
2023-2024 ACADEMIC YEAR

REGISTRATION FROM JULY, 11th 2023

4th year (or more) of a PhD: how to register?

IMPORTANT

If you defend your thesis after August 31, 2023, your re-enrolment in the 4th year or more is MANDATORY for the award of the diploma.

If you defend before December 31, 2023, you benefit from the exemption from tuition fees and the CVEC. Similarly, in this case the “Request for extension beyond the 3rd year” is optional for the Institute.

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 »:

A proof of funding is not required by the Institution from the D4, but you must check on the website of your Doctoral School your obligations in terms of funding.

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 (unless your defense takes place between September 1 and December 31, 2023)

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).

Form "Request for extension beyond the 3rd year"

This form must be completed and signed by all parties. You then send it to the FEDORA department (by mail or email) for decision and signature of the Department Head. It is optional in case of a defense before the end of the calendar year (December 31, 2023)

You can download this form from the website <https://fedora.insa-lyon.fr/en/content/registration-2nd-year>

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.

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.

Payment of tuition fees of 380€:

Reminder: you must register for a PhD at INSA Lyon if your defense takes place after August 31, 2023, but you are exempt from registration fees and the CVEC if your defense takes place between September 1 and December 31, 2023.

You will receive an email from the "doctorat@insa-lyon.fr" registration and student service, containing details of the procedure for paying the registration fees. This email will be sent to the INSA Lyon address or personal address indicated on ADUM. You can pay by bank transfer, check, and to the accounting agency by credit card, under delivery of the coupon "**Tuition fees to be collected**" that you can obtain from the student service.

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.

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 29, 2023 to August 23, 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 25, 2023 to August 12, 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 2022 determining university fees for 2023-2024

PhD

🔗 Registration fees	EUR 380
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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	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