
- **CVEC "Contribution à la Vie Etudiante et de Campus" Certificate** except for students in continuing education or students involved in the international joint supervision program regulated by a joint PhD agreement stating that the registration fees are paid at the partner university for the academic year 2024/2025
- **A state of progress written by the student, including a precise schedule and a provisional date for the thesis defense**
- **Public liability insurance certificate for the current academic year**
- **Additional documents, depending on your situation:**
 - Valid resident permit or visa for students from outside the European Economic Area
 - Current year registration certificate from the partner university for the international joint supervision program students
 - Filled in and signed "[formulaire de prise en charge](#)" for continuing education students.
 - If you request a gap year: [application form for gap year](#) completed and signed, with any documents or supporting documents that shed light on the project in question during the break-up.



4. PhD degree specialties

Doctoral School	Diploma	Mention
BCS Biology, Chemistry, Health	Biology, Chemistry, Health	Molecular and cellular aspects of biology Genomics and molecular genetics Immunology, oncology, inflammation and infectiology Neuroscience Pharmacology, infectiology and drug sciences Physiology and physiopathology Clinical research, technological and therapeutic innovation, public health Public health, epidemiology, environment and societies Sciences and technics for physical activities and sports Chemistry of natural substances Plant science
SI Sciences and Engineering	Mathematics and applications Computer science Engineering and information sciences Ceramic materials and surface treatment Civil engineering Water, soil and environment Plant science	-
LSHS Literature, Human and Social Sciences	Language sciences	Linguistics Semiotics Information sciences and communication
	Physical, human, economical and regional geography	Archaeology Economics Environmental geography Social geography
	History	History and civilization of ancient and medieval worlds Art history Archaeology History and civilization of contemporary and modern worlds
	Culture and civilization	-
	Space and urban planning	Archaeology Economics Environmental geography Social geography
	Sociology, demography Sciences and technics for physical activities and sports Education and training sciences	-
	Languages and literature	Ancient languages and literature Arts French and francophone languages and literature Comparative literature Foreign languages and literature
GIO Governance of Institutions and Organizations	Law Space and urban planning Economics Management sciences Sciences and technics for physical activities and sports	Public law History of law and institutions Private law and criminal sciences -



5. Costs

a. Registration fees

The tuition fee for the academic year 2024/2025 is **391 €** (260 € for a gap year).

Payment methods:

- By credit card online
- By credit card at the doctoral school office (without an appointment)
- By bank transfer (stating your name in the transfer description).
- By cheque addressed to the “Agent Comptable de l’Université de Limoges”.

b. Contribution fee for student life: CVEC

Contribution fee for student life “*Contribution à la Vie Etudiante et de Campus*” is used to provide for the social, health, cultural and sport services for students. The CVEC is **103 euros** for the academic year 2024/2025.

Please get registered online on <http://cvec.etudiant.gouv.fr/> and download your certificate after registration.

Students in continuing education and students involved in the international joint supervision program regulated by a joint PhD agreement stating that the registration fees are paid at the partner university for the academic year 2024/2025 are exempted from CVEC.

c. Costs of continuing education

For PhD students enrolled into continuing education (see the next page), an additional fee will apply. The fees can be paid by the employer, by “France Travail” or by the student.



6. Focus on continuing education system

WHO IS AFFECTED BY THE CONTINUING EDUCATION? (cf. decision of the Board of Directors of the University of Limoges of 07/07/2020)

You are covered by the Continuing Education scheme if, at the time of your PhD registration, you find yourself in one of the following situations:

- You have discontinued your studies and have practiced a professional activity in France and you have a Personal Training Account superior than or equal to 1000€;
- You are currently registered at "France Travail" (with or without unemployment benefit);
- You are engaged in an occupation not connected with the thesis;
- You are already registered in continuing education;
- You carry out a VAE or a VAP (accreditation of prior experiential learning).

Please note that foreign students with student residence cards or student visas are enrolled in initial training even if they fall into one of the above listed categories.

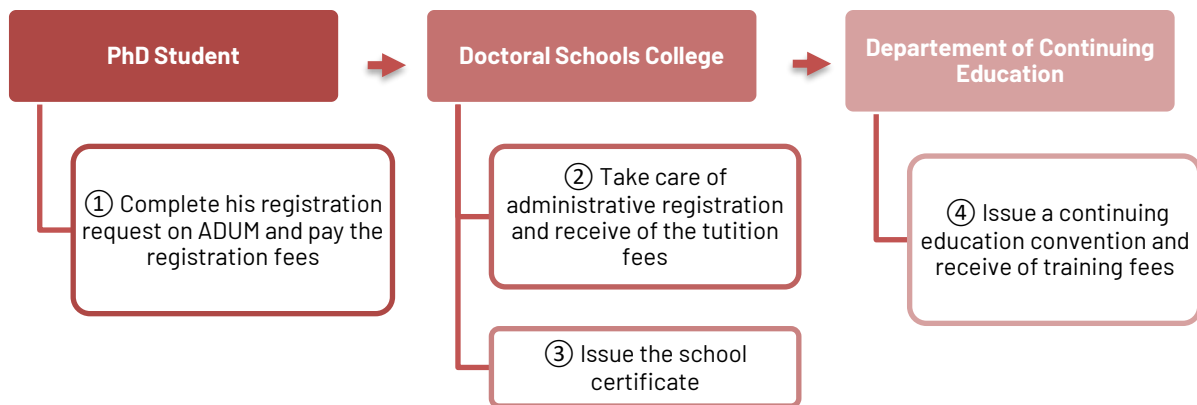
COSTS:

Registration fees **391 €**

+

Costs of continuing education **377 €** during the first 3 years of thesis

REGISTRATION PROCEDURE:



For more information, please contact the Department of Continuing Education

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

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Website

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