
2023-2024 ACADEMIC YEAR

REGISTRATION FROM JULY, 11th 2023

1st year of a Ph.D.: how to register?

Registration for a PhD at INSA Lyon comprises two stages :

- **Stage 1: Pedagogic registration** with the doctoral school via the ADUM doctoral online platform
- **Stage 2: Support and administrative registration** with INSA Lyon via the ADUM and PEGASE platforms.

Your registration will be finalized and validated only upon completion of these two stages.

Stage 1: Creation of your ADUM account and Registration with your Doctoral School (step 1 to 4 in ADUM)

- After obtaining the agreement of your thesis supervisor, **create your own ADUM account** by indicating a **valid and permanent personal email address**. this is at this address that the information necessary for your connection to ADUM will be sent and it is this address that will be used for the duration of your PhD to contact you if necessary.
- **Log in** to the ADUM application using the url <https://adum.fr/index.pl?site=UDL>, then select INSA Lyon as your institution, using the identifiers received by email.
- **Create your application form** online by filling the information requested to proceed with your pedagogical registration for a Ph.D.. Some tabs contain required fields (indicated by an asterisk). These are: Personal information | Curriculum | Thesis | Funding.
Check on the website of your Doctoral School the necessary elements for the pedagogical registration (in particular the individual doctoral training agreement) and the training program to be carried out during your Doctorate.
- When all the data necessary for your pedagogical registration are entered, you must **submit your request** to the Doctoral School.
- The application provides **electronic validation** of your submission by the secretariat of the Doctoral School, your thesis director, your laboratory director, then your doctoral school director.
You can follow the progress of these validation steps in ADUM by regularly consulting your student application in the "Registrations" tab.

Stage 2 : Registration at INSA Lyon (steps 5 and 6 in ADUM + administrative registration process *via* PEGASE)

When your student application reaches stage 5/6, **the FEDORA department checks that your administrative application is complete and admissible** before it is finalised by the Admissions Office of INSA Lyon (DAFOR).

We remind you that it is your responsibility to check the progress of your file in ADUM.

Documents to download in ADUM, so that your administrative submission is considered complete and admissible:

Identity document

* **For french students** : photocopy of national identity card or passport,

* **For foreign students** : photocopy of passport and if necessary, photocopy of visa + photocopy of birth certificate translated into French or English.

Proof of funding

* Photocopy of the employment contract or proof of scholarship, in French or English.

This proof must specify **the amount and duration of the funding** and must be **signed by all parties**.

Registration on a PhD at INSA Lyon is subject to proof of financial resources equivalent to at least the net minimum wage (1 383,08 € on May, 1st 2023) for at least the first 3 years of registration to the Ph.D. (on a pro-rata basis for part-time Ph.D.) – as indicated in the Thesis Charter.

If at the time of registration, you have not yet received your employment contract or other proof of funding, you must provide an certificate from your laboratory director certifying that you have obtained funding and specifying the amount and duration (mandatory). You will upload in ADUM your employment contract or proof of scholarship as soon as you can.

Individual doctoral training agreement

This document, provided by your Doctoral School, must be completed, and signed by your thesis director.

Certificate of civil liability

It is an insurance that covers damage caused to another person. This can be taken out with a private insurance company.

CVEC payment certificate

The ORE law has resulted in the introduction of a compulsory €100 Student Life and Campus Services fee (Contribution de Vie Etudiante et Campus – CVEC), which must be paid to the CROUS in advance.

Log in at this address: <https://messervices.etudiant.gouv.fr>

A certificate will be delivered to you, whether you have to pay or are exempted (see exemption conditions on the website above).

The following documents must first be downloaded on the website <https://fedora.insa-lyon.fr/fr/content/inscription-en-1ere-annee>

Document « Ecoles Doctorales – Disciplines »

This document must be completed (please check the corresponding box) and signed by the PhD student and the thesis director.

