

## ÉCOLE DOCTORALE 3MG - TRAINING COURSE EXPLANATORY NOTE

- The teacher downloads the training form (available on the ED website, under the heading "training", "propose a training course"), then completes all the sections and sends it to his/her training coordinator at his/her respective site for approval.

\*All new training proposals are examined by the Doctoral School office.

- Once approved by the board, the course is added to the training calendar (available on the ED website) and published on Amethis.

### Before the course :

- ✚ S-8 : Opening of the registration period
- ✚ S-6 : Pre-registration list sent to the teacher.
- ✚ S-2 : Closing of registration period
- ✚ S-1 : Closing of withdrawal period
- ✚ S-1 : Final registration list sent to teacher
- ✚ S-1 : Teachers contact registrants to pass on any useful information (course location, zoom link in the case of videoconferencing, materials/documents to bring, etc.).

\*A minimum of 6 participants is required for the course to continue.

Priority is given to doctoral students from the École doctorale 3MG.

### After the course :

- Please return the completed attendance list to the following e-mail address:  
[ed-3mg@doctorat-paysdelaloire.fr](mailto:ed-3mg@doctorat-paysdelaloire.fr)
- The Doctoral School's Management Manager records doctoral students' attendance on Amethis for each course offered.