Welcome day for 1st year doctoral students

Academic year
2023/2024

Université Claude Bernard Lyon 1
- 3 Campus
  => Campus de la Doua – Villeurbanne
  => Campus Rockefeller – Lyon 8ème
  => Campus de Gerland – Lyon 7ème

- 1602 doctoral students enrolled in 2022/2023

- 13 Doctoral School

- 80 Research structures

Officially created in 1971 by the merger of the Lyon Faculty of Sciences, founded in 1808, and the Faculty of Medicine, founded in 1874.
National framework for doctoral training:
Decree of 25 May 2016 establishing the national framework for training and the procedures leading to the award of the doctorate, amended by the decree of 26 August 2022.

Doctoral students holding a doctoral contract:
Decree no. 2009-464 of 23 April 2009 on contractual doctoral students in public higher education or research establishments

https://www.univ-lyon1.fr/recherche/formation-doctorale/le-doctorat/formulaires-lies-a-la-these
DOCTORAL SCHOOL
Organises your disciplinary training and assists you with your career plans
Direction / Co-direction
Secretariat
ED Council

A Doctoral School may be attached to several institutions

THESIS SUPERVISOR
The thesis supervisor is attached to the same doctoral school and research unit as you.

THESIS CO-SUPERVISOR
The thesis co-supervisor may be attached to a different doctoral school and UR from your own, or may belong to the socio-professional world (CIFRE).

LABORATORY
Research structure where you do your research and which gives you the means to carry out your work

EMPLOYER
Provides funding for your thesis

C. BERNARD LYON 1 UNIVERSITY
Institution where you are registered as a doctoral student and which will award your degree
PÔLE DOCTORAT & HDR – DRED*
1 head of Department
3 administrators
*DRED = Division of Research and Doctoral Studies

PÔLE DOCTORAT & HDR – DRED*
1 head of Department
3 administrators

A research unit may be attached to several doctoral schools and to several institutions

THESES CO-ENCADRANT(S)
The Co-encadrant may be attached to a different doctoral school, research unit or institution to you

Consult the Doctoral Charter to find out about the reciprocal commitments of each of the players involved.

Université Claude Bernard Lyon 1
The Doctoral & HDR Department

The Doctorate & HDR Unit is located next to the “Maison de l’Université Domitien DEBOUZIE” (MUDD), on the 1st floor. The Doctoral & HDR Department is part of the Division of Research and Doctoral Studies (DRED).

MISSIONS OF THE DOCTORAL & HDR DEPARTMENT:

The doctoral and HDR department will help you with the following tasks only:

- Your administrative registration (once the doctoral school has given its final approval in ADUM)
- Organising your defence.

OPENING HOURS OF THE DOCTORATE & HDR DEPARTMENT:

The doctoral and HDR department is open:
Monday to Thursday from 8.30am to 12pm and from 1.45pm to 4pm.
The office is closed all day on Friday.
The doctoral students of the 13 doctoral schools is divided between 3 administrators.

- **Virginie BEAUDOING**
  - ED BMIC
  - ED CANBIOS
  - ED EEA
  - ED EPIC
  - ED NSCo
  - ED PHAST
  - ED SEG
  - Env. 596 students
  - virginie.beaudoing@univ-lyon1.fr
  - 04.72.43.27.45

- **Fabienne MACRO**
  - ED CHIMIE
  - ED INFOMATHS
  - Env. 356 students
  - fabienne.macro@univ-lyon1.fr
  - 04.72.43.27.46

- **Odile MULET-MARQUIS**
  - ED E2M2
  - ED EDISS
  - ED MATERIAUX
  - ED MEGA
  - Env. 650 students
  - Odile.mulet-marquis@univ-lyon1.fr
  - 04.72.44.79.30

For administrative registration:

For organising your defence:
https://www.univ-lyon1.fr/recherche/formation-doctorale/le-doctorat/comment-organiser-sa-soutenance-de-these-1
The Doctoral & HDR Department

For information and answers to your questions:

https://www.univ-lyon1.fr/
Doctorat - Foire aux questions (FAQ)

Sommaire

- Postuler : comment candidater?
  - Les conditions requises
- Inscription & réinscription
  - Inscription : questions les plus courantes
  - Financement de thèse
  - Contrat doctoral et contrats de travail gérés par l'Université
  - Activités complémentaires
  - Cotutelle de thèse
- Soutenir sa thèse
  - Soutenance de thèse : questions générales

