

# I'M REGISTERING FOR A PhD – I'M A 1st YEAR DOCTOR AND I DON'T HAVE A LYON1 STUDENT ID

1

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

ED request for supplementation.

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 send by e-mail the CVEC certificate to be paid by internet on the CROUS website for the amount of 100.00 euros and I pay my registration fees by bank transfer for the amount of 380.00 euros.

Once the CVEC and payment have been received, the secretary registers the enrolment in APOGEE and sends me an enrolment confirmation email.

- I log on to MASCOL to download my school certificate.
- I go to the Student Life Office to obtain my student card.