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## 2023-2024 ACADEMIC YEAR

### REGISTRATION FROM JULY, 11<sup>th</sup> 2023

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### 2<sup>nd</sup> and 3<sup>rd</sup> year of a PhD: how to register?

Registration on a PhD at INSA Lyon comprises two stages:

- Stage 1: **Course registration** with the doctoral school via the ADUM doctoral school information and management platform,
- Stage 2: **Support and administrative registration** with INSA Lyon via the ADUM and PEGASE platforms.

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

#### Stage 1: Registration with your Doctoral School (step 1 to 4 in ADUM)

- **Log in** to the Adum platform at <https://adum.fr/index.pl?site=UDL> selecting INSA Lyon as the establishment and using the username and password received by email.

➤ **In case you have lost your password**, you can request a new password on the homepage

- **Go to your doctoral school's website** to check what items you will need to provide in order to renew your registration and to see the educational programme to follow during your PhD course.

- When you have finished entering all the information necessary for your registration, you can **submit your application** to the doctoral school.

- ADUM allows **the electronic validation** of your student application by the secretary of the Doctoral School, your Ph.D. supervisor, your laboratory director and the director of your doctoral school.

**You can follow the progress of these validations in ADUM by regularly consulting your student file 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 your registration is finalised by the Admissions Office of INSA Lyon (DAFOR).

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

**Documents to download in ADUM to have your administrative application considered as complete and admissible:**

**In the tab « Funding »:**

**Your proof of funding for 2023-2024**

• **Employee:** remember that when you renew your registration, you must provide proof of a work contract from 01.09.2023 to 31.08.2024:

- **PhD students whose have a 3 year contract:** provide an employer's certificate stating that you are still on duty on 01.09.2023.

- **PhD students whose contracts are renewed annually:** upload the addendum referring to academic year 2023-2024 (01.09.2023 to 31.08.2024).

- **PhD students with contracts every 10 months:** provide a copy of the new contract. If the contract ends before 31.08.2024, you must also provide, in addition to a copy of the contract, a certificate from your laboratory director certifying that your contract will be renewed until 31.08.2024 at the very least, and specifying the amount and the date.

• **Scholarship holders:** provide proof of the 2023–2024 scholarship specifying the amount and the date.

*If your scholarship or your work contract is for less than the amount decided by the Board of Directors, have a certificate drawn up by your head of laboratory committing to fund up to the amount requested, i.e., €1 383,02 net per month.*

**In the tab « Additional documents »:**

**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 issued to you**, whether you have to pay or are exempted (see exemption conditions on the website above).

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**Double Degree (cotutelle) Ph.D. 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**

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

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## **FINAL STAGE: ADMINISTRATIVE REGISTRATION WITH THE ADMISSIONS OFFICE**

**You can go to the Admissions Office (DAFOR) or you can register by post when the ADUM steps 1/6 to 6/6 is done.**

Paying fees online via the internet <http://reinscriptions.insa-lyon.fr>: **380 €**, (log in using your INSA user name and password) **available from 12 July 2023:**

- By credit card on "Paybox".
- By credit card in 3 instalments on "Paybox".
- By bank transfer.
- By cheque made payable to "Agent comptable de l'INSA Lyon" and sent to the Accounting Office. Please indicate your student number on the back of the cheque.

**Please note: online payments can only be made until 14 October 2023.**

**After checking that your administrative registration renewal is complete and your fees paid, your registration renewal will be validated in ADUM. Upon completion of this process, you will be given your registration certificate and a 2023–2024 sticker, or these documents will be sent to you if you renew your registration by post.**

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## Contact

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### 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](mailto:fedora-doc@insa-lyon.fr)

**Summer break: from July 29, 2023 to August 23, 2023 included**

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### 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](mailto:doctorat@insa-lyon.fr)

**The Admissions Office is closed Friday afternoon.**

**Summer break: from July 25, 2023 to August 12, 2023 included**

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### 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.

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## AMOUNT OF THE UNIVERSITY FEES

French Ministry of National Education – Circular of May 2022 determining university fees for 2023-2024

### PhD

🔗 **Registration fees**

EUR 380

## EXEMPTION FROM REGISTRATION FEES

### SITUATION

- CSC scholarship** within the framework of the UT-INSA Co-operation Programme.
- International joint supervision (cotutelle)**: in the cases provided for under a specific framework agreement between the establishments concerned.
- 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	<a href="mailto:secretariat@edchimie-lyon.fr">secretariat@edchimie-lyon.fr</a>
E2M2	<a href="mailto:secretariat.E2M2@univ-lyon1.fr">secretariat.E2M2@univ-lyon1.fr</a>
EDISS	<a href="mailto:secretariat.ediss@univ-lyon1.fr">secretariat.ediss@univ-lyon1.fr</a>
EEA	<a href="mailto:secretariat.edeea@insa-lyon.fr">secretariat.edeea@insa-lyon.fr</a>
INFOMATHS	<a href="mailto:infomaths@univ-lyon1.fr">infomaths@univ-lyon1.fr</a>
MATERIAUX	<a href="mailto:yann.de-ordenana@ec-lyon.fr">yann.de-ordenana@ec-lyon.fr</a>
MEGA	<a href="mailto:mega@insa-lyon.fr">mega@insa-lyon.fr</a>
SCIENCES SO	<a href="mailto:eva.modolo@univ-lyon2.fr">eva.modolo@univ-lyon2.fr</a>