

# I'M REGISTERING FOR A SECOND YEAR OR MORE YEAR OF A PHD.

1

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 Department has been informed and will contact me by e-mail.  
**I am patient.**

L'Ecole Doctorale vérifie le dossier.

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.