

# Doctoral Student's Guide

## Registration in first year and re-registration

This guide helps you to prepare your registration for the first year of your doctorate or your re-registration. Its objective is to tell you which documents to fill out, the purpose of these documents, and to give you, when useful, advices.

### How to read this document

- Depending on the [field](#) of your future doctorate and your associated research laboratory, you will follow the instructions of doctoral school (Ecole Doctorale or ED) 509 "Sociétés méditerranéennes et sciences humaines" (Mediterranean societies and human sciences) or ED 548 "Mer et Sciences" (Sea and Sciences)
- To register for the first year, see section 2. If you receive a doctorate funding (university, region or disability), you will need to provide the human resources department with additional documents to establish your employment contract (see also section 3).
- To re-register, see section 4.

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**The online documents are accessible via the links available in this document**

## I. The legal framework for doctoral work

The doctorate is regulated by the decree of [May 25, 2016](#) defining the national training framework and the procedures leading to the issuance of the national PhD.

The preparation of the thesis is usually done over a period of three years. A renewal of registration beyond the third year requires obtaining an exemption. Registration must be renewed at the beginning of each academic year

## II. Registration in the first year of the doctorate

To register for a doctorate, you must hold a national master's degree or another degree conferring the rank of master's degree, at the end of a training course qualifying for research. The registration for the doctorate is declared by the head of the university based on the proposal of the director of the doctoral school, after consulting with the thesis director and the director of the research unit.

Applications for registration in first year of doctorate must be submitted by appointment only

From September 2 of the current year to March 15 of the following year

ED 548: 04 9414 25 09 or [ed548@univ-tln.fr](mailto:ed548@univ-tln.fr)

ED 509: 0483166341 or [ed509@univ-tln.fr](mailto:ed509@univ-tln.fr)

Doctoral students not staying in Toulon are advised  
to make an appointment with the administration officer of the ED before coming

Registration is done in two stages:

### Step 1: Preparation of the registration file

- You complete your registration file consisting of several documents by visiting the [ED 548](#) or [ED 509](#) website or by clicking on the links provided in this doctoral student guide. The file includes different parts. It must be completed carefully, in collaboration with the thesis director.
- You submit it to the administration office of the appropriate doctoral school

### Note of caution:

- All the required documents must be attached to the file in order for the enrollment request to be forwarded to the director of the doctoral school for evaluation
- Obtaining the signatures of your thesis director(s) and the laboratory director is your responsibility

### Step 2: Administrative registration

Upon receiving the file at the ED administration office and after assessment and signature from the director of the ED and the President of the university, the executive assistant proceeds with the administrative registration.

The record of payment of the registration fees allows for the release of the letter of enrollment and the receipt. This certificate and the student card (or sticker) are delivered directly or sent by post to the doctoral student.

Following this registration, your digital account as well as your university email address ([firstname-name@etud.univ-tln.fr](mailto:firstname-name@etud.univ-tln.fr)) are automatically created. You will receive all the administrative information relating to your doctorate on this address.

## **Doctorate Funding**

[ED 548](#): You must have a thesis [funding](#) to register at the ED 548.

### **Notes of caution:**

- A financing agreement must therefore be signed with the funding body before any registration for a doctorate.
- If you are employed or self-employed, attach a supporting document to the registration file
- If you are a foreign student and under scholarship (Campus France, from a foreign country, etc.), attach a certificate of financing
- A doctorate can start all along the academic year depending on the type of funding

[ED 509](#): You may find here some information about the [funding](#) possibilities.

### **Notes of caution:**

- If you are employed or self-employed, attach a supporting document to the registration file
- If you are a foreign student and under scholarship (Campus France, from a foreign country, etc.), attach a certificate of financing
- For students without funding, it is mandatory to attach an explanatory letter specifying your means of subsistence (e.g. Sworn statement from the person who provides for your needs, who accommodates you...)
- a doctorate can start all along the academic year depending on the type of funding

## **The different parts of the file**

1. The registration file for [ED 548](#), and for [ED 509](#)

### **Note of caution:**

- To choose your thesis field of study, refer to [the list of doctoral fields provided at the UTLN](#). This choice is final, it must be discussed beforehand with the thesis director.

