

Dematerialized administrative re-enrollment procedure (2nd, 3rd year and derogation)

Academic year 2023-2024
From September 1st to October 31th, 2023

I. PAYMENT OF « CONTRIBUTION DE VIE ETUDIANTE ET CAMPUS » (CVEC)

As soon as you are authorized to enroll in initial training in a public or private French higher education institution at the start of the 2023 academic year, you must pay the student and campus life contribution. This contribution is intended for the reception and social, health, cultural and sports support of students. It is also used to support prevention and health education activities.

It must be paid each year to the Centre régional des œuvres universitaires et scolaires (CROUS). The amount is 100 euros.

If you enroll in several courses during the same academic year, whether in the same or different institutions, this contribution is only due once.

You are exempt from this contribution if you are :

- Higher education scholarship holder** ;
- Refugee ;
- Beneficiary of subsidiary protection ;
- Asylum seeker benefiting from the right to remain on the territory.

Whatever your situation, **you must follow the steps below before starting any administrative registration process in higher education :**

Étape 1 → Connect to the following address: <http://cvec.etudiant.gouv.fr> and then create and activate your account.

Étape 2 → **Fill in your personal data and pay the CVEC (online payment by credit card)**
If you are a higher education scholarship holder (French government scholarship), you will be automatically exempted. If you are applying for an exemption in another capacity, you will have to submit the documents justifying your situation in your space, and will receive a response from the CROUS to your request within 2 days.

Étape 3 → **Download your payment certificate or exoneration of the CVEC in the platform**
<http://cvec.etudiant.gouv.fr>, it will be asked to you at the time of your administrative registration to the ENS.

Étape 4 → **Proceed with your administrative registration. The ENS makes sure that you have paid the CVEC and asks you to present your certificate of acquittal or exemption.**

* Mandatory documents for your re-registration

** Scholarships based on social criteria managed by the Crous or scholarships paid by the regions

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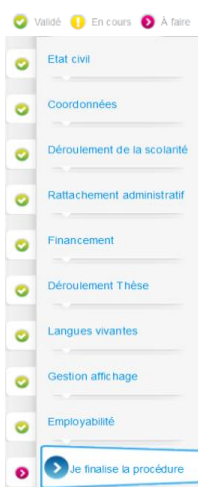
II. ONLINE RE-ENROLLMENT

Your re-enrollment on ADUM is mandatory.



★ How to get started:
<http://www.adum.fr/index.pl?site=PSL>

- ★ Enter valid email address and password
- ★ Update your profile
- ★ Update your CV
- ★ **upload the CVEC certificate in the Adum**
- ★ Don't forget to save each time to go to the next step



★ After completing and validating your file (see III):
The collection of signatures of simple electronic signatures (Thesis Direction - Research Unit Direction - Doctoral School Direction) will begin. Once these signatures have been collected, you will regain control in Adum to proceed with the step IV



Indicate in ADUM any changes to your:

- Supervision (thesis director, co-supervisor, etc.)
- Funding (keep track of your domestic funding history)
- Thesis title

III. COMPOSITION OF THE RE-ENROLLMENT FILE

★ Documents to upload to your ADUM account:

- Copy of the CVEC Attestation *
- Certificate of civil liability for the current year *
- Proof of funding for the thesis (doctoral contract, employment contract, scholarship, etc.) *
- If derogation beyond the 3rd year * :
Attach a waiver request letter outlining the reasons for the delay of the defence. This document must include the planned date of the defence and be signed by your thesis director.
- If joint PhD :
1. letter of continued commitment from the joint PhD supervisor and 2. certificate of enrolment in the other establishment for 2023/2024
- If change of supervisor or thesis title: Signed STEP Amendment Form

For any request for an academic *césure*, please contact the [Pôle des thèses \(Thesis Office\)](#) to obtain the form and the procedure.
doctorat@ens.psl.eu

IV. PAYMENT REGISTRATION FEES

- by credit card in the Paybox of your Adum account.

Once the "Pôle des thèses" has finalized your registration, you will receive an email informing you of the procedure to follow

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