
2025-2026 ACADEMIC YEAR

REGISTRATION FROM JULY, 2nd 2025

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

IMPORTANT

If you defend your thesis after August 31, 2025, your re-enrolment in the 4th year or more is **MANDATORY** for the award of the diploma.

If you defend before December 31, 2025, you benefit from the exemption of tuition fees and you are not liable to the CVEC. Similarly, in this case the “Request for extension beyond the 3rd year” is optional for the Institute.

Registration for a PhD at INSA Lyon comprises two stages:

- Stage 1: Pedagogic admission by the FEDORA department, after positive opinion of the Doctoral School via the ADUM doctoral online platform
- Stage 2: Administrative registration in INSA Lyon (student service – DAFORAE) via the ADUM and PEGASE platforms.

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

Preliminary stage: Submission of the application and registration proposal of the Doctoral School¹, thesis director and laboratory (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 institution 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.

¹ List of the Doctoral School in appendix at the end of the document.

Stage 2: Admission and 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 application is complete and admissible** before your registration is finalised by the Student 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 »:

☐ **A proof of funding is not required by INSA 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.

☐ **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, 2025)

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 2025-2026**

IMPORTANT: The CVEC payment certificate is only compulsory if you pay the tuition fees in France for the academic year 2025-2026.

Stage 2 : Administrative registration with the Student Office (DAFORAE) (steps 5 in ADUM)

You can complete your administrative registration at the Student Office (DAFORAE) once:

1. Validation in ADUM of steps 1/6 to 5/6 duly completed,
2. After verification, you will receive an email from the Student 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 will have to register yourself on: <https://ins.insa-lyon.pc-scol.fr/> using your student number (beginning by 40... or 2023...). If you don't know this number, you can send an e-mail to « doctorat@insa-lyon.fr ». 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 (DAFORAE).

Reminder: you must register for a PhD at INSA Lyon if your defense takes place after August 31, 2025, but you are exempt from registration fees and the CVEC if your defense takes place between September 1st and December 31, 2025.

For this year the first email from the scolarity service will be sent from July.

Your CVEC payment certificate will have to be attached to the documents requested when registering on the PEGASE platform.

At the end of these steps, your registration will be validated in ADUM and your registration certificate will be available at : <https://mondossierweb.insa-lyon.fr/>. 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 (admission)

Charlotte PERRIAND building – last floor
17 Avenue des Arts
69 100 Villeurbanne
Tel : 04.72.43.85.61
Mail: fedora-doc@insa-lyon.fr

Summer break: from July 28, 2025 to August 18, 2025 included

Admissions Office (DAFORAE)

Building « Camille Claudel »
8 Allée du Rhône
69 621 VILLEURBANNE Cedex
Tel: 04.72.43.85.60
Mail: doctorat@insa-lyon.fr

The service is closed to the public on Wednesday and Friday afternoons.
Our detailed hours are 8:45 a.m. to 12:30 p.m. every morning and 1:30 p.m. to 5:00 p.m. on Monday, Tuesday, and Thursday afternoons.
Summer break: from July 28, 2025 to August 8, 2025 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 397

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