

**Stage 1**

- By June 15 at the latest for a gap year starting on September 1, and by October 15 at the latest for all other requests:
- The doctoral student fills in the gap-year request form and sends it to the Doctoral School. This request includes the opinions of the advisor and laboratory director, and specifies the reason and the period concerned.

**Stage 2**

- The Doctoral School management issues an opinion on the gap-year project, ensuring that the PhD student has all the necessary agreements to re-enter the thesis at the end of the gap-year period (CSI).
- The Doctoral School management submits the file to Committee (CD3).

**Stage 3**

- The request is examined by Committee (CD3), which issues an opinion.
- The Committee (CD3) follow-up table is filled in.

**Stage 4**

Excluding dedicated funding	With dedicated funding
<ul style="list-style-type: none"> <li>• The Deputy Director, delegated by the Chairman, issues a decision based on the opinion of the Committee (CD3).</li> </ul>	<ul style="list-style-type: none"> <li>• The Doctoral College submits the requests for a gap year on the Doctoral College-Human Ressources (HR) shared space and fills in the follow-up table.</li> </ul>

**Stage 5**

Excluding dedicated funding	With dedicated funding
	<ul style="list-style-type: none"> <li>• HR examines the request, issues an opinion via the request form on the Doctoral College-Human Ressources shared space and informs the Committee (CED) of the financial terms via the follow-up table.</li> <li>• The Deputy Director, delegated by the Chairman, issues a decision based on the opinions of Committee (CD3) and HR.</li> </ul>

**Stage 6**

- The Committee (CED) enters the decision on the Committee (CD3) follow-up table and sends the Doctoral School the notification of the decision for transmission to the PhD student.

**Stage 7**

- The Doctoral School enters the gap year on ADUM and issues an Autorisation d'Inscription Administrative (AIA) mentioning the gap year (semester or year) and forwards it to the Registrar's Office.

**Stage 8**

- The Registrar's Office informs the PhD student of the registration procedure (reduced fees where applicable).
- The Registrar's Office registers the PhD student in APOGEE with the "gap-year" data.