

## 2024-2025 ACADEMIC YEAR

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

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

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: Application by the Ph.D. student for the registration proposal from your Doctoral School, after opinion of the thesis director and laboratory head (steps 1 to 4 in ADUM)

- **Log in** to the Adum platform at <https://adum.fr/index.pl?site=UDL> selecting INSA Lyon as the institute 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 1: Admission at INSA Lyon (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 submission in ADUM.**

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

In the tab « Funding »:

Your proof of funding for 2024-2025

- **Employee:** remember that when you renew your registration, you must provide proof of a work contract from 01.09.2024 to 31.08.2025:
  - **PhD students whose have a 3 year contract:** provide an employer's certificate stating that you are still on duty on 01.09.2024.
  - **PhD students whose contracts are renewed annually:** upload the addendum referring to academic year 2024-2025 (01.09.2024 to 31.08.2025).
  - **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 31.08.2025 at the very least, and specifying the amount and the date.
- **Scholarship holders:** provide proof of the 2024–2024 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.

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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

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## Stage 2: Administrative registration with the inscription office (DAFORAE) (step 6/6 in 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", 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 D4 or higher will be validated on PEGASE and on ADUM. At the end of this process, your school certificate will be downloadable from: <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.

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## Contact

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### Department FEDORA (admission)

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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### Registration 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 2022 determining university fees for 2023-2024

### PhD

🔗 **Registration fees**

EUR 391

## 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>