Registration for Ph.D. Students

Registration for the doctorate degree must be renewed each year.

The procedure takes place in 2 steps:

* First of all, a procedure of admission at the doctoral School,
* Then, an administrative registration at the Registration Central Pole of UPPA.

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PRELIMINARY STEP

(for students with foreign diplomas outside EU)

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Before beginning procedure of registration, the PhD student has to establish an accreditation of learning which will be submitted to 2 reporters then presented to the Council of ED for opinion:

Studies Validation Form

To be filled out and sent to ED 481 with:

- CV
- presentation of thesis project (some pages) with the mode of financing
- cover letter from the Ph.D. thesis supervisor
- 1 or 2 letter(s) of recommendation from teacher(s) of Master's degree

After agreement of the ED 481 Council, go to the following step "Admission in doctorate".

**To help you, go to:**

- [International Welcome Desk](#)
- [International Welcome Desk](#)
- Bâtiment de la Présidence, campus de Pau
- [Guide for foreign students](#)

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**STEP 1**

**Admission at Doctoral School**

**Contact : Secrétariat ED 481 :**

05 59 40 81 95

[edssh@univ-pau.fr](mailto:edssh@univ-pau.fr)

Some documents are required.

<table>
<thead>
<tr>
<th>Admission for 1st registration</th>
<th>Opinion of the Thesis Comittee (for 2d year PhD students and more)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Authorisation to register in 1st year <em>(coming)</em></td>
<td><strong>NEW IN 2019 :</strong></td>
</tr>
<tr>
<td>To be filled and firmed by supervisors and directors of research units, then put online in APOFLUX</td>
<td><strong>A single document contains the registration authorization form and the opinion of the Thesis Comittee.</strong></td>
</tr>
</tbody>
</table>
2. Doctoral Charter

To firm only in 1st year then put online in APOFLUX. For PhD students of the ED 481 SSH, an amendment specifying some points of the charter (and adopted by the Commission of Research on 06/07/18) must be also firmed and put back with the charter.

3. APOFLUX online Platform

To register, you beforehand need an APOFLUX number via the link:

After that, contact Doctoral School Secretariat l'ED to validate your admission.

A favorable opinion of the CST must be supplied before every annual registration.

Doctoral students enrolling in the 2nd year must also provide the training agreement from the training platform.

After receiving agreement of the ED 481, follow Step 2 "Administrative Registration ".

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STEP 2 :

Administrative registration at UPPA

Contact : Pôle Inscription Central

   scolarite.centrale@univ-pau.fr

New in 2018


See informations on UPPA website menu "Registrations". It is necessary to be affiliated.

2 possibilities :

* registration online with IA WEB menu "Inscriptions":


Guide IA WEB

* or go to Pôle Inscription Central (Bât. BU Sciences, Pau Campus)

   Documents needed in both cases: Anti-plagiarism agreement, liability insurance, (+ passport copy and Master diploma for 1st year)

* from July 8th to October 15th, 2019, for PhD students with "contrat doctoral"

* from July 8th to October 30th, 2019, for others PhD students

To help you :

International Welcome Desk of UPPA
Welcome Desk

Legislation

Arrêté du 25 mai 2016 relatif à la formation doctorale