## 2. The Thesis Charter for [ED 548](#), for [ED 509](#)

*The thesis charter is a document shared by the two doctoral schools of the university. This charter has been approved by the university's board of directors and therefore cannot be modified by the signatories. It lays down the main principles of the completion of a doctorate at UTLN, in particular the rights and obligations of the doctoral student and the thesis director. This charter is implemented by doctoral schools.*

*→ you must have it signed in 4 copies by the doctoral student, the thesis director, the laboratory director.*

## 3. The training agreement for [ED 548](#), for [ED 509](#)

*The training agreement is a contract signed between the thesis director and the doctoral student. This document is therefore unique for each doctorate. The doctoral school provides a training agreement template including the minimum required articles. Since it is a contract intended to be adapted to each doctorate, it is possible to add articles according to the needs of the doctoral student and the thesis director. The training agreement is an opportunity from the start of the doctorate to initiate a discussion between the doctoral student and the thesis director on the proceeding terms of the thesis throughout the duration of the doctorate: regular meetings to monitor progress, doctoral training to consider, composition of the individual monitoring committee. The training agreement can be modified every year during the re-registration in order to adapt to the progress of the thesis. The agreement is directly implemented by the doctoral student and the thesis director. To help you fill in the training part, the list of courses offered by the ED is available on the website of each ED.*

*→ in 4 copies signed by the doctoral student, the thesis director and the laboratory director. The ED assistant will get the signature from the management of the Doctoral School.*

## 4. If applicable, the co-supervision form for [ED 548](#), [ED 509](#)

*This document must be completed if the thesis supervision is shared with a teacher-researcher not accredited to supervise research. Remember to specify the supervision rates of each one in the registration file.*

## 5. SINAPS sheet(s) if applicable

*To be sent to each supervisor external to the University of Toulon*

### **Note of caution:**

- If researchers from outside the University of Toulon participate in your supervision (they will be listed in the *dossier d'inscription* (registration file) document), each of them must complete the SINAPS form "creation of external personnel" for [ED 548](#) and [ED 509](#). This form allows the ED to record the identity of anyone external to the University of Toulon. Specifying the supervision rate of each one is mandatory.

## **Doctoral courses**

Doctoral students from doctoral schools are required to complete training hours during their three years of doctorate. Each doctoral school offers disciplinary or interdisciplinary courses for its doctoral students, to which are added cross-disciplinary or professional training pooled within the framework of the doctoral college. Doctoral students plan their training in agreement with their thesis director at the time of registration. The modules considered by doctoral students for their training may change during the three years of the doctorate. The "training agreement" document, compulsory for the first registration, optional for subsequent ones, includes a section dedicated to this planning (Article 10. Projected modules for doctoral training)

To complete that section, you have at your disposal:

- the catalog of [doctoral courses offered by the doctoral college](#) (ED 548 and ED 509)

*This document lists cross-disciplinary or professional courses. These training courses correspond to teaching modules or to workshops or thematic days. This list evolves regularly.*

- the list of disciplinary courses [ED 548](#) and [ED 509](#) offered by your doctoral school

*This list evolves regularly.*

- Doctoral Program's Regulations for [ED 548](#) and [ED 509](#)

*Doctoral training regulations are provided within each ED in order to guide doctoral students in making the choices allowing them to acquire the hours required for their doctoral training.*

## **Access to the premises of the university and the laboratory**

To be accepted on the university ground and in a laboratory, you must fill up:

6. No. 1 specific rights grant certificate for UTLN doctoral students for [ED 548](#), for [ED 509](#).

*This certificate will give you access to the premises and to various digital services.*

7. Personal data processing

*When registering for the UTLN, you must agree to abide by the internal rules of the UTLN, including the exam charter and the rules and regulations of the university. In addition, some of your personal data is collected by the university (for example name, first name, address, date of birth, photo, etc.). The purpose of the "personal data processing" document is to inform you about how this data is used by the university. This use is in any case carried out in compliance with the Règlement Général sur la Protection des Données - RGPD (General Data Protection Regulation). This document covers the entire duration of the doctorate.*

8. The doctoral students directory form for [ED 548](#), for [ED 509](#), confirming your agreement to appear in the directory of doctoral students published on the doctoral schools website.

