

2021-2022 ACADEMIC YEAR

REGISTRATION BETWEEN 12 JULY AND 15 OCTOBER 2021

2nd and 3rd year of a PhD : how to register ?

Registration on a PhD at INSA Lyon comprises two stages :

- **Stage 1 : Course registration** with the doctoral school via the SIGED doctoral school information and management system,
- **Stage 2 : Administrative registration** with INSA Lyon via the the SIGED doctoral school information and management system and SCOLARX software.

Your registration will be final and validated only upon completion of these two stages.

Stage 1 : Course registration with your Doctoral School (step 1 to 4 in SIGED)

- **Log in** to the SIGED platform at <https://siged.universite-lyon.fr>, selecting INSA Lyon as the establishment and using the user name and password received by email the previous academic year.

- **If you have lost your password**, you can request a new one at <https://siged.universite-lyon.fr/siged/Utilisateur/ReinitialisationMotDePasse>
- **If you did not receive an email with your SIGED login details**, you can request a user name and password at sos.siged@universite-lyon.fr stating the name of your establishment and the doctoral school where you are registered. You will then be sent an email containing your user name and a link to reset your password.

- **Go to your doctoral school's website** to check what items you will need to provide in order to renew your course registration and to see the educational programme you will be following during your PhD course.

- When you have finished entering all the information necessary for your course registration, you can **submit your application** to the doctoral school (by clicking on "Submit my request" displayed in white lettering on the right of the screen).

- SIGED allows **the electronic validation** of your student file by the secretary of the Doctoral School, your PhD supervisor, your laboratory director and the director of your doctoral school.

You can follow the progress of these validations in SIGED by regularly consulting your student file in the "Registrations" tab.

Stage 2 : Administrative registration at INSA Lyon (steps 5 and 6 in SIGED + administrative registration process via Scholarix)

When your student file reaches stage 5/6, **the FEDORA department checks that your administrative file is complete** before your registration is finalised by the Admissions Office of INSA Lyon.

We remind you that it is your responsibility to check the progress of your file in SIGED.

Documents to download in SIGED, tab "Additional documents", so that your administrative file is considered complete :

In the tab « Funding » :

Your proof of funding for 2021-2022

- **Employee** : remember that when you renew your registration, you must provide proof of a work contract from 01.09.2021 to 31.08.2022 :
 - **PhD students whose have a 3 years contract** : provide an employer's certificate stating that you are still on duty on 01.09.2021.
 - **PhD students whose contracts are renewed annually** : upload the clause referring to academic year 2021-2022 (01.09.2021 to 31.08.2022).
 - **PhD students with contracts every 10 months** : provide a copy of the new contract. If the contract ends before 31.08.2022, you must also provide, in addition to a copy of the contract, an affidavit from your head of laboratory certifying that your contract will be renewed until 31.08.2022 at the very least, and specifying the amount and the date.
- **Scholarship holders** : provide proof of the 2021–2022 scholarship specifying the amount and the date.

If your scholarship or your work contract is for less than the amount decided by the Board of Directors, have an affidavit drawn up by your head of laboratory committing to fund up to the amount requested, i.e., €1200 net per month.

In the tab « Additional documents » :

Certificate of civil liability

It is an insurance that covers damage caused to another person. This can be taken out with a private insurance company.

CVEC payment certificate

The ORE law has resulted in the introduction of a compulsory €92 Student Life and Campus Services fee (Contribution de Vie Etudiante et Campus – CVEC), which must be paid to the CROUS in advance.

Log in at this address: <https://messervices.etudiant.gouv.fr>

A certificate will be issued to you, whether you have to pay or are exempted (see exemption conditions on the website above).

COTUTELLE PhD STUDENTS :

Certificate in French or English from the partner institution stating the year of registration (1st year, 2nd year, etc.) and certificate of payment or exemption from the partner institution for 2021-2022

IMPORTANT : The CVEC payment certificate is only compulsory if you have stays in France for the academic year 2021-2022.

FINAL STAGE : ADMINISTRATIVE REGISTRATION WITH THE ADMISSIONS OFFICE

You can come to the Admissions Office or you can register by post when the validation on SIGED of steps 1/6 to 6/6 is done.

Paying fees online via the internet <http://reinscriptions.insa-lyon.fr> : **380 €**, (log in using your INSA user name and password) **available from 12 July 2020** :

- By credit card on "Paybox".
- By credit card in 3 instalments on "Paybox".
- By bank transfer.
- By cheque made payable to "Agent comptable de l'INSA Lyon" and sent to the Accounting Office. Please indicate your student number on the back of the cheque.

Please note : online payments can only be made until 15 October 2021.

After checking that your administrative registration renewal is complete and your fees paid, your registration renewal will be validated in SIGED. Upon completion of this process, you will be given your registration certificate and a 2021–2022 sticker, or these documents will be sent to you if you renew your registration by post.

INSA Lyon – Admissions Office

Bâtiment Camille Claudel
8 Allée du Rhône
69 621 VILLEURBANNE Cedex
Tel : 04.72.43.85.60
Mail : doctorat@insa-lyon.fr

The Admissions Office is closed Friday afternoon.

Summer break : from July 26, 2021 to August 20, 2021 included

INSA Lyon – Accounting Office

Bâtiment Direction – last floor
37 Avenue Jean Capelle
69 621 VILLEURBANNE Cedex

The Accounting Office is opened every afternoon from Monday to Thursday and Friday morning.

SOCIAL SECURITY

Social security is now free of charge for all French and foreign students.

If you are staying for up to 90 days :

You are not covered by French Social Security and we highly recommend you take out either insurance from your home country, or French insurance, so that you are covered for the duration of your stay in France

Registering as a higher education student in France for the first time ?

You need to register with the following website: <https://etudiant-etranger.ameli.fr/>

Visit the website to find all the relevant information you need depending on your situation (employee, EEA, non-EEA) :

<http://www.etudiant.gouv.fr/cid104942/la-securite-sociale.html>