Avant de contacter le Pôle Doctorat & HDR, vérifiez si votre question trouve réponse dans la FAQ du doctorat à Lyon 1.
The Doctoral Schools

Lyon 1 University enrolls doctoral students in 13 Doctoral Schools

**LIFE SCIENCES**

- EDISS INTERDISCIPLINAIRES SCIENCES-SANTE
- BMIC BIOLOGIE MOLECULAIRE INTEGRATIVE ET CELLULAIRE
- E2M2 ECO SYSTÈMES MICROBIOLOGIE MODÉLISATION
- NSCo NEUROSCiences ET COGNITION

**EXACT SCIENCES**

- EEA ÉLECTRONIQUE ÉLECTROTECHNIQUE ET AUTOMATIQUE
- MEGA MECANIQUE ENERGETIQUE GÉNIE CIVIL ACOUSTIQUE
- CHIMIE UNIVERSITÉ DE LYON
- MATÉRIAUX UNIVERSITÉ DE LYON
- INFOMATHS INFORMATIQUE MATHÉMATIQUES
- PHAST PHYSIQUE ET ASTROPHYSIQUE

**HUMAN AND SOCIAL SCIENCES**

- EPIC ÉDUCATION PSYCHOLOGIE INFORMATION COMMUNICATION
- SEG SCIENCES ÉCONOMIQUES GESTION
Dual Registration

1st registration phase
PEDAGOGICAL REGISTRATION
ADUM
- Create your application by logging on to ADUM
- Complete each tab, submit all the required documents and click on "Data transmission for application processing"
- The application is checked and validated by the Doctoral School,
- The thesis director gives an opinion,
- The Director of the research unit gives his opinion,
- The Director of the Doctoral School gives his opinion,
- Final validation by the institution.

PEDAGOGICAL REGISTRATION COMPLETED

For re-registrations, the procedure is the same, but the file has already been created.

2nd registration phase
ADMINISTRATIVE REGISTRATION
=> DOCTORAL & HDR DEPARTMENT
- Your Pôle Doctorat administrator will be alerted and will contact you by email to finalise your registration. YOU MUST BE PATIENT
- End your CVEC certificate to your manager and pay your registration fees:
  - for 1st year students without a Lyon 1 student number: Payment of fees by bank transfer
  - for 1st year students with a Lyon 1 student number: Log on to MASCOL and pay your fees online by credit card. Connect to MASCOL to download your certificate of enrolment. Go to the Pôle de la Vie Etudiante to obtain your student card.

Details of each registration procedure can be found on the Doctoral and HDR Department website.
Dual Registration

ADMINISTRATIVE REGISTRATION PERIOD FOR THE 2023/2024 ACADEMIC YEAR

from 4 September to 5 December 2023

All 1st year doctoral students who have a contract of employment starting before 31/12/2023 must be registered by 5 December 2023. 5 December 2023 All 2nd year doctoral students and above must be re-registered by 5 December 2023.

Failure to register or re-register within the deadline will result in termination of the employment contract (article 3 of Order 2009-464).

The CVEC - Contribution de Vie Etudiante et de Campus

It’s used to fund campus life projects to improve living conditions for students and offer a variety of activities in several areas (social support, sports, artistic and cultural events, access to healthcare, etc.). You must pay the CVEC each year, BEFORE your administrative registration, by logging on to the CROUS website: https://cvec.etudiant.gouv.fr/

Once you have done this, you will be able to download your certificate of payment, which you will need for your administrative registration.

Tuition fees

Set each year by ministerial decree, the fees for 2023/2024 are 380€.
### Steps involved in validating the application for registration in ADUM

<table>
<thead>
<tr>
<th>Step</th>
<th>Role</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Doctoral Student</td>
<td>Complete the ADUM application online and submit it.</td>
</tr>
<tr>
<td>2</td>
<td>Thesis supervisor</td>
<td>Your thesis supervisor gives his/her opinion online.</td>
</tr>
<tr>
<td>3</td>
<td>Director of your research unit</td>
<td>The Director of your research unit gives his/her opinion online.</td>
</tr>
<tr>
<td>4</td>
<td>Direction of the Doctoral School</td>
<td>The Director of your doctoral school gives his/her opinion online.</td>
</tr>
<tr>
<td>5</td>
<td>Autorisation Etablissement</td>
<td>A Lyon 1 ces deux étapes sont conjointes</td>
</tr>
<tr>
<td>6</td>
<td>Autorisation Etablissement</td>
<td>Vous êtes informé que votre inscription en doctorat a été entièrement validée</td>
</tr>
</tbody>
</table>