## **STEP Form (Signalement des Thèses En Préparation - Notification of In Progress Theses)**

9. STEP thesis registration form for [ED 548](#), for [ED 509](#) initial declaration of the in progress thesis.

*All ongoing theses are centralized by ABES (Bibliographic Agency for Higher Education). This allows the work in progress to be recognized by the scientific community. The students modify personally the information relating to their thesis as they wish throughout their doctorate. The (STEP) website for In Progress Theses Record is <https://step.theses.fr>. The doctoral students will receive on their personal email address, a password and a username which will be assigned to them as soon as their file is created.*

## Joint thesis supervision

If you are under a joint thesis supervision, you must fill up:

10. the [joint thesis supervision request form](#)

*The international joint thesis supervision between UTLN (France) and a foreign university allows a doctoral student to obtain a double PhD (one French and the other foreign) at the end of a single thesis defense. This scheme requires having a thesis director in each country. A joint thesis supervision agreement must be implemented by the two universities. The purpose of the requested form is to draw up the joint supervision agreement. The full procedure for setting up a joint supervision is described at the following link for [ED 548](#) and at the following link for [ED 509](#)*

## Doctorates available at UTLN

11. [Fields of the doctorates at UTLN](#)

*Your choice of a field is final, it must be discussed beforehand with the thesis director.*

## Your degrees - to be provided

- Copy of the last obtained degree and transcripts
- Copy of the baccalaureate diploma (A Levels / High School Diploma) if you have never been a student at UTLN

## Additional documents to provide

- Curriculum vitae / Résumé
- ID Photo
- Identity document: copy of the ID card or passport
- Certificate of civil liability
- A4 size envelope addressed to your personal address + 2 stamps (current rate)
- [CVEC](#) settlement receipt issued by CROUS

*Each student registered in formal training in a higher education institution must obtain, prior to registration, a receipt of settlement of the Student and Campus Life Contribution (CVEC), by payment or exemption. Only the CROUS is authorized to handle CVEC issues. CVEC is independent from the university. You can find all the information by visiting the following link: <http://www.univ-tln.fr/Inscription-Contribution-Vie-Etudiante-et-de-Campus-CVEC.html>*

## Registration fee: 3 payment methods

A **check** relating to the registration fees payable to “*Université de Toulon*”, or payment by **Credit Card** (ED509 Assistant's Office - Toulon) or proof of **bank transfer** (request by email to the doctoral school for the bank details of the University of Toulon).

### Notes of caution:

- the registration is valid from **September 1 to December 31 (n + 1) of the following year.**
- the amount of the registration fees may vary each academic year

**Special cases:**

- **You are already a doctoral student in another institution** and you are requesting a file transfer to the University of Toulon, you must attach
  - o The discharge from the BU (University Library) of the previous university,
  - o Your digital administrative file (which you can request from the previous ED),
  - o The “Arrivée” (Arrival) [Transfer Request Form](#).
  
- If you have a disability, attach the RQTH certificate (Recognition of the Quality of Disabled Worker) mentioning the recognition rate of your disability. With a rate of 80% and above, you will be exempt from registration fees (not CVEC).

**Note of caution:**

- If you wish to benefit from health protection, please contact the health care insurance fund (CPAM Caisse Primaire d'Assurance Maladie) located in the Rode district in Toulon or log on [here](#)

**Recap*****You have a doctoral contract with the university******Recap of documents to download and fill up or read***

- 0- Doctoral Student's Guide
- 1- The doctorate application file
- 2- The Thesis Charter
- 3- The training agreement
- 4- If applicable, the co-supervision form (if not HDR teacher)
- 5- SINAPS sheet(s) if applicable
- 6- No.1 specific rights grant certificate
- 7- Personal data processing form
- 8- Doctoral students directory form ED 548 or ED 509
- 9- Initial declaration of the in progress thesis form (STEP)
- 10- Joint thesis supervision request form (if applicable, contact your ED)
- 11- doctorate fields

***Recap of documents to submit***

- The CVEC settlement receipt
- The copy of the last obtained degree and transcripts
- The copy of the baccalaureate diploma if you have never been a student at UTLN
- An identity document
- Certificate of civil liability
- A check for the registration fees payable to “Université de Toulon” a payment by Credit Card (ED509 Assistant's Office - Toulon) or proof of the bank transfer

- The HR documents for drawing up your employment contract (see Section 3. Employment contract). For information, the pedagogic doctoral registration file, the letter of enrollment will be attached to the HR file by the ED assistant.

