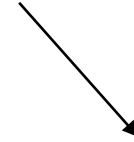
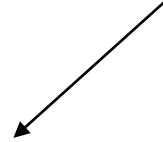


DECLARATION OF EXTERNAL TRAINING COURSES on ADUM

[User guide](#)



Please pay attention:



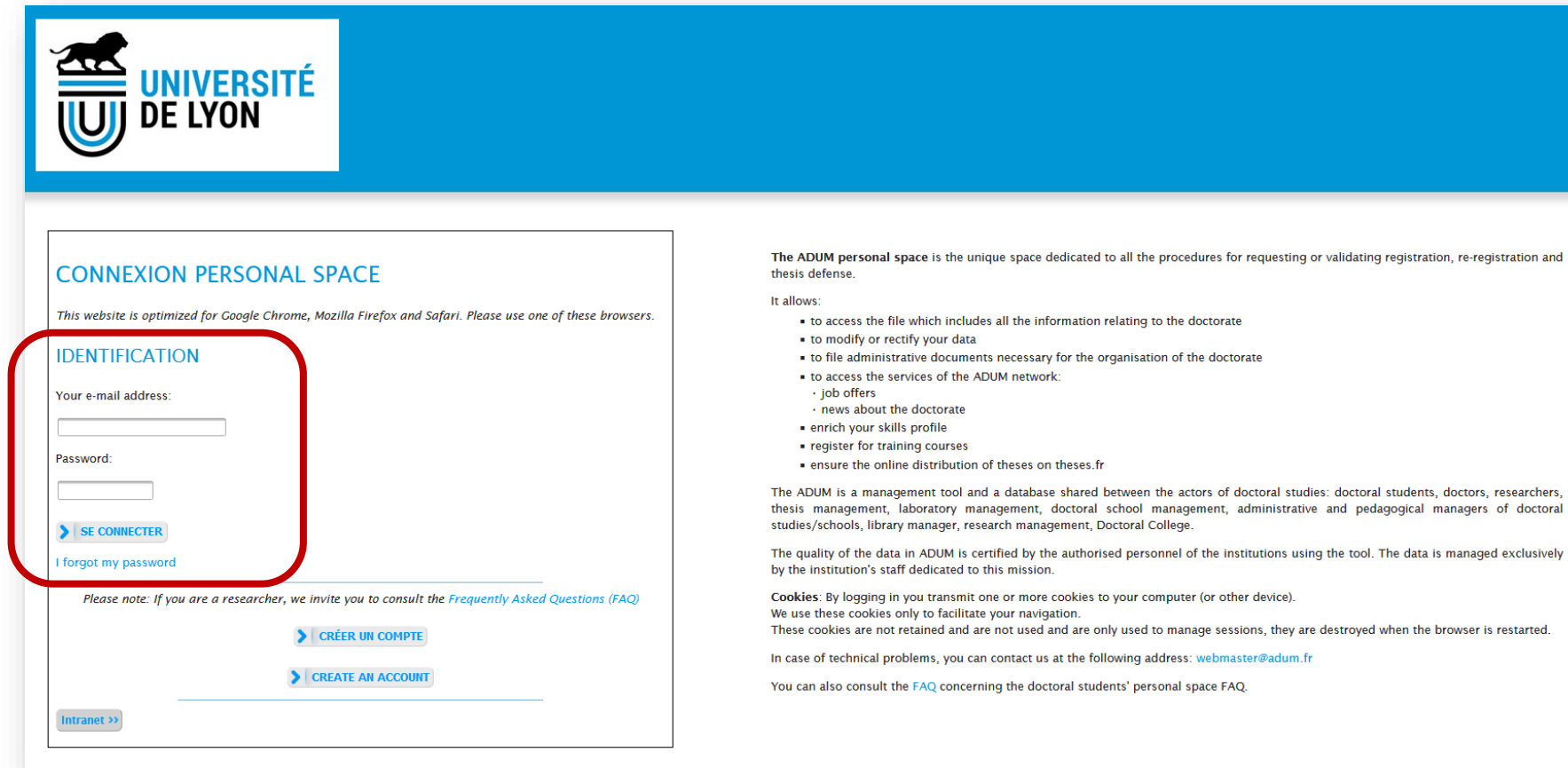
You must not transfer your SIGED training certificates to ADUM. Data on doctoral training already available on SIGED will be gradually migrated to ADUM in early 2024.