Thesis Charter

This document must be signed by the PhD student, the thesis director (and co-director if necessary) and the laboratory director.

For Double Degree (cotutelle) PhD students:

Certificate in French or English from the partner institution stating the year of registration (1st year, 2nd year, etc.) and certificate of payment or exemption from the partner institution for 2023-2024

Cotutelle agreement

The cotutelle agreement must be validated by the FEDORA department and the partner institution before signature. If the cotutelle has already been validated and signed, you can download it in the tab "Additional documents".

If not, please contact the FEDORA department: fedora-doc@insa-lyon.fr

IMPORTANT: The CVEC payment certificate is only compulsory if you have stays in France for the academic year 2023-2024

FINAL STAGE : ADMINISTRATIVE REGISTRATION WITH THE ADMISSIONS OFFICE

You can complete your administrative registration in person at the Admissions Office (DAFOR) :

1. Validation in ADUM of steps 1/6 to 6/6 duly completed,
2. After verification, you will receive an email from the Admissions Office « doctorat@insa-lyon.fr », with the details of the procedure for payment of the registration fees. This email will be sent to the personal address you will have indicated on ADUM. You can pay by bank transfer, cheque, and at the Accounting Office by credit card, by handing in the coupon " **Tuition fees to be collected** " which you can collect from the Admissions Office (DAFOR).

At the end of these steps, your registration will be validated in ADUM and your registration certificate, your student card and your IT account details will be given to you or sent to you in the event of registration by post.

Contact

Department FEDORA

Building « Direction » - last floor

37 Avenue Jean Capelle

69 100 Villeurbanne

Tel : 04.72.43.85.61

Mail : fedora-doc@insa-lyon.fr

Summer break: from July 28, 2023 to August 18, 2023 included

Admissions Office (DAFOR)

Building « Camille Claudel »

8 Allée du Rhône

69 621 VILLEURBANNE Cedex

Tel : 04.72.43.85.60

Mail : doctorat@insa-lyon.fr

The Admissions Office is closed Friday afternoon.

Summer break: from July 24, 2023 to August 18, 2023 included

Accounting Office

Building « Direction » - last floor

37 Avenue Jean Capelle

69 621 VILLEURBANNE Cedex

The Accounting Office is opened every afternoon from Monday to Thursday and Friday morning.

AMOUNT OF THE UNIVERSITY FEES

French Ministry of National Education – Circular of May 2023 determining university fees for 2023-2024

PhD	
↳ Registration fees	EUR 380

EXEMPTION FROM REGISTRATION FEES

SITUATION
<input type="checkbox"/> CSC scholarship within the framework of the UT-INSA Co-operation Programme.
<input type="checkbox"/> International joint supervision (cotutelle) : in the cases provided for under a specific framework agreement between the establishments concerned.
<input type="checkbox"/> French Government scholarship holder, on presentation of the certificate indicating the status of the PhD student as a scholarship holder and thus exempt.

SOCIAL SECURITY

Social security is now free of charge for all French and foreign students.

If you are staying for up to 90 days:

You are not covered by French Social Security and we highly recommend you take out either insurance from your home country, or French insurance, so that you are covered for the duration of your stay in France

Registering as a higher education student in France for the first time?

You need to register with the following website: <https://etudiant-etranger.ameli.fr/>

Visit the website to find all the relevant information you need depending on your situation (employee, EES, non-EES) : <http://www.etudiant.gouv.fr/cid104942/la-securite-sociale.html>

DOCTORAL SCHOOLS

CHIMIE	secretariat@edchimie-lyon.fr
E2M2	secretariat.E2M2@univ-lyon1.fr
EDISS	secretariat.ediss@univ-lyon1.fr
EEA	secretariat.edeea@insa-lyon.fr
INFOMATHS	infomaths@univ-lyon1.fr
MATERIAUX	yann.de-ordenana@ec-lyon.fr
MEGA	mega@insa-lyon.fr
SCIENCES SO	eva.modolo@univ-lyon2.fr