### ***You are under a joint thesis supervision:***

#### ***Recap of documents to download and fill up or read***

- 0- Doctoral Student's Guide
- 1- The doctorate application file
- 2- The Thesis Charter
- 3- The training agreement
- 4- If applicable, the co-supervision form (if not HDR teacher)
- 5- SINAPS sheet(s) if applicable
- 6- No.1 specific rights grant certificate
- 7- Personal data processing form
- 8- Doctoral students directory form ED 548 or ED 509
- 9- Initial declaration of the in progress thesis form (STEP)
- 10- Joint thesis supervision request form
- 11- doctorate fields

#### ***Recap of documents to submit***

- The CVEC settlement receipt
- Initial declaration of the in progress thesis form
- Copy of the last obtained degree and transcripts
- The copy of the baccalaureate diploma if you have never been a student at UTLN
- An identity document
- Certificate of civil liability
- A check if necessary for the registration fees payable to "Université de Toulon" or proof of the bank transfer (refer to the article on payment in the joint supervision agreement if it has already been signed)
- Proof of your enrollment at the foreign university (the registration dates in foreign universities are sometimes different from French universities).

### ***You are in CIFRE scheme:***

#### ***Recap of documents to download and fill up or read***

- 0- Doctoral Student's Guide
- 1- The doctorate application file
- 2- The Thesis Charter
- 3- The training agreement
- 4- If applicable, the co-supervision form (if not HDR teacher)
- 5- SINAPS sheet(s) if applicable
- 6- No.1 specific rights grant certificate
- 7- Personal data processing form
- 8- Doctoral students directory form ED 548 or ED 509



- 9- Initial declaration of the in progress thesis form (STEP)
- 10- Joint thesis supervision request form (not applicable)
- 11- doctorate fields

**Recap of documents to submit**

- The CVEC settlement receipt
- Copy of the last obtained degree and transcripts
- The copy of the baccalaureate diploma if you have never been a student at UTLN
- An identity document
- Certificate of civil liability
- A check for the registration fees payable to "Université de Toulon" a payment by Credit Card (ED509 Assistant's Office - Toulon) or proof of the bank transfer
- A copy of your employment contract signed between you and the company**

**You have no funding (for ED 509)**

**Recap of documents to download and fill up or read**

- 0- Doctoral Student's Guide
- 1- The doctorate application file
- 2- The Thesis Charter
- 3- The training agreement
- 4- If applicable, the co-supervision form (if not HDR teacher)
- 5- SINAPS sheet(s) if applicable
- 6- No.1 specific rights grant certificate
- 7- Personal data processing form
- 8- Doctoral students directory form ED 548 or ED 509
- 9- Initial declaration of the in progress thesis form (STEP)
- 10- Joint thesis supervision request form (if applicable, contact your ED)
- 11- doctorate fields

**Recap of documents to submit**

- An explanatory letter specifying your means of subsistence (e.g. Sworn statement from the person who provides for your needs, who accommodates you, who feeds you...)
- The CVEC settlement receipt
- Copy of the last obtained degree and transcripts
- The copy of the baccalaureate diploma if you have never been a student at UTLN
- An identity document
- Certificate of civil liability
- A check for the registration fees payable to "Université de Toulon", a payment by Credit Card (ED509 Assistant's Office - Toulon) or proof of the bank transfer

### III. Obtain the visa Long Séjour (long stay visa) with the notice- Passeport Talent-Chercheur

You are a national from outside Europe, you have obtained funding to be a doctoral student under a contract from the University, or an employed doctoral student (CIFRE) or you have a foreign scholarship. Your stay will be long (more than 90 days) at the University of Toulon. In order to plan as best as possible your entry at the University of Toulon, several steps must be taken prior to your arrival in France. It generally takes two months to complete the procedures which will allow you to be, upon your arrival, in a legal situation on French soil.

Departments involved with hosting a foreign doctoral student:  
 Doctoral School / International Relations Department (SRI) / Human Resources (RH)

The international relations department must establish a hosting agreement which allows you to obtain a **Visa Long Séjour (VLS - Long Stay Visa) with the notice - Passeport talent-Chercheur (Talent-Researcher Passport)**

- Your thesis supervisor must complete an information form to be provided by the laboratory to establish your hosting agreement that he receives from the doctoral school's assistant and return it, as relevant, either to ED 548 ([ed548@univ-tln.fr](mailto:ed548@univ-tln.fr)) or to ED 509 ([ed509@univ-tln.fr](mailto:ed509@univ-tln.fr)).
- The International Relations Department (SRI) will then send you **this hosting agreement**. You must complete box B of this document and return it quickly to the SRI, which is responsible for having all the parties signing it (the university board and "prefecture du Var" administrative offices).
- If you are under a CIFRE scheme, the hosting agreement must also be endorsed by the DIRECCTE (Regional Directorate of Companies for Competition, Consumption, Labor and Employment (Ministry of Labor) in addition to the prefecture.