This will prevent the creation of **duplicates**.

You can declare external training via ADUM once **your registration has been fully validated**.

Please follow the instructions given by your doctoral school

- Please log in: <https://adum.fr/index.pl?site=UDL>
- You have to enter your e-mail address and your password



The screenshot shows the login page for the ADUM personal space. At the top left is the University of Lyon logo. The main heading is "CONNEXION PERSONAL SPACE". Below it, a note states: "This website is optimized for Google Chrome, Mozilla Firefox and Safari. Please use one of these browsers." The "IDENTIFICATION" section is highlighted with a red rounded rectangle and contains the following elements: "Your e-mail address:" with an input field, "Password:" with an input field, a blue button labeled "SE CONNECTER", and a link "I forgot my password". Below this section are two buttons: "CRÉER UN COMPTE" and "CREATE AN ACCOUNT". At the bottom left is a link "Intranet >>".

CONNEXION PERSONAL SPACE

This website is optimized for Google Chrome, Mozilla Firefox and Safari. Please use one of these browsers.

IDENTIFICATION

Your e-mail address:

Password:

[SE CONNECTER](#)

[I forgot my password](#)

Please note: If you are a researcher, we invite you to consult the [Frequently Asked Questions \(FAQ\)](#)

[CRÉER UN COMPTE](#)

[CREATE AN ACCOUNT](#)

[Intranet >>](#)

The ADUM personal space is the unique space dedicated to all the procedures for requesting or validating registration, re-registration and thesis defense.

It allows:

- to access the file which includes all the information relating to the doctorate
- to modify or rectify your data
- to file administrative documents necessary for the organisation of the doctorate
- to access the services of the ADUM network:
 - job offers
 - news about the doctorate
- enrich your skills profile
- register for training courses
- ensure the online distribution of theses on theses.fr

The ADUM is a management tool and a database shared between the actors of doctoral studies: doctoral students, doctors, researchers, thesis management, laboratory management, doctoral school management, administrative and pedagogical managers of doctoral studies/schools, library manager, research management, Doctoral College.

The quality of the data in ADUM is certified by the authorised personnel of the institutions using the tool. The data is managed exclusively by the institution's staff dedicated to this mission.






Cookies: By logging in you transmit one or more cookies to your computer (or other device). We use these cookies only to facilitate your navigation. These cookies are not retained and are not used and are only used to manage sessions, they are destroyed when the browser is restarted.

In case of technical problems, you can contact us at the following address: webmaster@adum.fr

You can also consult the [FAQ](#) concerning the doctoral students' personal space FAQ.

→ Click on “**declaration of external training courses**” in the training section :

Validated Ongoing To be done

Contact information	 My profile <ul style="list-style-type: none">▶ Fraction of working time dedicated to preparing the doctorate: full▶ Enrollment 2023-2024▶ Online Display▶ I want to change my password▶  My CV  Update my CV	 Trainings <ul style="list-style-type: none">▶ Training courses list▶ Training courses list RNCP Skills ▶ Statement of the undergone training modules▶ FAQ - Cross-disciplinary training - Université de Lyon▶ Training module▶ Declaration of external training courses
Display management		
Competencies and portfolio		
Thesis follow-up members		

A red arrow points from the 'Update my CV' link in the 'My profile' section to the 'Declaration of external training courses' link in the 'Trainings' section.

→ Please fill in the **requested fields** by the platform (depending on your doctoral school, ADUM may ask you to fill in the number of hours or credits):

Training courses list

External Training courses

Training courses list RNCP skills block

*To register your request, you will need to submit your proof of participation.
You must enter the number of hours worked or the number of credits or both if applicable.*

Ongoing training courses

Title of the training *

Add an external training module

Category *

My situation

Academic year *

start date * end date: *

University and City *


Number of hours done * Set only whole numbers

Skills acquired at the end of the training course

*

Content/Program of the training

*



RNCP Skills and abilities targeted by the diploma

This training allows, within the framework of research and development, studies and prospective, to develop the following skills and capacities :

Decree of 22nd February 2019 defining the skills of doctorate holders and registering doctorates within the national directory of professional certification
<http://www.legifrance.gouv.fr/loda/id/JORFTEXT000038200990/>