**DOCTORAL SCHOOL = DOCTORAL SCHOOL ADMINISTRATOR**

**PÔLE DOCTORAT = PÔLE DOCTORAT ADMINISTRATORS**
Thesis funding

Sources of financing:

⇒ MINISTER(S): Higher education, Agriculture, Defence...
⇒ ASSOCIATIONS/FOUNDATIONS: LNCC, ARC, FRM...
⇒ REGIONS
⇒ NATIONAL OR EUROPEAN CALL FOR PROJECTS: ANR, ERC, Marie Curie Programme, LABEX...
⇒ RESEARCH ORGANISATIONS: CNRS, INSERM...

Pay money

Employer

Draws up an employment contract and pays the doctoral student

If you have any questions about your pay, holiday entitlement, TCL reimbursement, tax, etc., please contact your employer’s HR department. You should contact your employer’s HR department.

EPSCT*: Établissement Public à caractère Scientifique, Culturel et Professionnel
EPST**: Établissement Public à caractère Scientifique et Technologique
EPIC***: Établissement Public de caractère Industriel et Commercial

* EPSCT: UCBL1, INSA...
** EPSST: CNRS, INSERM, INRAE, INRIA...
*** EPIC: ADEME, CEA, IFPEN...
Other sources of financing

⇒ MINISTRY OF FOREIGN AFFAIRS
⇒ FRENCH EMBASSIES AND CONSULATES ABROAD
⇒ FOREIGN GOVERNMENTS
⇒ FOREIGN HIGHER EDUCATION ESTABLISHMENTS
⇒ FOREIGN RESEARCH ORGANISATIONS

Scholarships and/or mobility grants

https://www.campusfrance.org/fr
Doctoral contracts (under public law)

REGULATION


It is concluded between a doctoral student and an EPSCP, an EPST or any public establishment with a higher education mission.

DURATION

3 years which may be extended in the event of sickness or maternity/paternity leave of 4 consecutive months or 2 consecutive months in the event of an accident at work.

ANNUAL WORK TIME

1607 Hours

exclusively dedicated to research

Research + 64 hours of Complementary Activities

REMUNERATION

2044 € Brut on 01/01/2023
2100 € Brut on 01/01/2024

Research activity only

https://www.enseignementsup-recherche.gouv.fr/fr/le-financement-doctoral-46472
Doctoral contracts (under private law)

REGULATION

Fixed-term contract under private law governed by Decree no. 2021-1233 of 25 September 2021

It is concluded between a doctoral student and a company, an EPIC, a public utility foundation, etc.

DURATION

3 years

can be extended for 2 one-year periods

ANNUAL WORK TIME

1607 Hours

dedicated exclusively to research

Research + 64 hours of Complementary Activities

https://www.enseignementsup-recherche.gouv.fr/fr/le-financement-doctoral-46472
A doctoral student may carry out various activities in addition to his or her main research mission. The recruitment campaign takes place every year between July and September.

All 1st, 2nd and 3rd year fluent French-speaking doctoral students holding:
- a DOCTORAL CONTRACT IN PUBLIC LAW as defined in the Decree of 23 April 2009 amended by the Decree of 29 August 2016 - Visa 2009-464
- a PRIVATE LAW DOCTORAL CONTRACT as defined by Decree no. 2021-1233 of 25 September 2021
Les Activités Complémentaires

4 types de Missions

**L'activité Complémentaire d’enseignement - ACE**

Elle correspond à un service maximal de 64 heures d’enseignement équivalent TD ou HETD réparti sur l’année universitaire, effectué au sein d’une équipe pédagogique.

1ère année : 64 h et aucune modulation possible
2ème année : 64 h et possibilité de modulation à la hausse dans la limite de 16h ETD
3ème année : 64 h et modulation à la baisse

**Mission Complémentaire d’expertise**

Les doctorants peuvent effectuer en dehors de leur cadre de thèse « une mission d’expertise » auprès de structures, du secteur privé ou public (entreprises, sociétés, association, collectivités...).

La durée maximale est de 32 jours à répartir sur une année universitaire et par année.

**Mission de valorisation des résultats de la recherche**

Dans la limite du 1/6ème du temps annuel de travail

**Mission de diffusion de l’information scientifique et technique**
Merci à tous pour votre présence

SUR LES RÉSEAUX SOCIAUX
www.univ-lyon1.fr
#univlyon1

Université Claude Bernard Lyon 1