**Note of caution:**

- **Two months at least are necessary to obtain a reply on the Visa**

When you obtain your **VLS-Talent-Researcher visa**, you can download your registration form and complete it. You will then send it complete and with all the supporting documents by post to the Doctoral School.

**Notes of caution:**

- **In order to ensure that your file is complete, you are advised to make an appointment with the ED ([ed548@univ-tln.fr](mailto:ed548@univ-tln.fr) or [ed509@univ-tln.fr](mailto:ed509@univ-tln.fr))**
- **You are encouraged to make an appointment with an approved doctor for a consultation even before your arrival on French soil. The list of approved doctors in the Var region is sent by the ED.**
- **The registration cannot be endorsed without the medical certificate and the CVEC receipt requested in the file.**

Finally, upon your arrival, you must complete and send to the OFII (French Office for Immigration and Integration - Ministry of the Interior) the OFII certificate request form issued with the visa by the consulate.

## IV. Employment Contract at UTLN

Depending on your type of funding (Regional EJD (Young Doctoral Student Employment), doctoral contract of the university, DGA funding, etc.) the UTLN will establish an employment contract with you. You can find [here](#) various information relating to your status as future UTLN staff.

The RH (Human Resources) documents mentioned below will be sent to you by the ED assistant

List of documents to provide:

- Individual Instructions for Administrative and Financial Management (NIDGAF)
- Certificate of Carte Vitale (French health insurance card)

*If you do not have an INSEE number, the DRH (Human Resources Department) creates a provisional INSEE number and will pass it to you together with your contract, and it will be up to you to register (with the contract) with the caisse primaire d'assurance maladie (CPAM - French health insurance fund)*

- Bank details BIC / IBAN
- Proof of address

*If you are being accommodated by an individual, you must provide that individual's proof of address as well as a sworn statement written by that person indicating that you are staying at their home*

- B2 criminal record extract request form

*Using the completed form, the DRH will itself apply for a criminal record*

- Medical certificate by an approved doctor (List of approved doctors 83)

**Notes of caution:**

- **The list of approved doctors for the other départements (districts) is available on the ARS website**
- **Make an appointment as soon as possible, as the original medical certificate must be submitted when signing your contract at the university's human resources department**

- Etat des sommes dues (fee balance statement)

*to provide in duplicate to the doctor so that the consultation is covered by the University of Toulon*

- Final balance settlement (to request from your employer if necessary)

*provide a Pôle Emploi certificate which justifies your last job or, if not available, a sworn statement of non-receipt of any remuneration other than that of the university on the date of hiring*

- File relating to the drafting of the doctoral contract (Useful documents to prepare the doctoral contract)

*This document lists the documents necessary to the establishment of the contract*

Finally, if it applies to you

- Spouse's employer's certificate for Family Income Supplement (SFT)
- Family Income Supplement (SFT) request form

#### Note of caution

- A period of at most 1 month is necessary between the submission of the documents to the Doctoral School and the starting date of the contract
- If the file is sent by email or by post, the original of the medical certificate can be given to the RH department when signing the contract and taking up the post.
- If you are a foreign student outside the EU, your offer letter will allow you to obtain a RIB (Bank details statement provided by the bank).

## V. Re-registration in doctorate

If the defense of your thesis is planned after the end of the calendar year  
you must re-register for a doctorate

#### Notes of caution:

- Re-registration opening dates: September 2, 2020 to November 15, 2020

### **ED 509**

#### **Prerequisite**

Any re-registration from the second year of the doctorate requires a session of the Individual Monitoring Committee (CSI), the CSI is organized by your affiliate laboratory.

#### **Re-registration**

It must be done online at [this site](#). Once your re-registration is complete on this site, you must print the summary of your re-registration, this document will have to be attached to your file.

You will also be able to access the summary of your registration [here](#).

[The doctoral students directory form for ED 509](#), confirming your agreement to appear in the directory of doctoral students published on the doctoral school's website.

### **ED 548**

#### **Prerequisite**

Any re-registration requires that an Individual Monitoring Committee ([CSI](#)) be held (article 6 of the [ED 548 Rules and Regulations](#))

Beyond the 3rd year, any re-registration request requires an Individual Monitoring Committee [CSI](#) AND an exemption to be requested from the ED board

#### **Re-registration**

It must be done online at [this site](#). You must print the summary of your re-registration once it is complete, this document must be attached to your file. You will also be able to access the summary of your registration [here](#).