Block 1: Conceiving and elaborating a research and development procedure

Block 2: Setting up a research and development, study and prospects, procedure

Block 3: Promoting and transferring the results of a R&D, study and prospects, procedure

Block 4: Scientific and technological vigil on an international scale

Block 5: Training and sharing scientific culture

Block 6: Monitoring teams dedicated to R&D, studies and prospects activities


Social skills

RNCP: National Directory of Professional Certification

The training contributes to the following objective: *

- Please upload the **attendance certificate**, along with the detailed training program, in a **single PDF** by clicking on “Parcourir”;
- Wait for the file to be fully loaded and then click on "save and send my request":

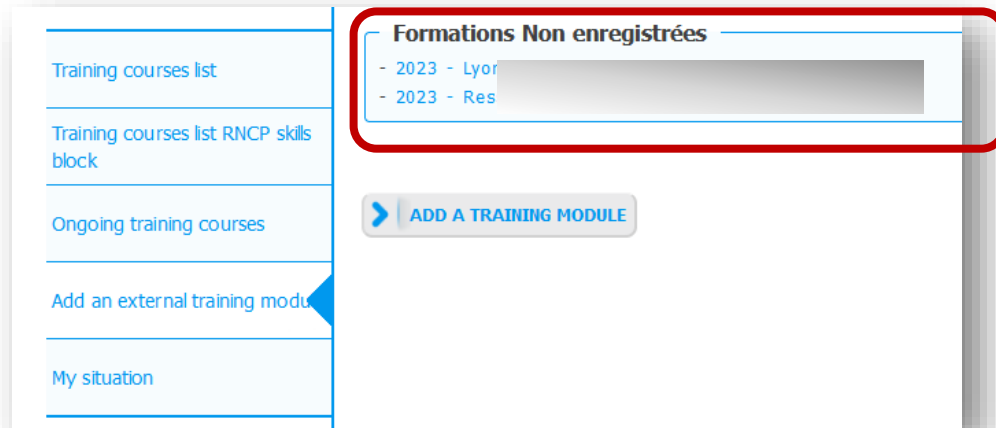
Attendance certificate and detailed training program*

Upload the detailed training program and the certificate of your participation in the training course (PDF) 
(Drag and drop a document into this zone, or click on the bottom right button)

[Parcourir...](#)

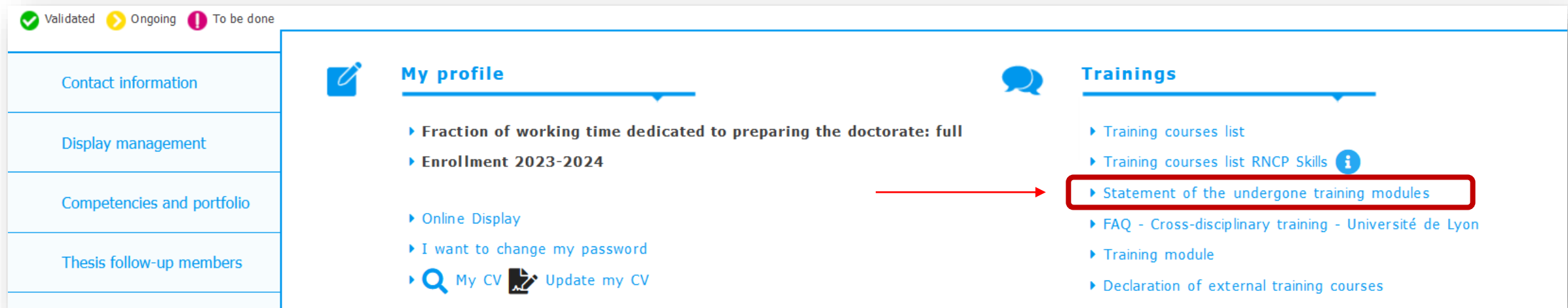
[▶ SAVE AND SEND MY REQUEST](#)

→ This training appears now in “Non enregistrées”:



→ Then, your doctoral school may validate or reject your training:

- In case of validation, the training will be recorded in the “Statement of the undergone training modules” section
- In case of refusal, you can request further information directly to your doctoral school.





Please contact us
for further information:

sos.adum@universite-lyon.fr