

I'M REGISTERING FOR A PhD – I'M A 1st YEAR DOCTOR AND I HAVE A LYON1 STUDENT ID

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Registration for a PhD is done in two phases:

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PEDAGOGICAL REGISTRATION DOCTORAL SCHOOL

ADMINISTRATIVE REGISTRATION DOCTORATE & HDR POLE

Doctoral student

- I log on to ADUM.
- I complete all the tabs and submit the required documents.
- I click on "Data transmission for file processing".

The Doctoral School checks the file.

STEP 1

The Doctoral School checks the file.

ED validates my file and transmits.

STEP 2

The thesis director gives his/her opinion.

STEP 3

The Director of the laboratory gives his/her opinion.

STEP 4

The Director of the Doctoral School gives his/her opinion.

STEP 5

Refusal by the establishment.

REFUSAL to register.

Validation of the establishment.

I've completed the pedagogical registration.

My secretary at the Doctoral Pole has been informed and will contact me by email after checking the administrative documents filed in ADUM.

I am patient.

I log on to the CROUS website to pay the CVEC and download my certificate: <http://cvec.etudiant.gouv.fr/>.

All stages of the re-enrolment process are carried out in MASCOL.

I log on to MASCOL to register and pay my registration fee online by credit card.

Option to pay in 3 instalments up to 15 October 2023.

When the registration is validated, I receive **an automatic e-mail** asking me to upload my CVEC certificate and my Campus France certificate if I have a French government scholarship into MASCOL.

The secretary validates the documents and checks that the fees have been paid.

An automatic e-mail is sent to me.

- I log on to MASCOL and download my certificate of enrolment.
- I can go to the Doctorate & HDR Department on Tuesdays from 8.30am to 12pm and Thursdays from 1.45pm to 4pm to pick up my 2023/2024 label.