**ED 548 Note of caution re-registration in 2nd and 3rd year**

- the CSI report must be sent to the ED before 10/15 of the current year

**ED 548 Note of caution re-registration beyond 3rd year**

- the CSI report must be sent to the ED before 10/30 of the current year

**ED 509 - Note of caution:**

For doctoral students without funding, it is mandatory to attach an explanatory letter specifying your means of subsistence (e.g. Sworn statement from the person who provides for your needs, who accommodates you, who feeds you...)

**Recap of documents to download and fill up (for both ED)**

Link to re-register at ED 548 by clicking [here](#).

Link to re-register at ED 509 by clicking [here](#).

- 1. The re-registration request file
  - 2. No.1 specific rights grant certificate (Access authorization to the affiliate laboratory)
  - 3. the co-supervision form (if not HDR supervisor)
  - 4. The international joint thesis supervision request form (if applicable)
  - 5. The summary of your online re-registration  
<https://reinscription.univ-tln.fr/ReinsUTLN/consultation/identification.jspx>
  - 6. CVEC receipt
  - 7. Individual Monitoring Committee form (to be collected from your thesis director - For ED 548, the form is available [here](#))
  - 8. For doctoral students who are requesting re-registration for the 4th year of their doctorate and beyond, attach a justifying letter of exemption request. Your re-registration request will be submitted to the ED board.
  - 9. For employed doctoral students, attach a copy of your employment contract if it is different from the previous year.
  - 10. Copy of the civil liability certificate (insurance to be subscribed from your bank or from a dedicated organization, for example: AXA, GROUPAMA, MAAF, MATMUT...)
  - 11. Doctoral students in international joint thesis supervision must attach a re-registration proof from the foreign university
  - 12. If you wish to receive your letter of enrollment with the label to stick on your student card, attach a small envelope with your personal address and a stamp
  - 13. A check for the registration fees payable to "Université de Toulon" or proof of the bank transfer
- ☛ **ED 509** - You can pay your registration by credit card. Pay your registration by bank transfer only after notice of the registration authorization by the Doctoral School board.

## **Special cases**

- Students with a French government scholarship will provide the 2020-2021 grant notice. **Without the grant notice, the doctoral student will have to pay the registration fees.**
- Students with a scholarship from a foreign government will provide proof for 2020-2021
- Students with disabilities benefiting from the AAH will provide the decision of the MDPH with the RQTH rate (Recognition of the Quality of Handicapped Worker). With a rate of 80% and above, you will be exempt from registration fees (not CVEC).

**If you are already enrolled in another curriculum (e.g.: IEJ) within the university for the 2020-2021 academic year, please inform the doctoral school.**

## VI. Practical information

### **ED 509**

mail: [ed509@univ-tln.fr](mailto:ed509@univ-tln.fr)

Tel: 0483366341

ED website: <http://ed509.univ-tln.fr/>

#### Postal address:

Université de Toulon

ED 509 "Sociétés méditerranéennes et sciences humaines"

Campus Porte d'Italie

70 rue Roger Devoucoux

83000 TOULON

Office location: Campus Porte d'Italie, bâtiment BAOU, bureau BA 203.

- ED 509 is located on the Toulon campus. Main services such as the tuition department, student life department, the presidency of the university, sports department, are located on the La Garde campus.

- To get to the La Garde campus, you can take the U bus line, the La Garde campus also has a parking lot for students.

- The Toulon campus does not have parking for students.

### **ED 548**

mail: [ed548@univ-tln.fr](mailto:ed548@univ-tln.fr)

Tel: 0494142506

ED website: [ed548.univ-tln.fr/](http://ed548.univ-tln.fr/)

#### Postal address:

Université de Toulon

Ecole doctorale 548

DIREP - Bâtiment R1 - Bureau 102

CS 60584

83041 Toulon cedex 9

Office location: Campus de La garde, bâtiment R1, bureau BA 203.

**Useful information:**

- A lot of information is accessible from the ED [548](#) or [509](#) websites
- Maps of the campuses of Toulon, La Garde
- Student services: [University Library](#), [UTLN Doctoral Students Association](#), [Social department in Toulon and La Garde](#), [Student life department in Toulon and La Garde](#), [sports department](#)
- How to access digital services (activation of the digital account), [for students](#), [for staff](#) including doctoral students with funding.
- Find a job ([student jobs platform](#)).
- [Practical information](#) (food services, accomodation...)
- [University event schedule](#)
- [Research news \(conferences, seminars, scientific events, thesis defenses\)](#).