

## 2024-2025 ACADEMIC YEAR

### ADMISSION AND REGISTRATION FROM JUNE, 3<sup>rd</sup> 2024

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

Registration for a PhD at INSA Lyon comprises two stages :

- **Stage 1: Pedagogic admission in INSA Lyon** (through FEDORA department), after proposal of the doctoral school via the ADUM doctoral online platform
- **Stage 2: Administrative registration** in INSA Lyon (through Student Service: DAFORAE) via the ADUM and PEGASE platforms.

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

#### Preparatory stages: Creation of your ADUM account and proposition from your Doctoral School, after opinion of thesis director and laboratory head (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 may be used in addition to your institutional address 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.**

**NB:** do not hesitate to ask one of your supervisors to help you in filling the application.

- When all the data necessary for your pedagogical admission and administrative 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 1: Admission by FEDORA department (step 5 in ADUM)

When your student application reaches stage 5/6, **the FEDORA department checks that your application is complete and admissible**. It then states your admissibility before the administrative registration is finalised by the Admission Office of INSA Lyon (DAFORAE).

**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 at the time of each registration 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 and 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.

For the following documents, the template can be found on the FEDORA website: <https://fedora.insa-lyon.fr/fr/content/inscription-en-1ere-annee>:

**Thesis Charter**

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

**NB: as this document has been approved by the Scientific Council of INSA Lyon, the signature of the INSA Director representative is not to be asked**

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

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## Stage 2: Administrative registration with INSA admission office (DAFORAE) (step 6/6 on ADUM)

You can complete your administrative registration with DAFORAE from mid-July:

1. After validation on ADUM of steps 1/6 to 5/6,

2. After verifications, you will receive an email from the address "[doctorat@insa-lyon.fr](mailto:doctorat@insa-lyon.fr)", containing details of the registration procedure. You will be asked to re-register at the following link: <https://ins.insa-lyon.pc-scol.fr/>, using your student number which will be communicated to you in the email. This email will be sent to the personal address indicated on ADUM. You can pay your registration fees online, by transfer, check, and at the accounting agency by credit card.

Reminder: you must register for a PhD at INSA Lyon if your defense takes place after August 31, 2024, but you are exempt from registration fees and CVEC if your defense takes place between September 1 and 31 December 2024.

**Your CVEC payment certificate must be attached to the documents requested when registering on the PEGASE software.**

After verification of administrative registration and payment of tuition fees, your registration in D1 will be validated on PEGASE and on ADUM. At the end of this process, your school certificate will be downloadable from: <https://https://mondossierweb.insa-lyon.fr/> and the 2024-2025 sticker will be given to you at DAFORAE or sent in the case of a re-registration by correspondence.

## Contact

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### Department FEDORA (Admissions)

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 28, 2023 to August 18, 2023 included**

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### Inscriptions 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.

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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 2023 determining university fees for 2023-2024

### PhD

🔗 <b>Registration fees</b>	EUR 391
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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	<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>