

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:

2

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".

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.

The Doctoral School checks the file.

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

STEP 1

The Doctoral School checks the file.

ED validates my file and transmits.

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

STEP 2

The thesis director gives his/her opinion.

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.

STEP 3

The Director of the laboratory gives his/her opinion.

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.

STEP 4

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

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

An automatic e-mail is sent to me.

STEP 5

Refusal by the establishment.

Validation of the establishment.

REFUSAL to register.

I've completed the pedagogical registration.

- 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.