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## 2021-2022 ACADEMIC YEAR

### FROM 12 JULY 2021

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### 1st 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)

- After obtaining approval from your PhD supervisor, **contact your doctoral school<sup>1</sup> to request a SIGED access code** providing a **valid personal e-mail address**.

It is at this address that the information necessary for your connection to SIGED will be sent to you and it is this contact address that will be used throughout the duration of your PhD.

- **Log in** to the SIGED platform at <https://siged.universite-lyon.fr>, selecting INSA Lyon as the establishment and using the access code received by e-mail.

- **Create your student file** online by filling in the information requested in order to begin your PhD course registration. Some tabs contain mandatory fields (indicated by an asterisk). These are the following: Personal information | Curriculum | Thesis | Funding.

Check the website of your doctoral school to find all the information necessary for course registration (**the individual doctoral training agreement is mandatory**).

- 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).

*Note that if you place the cursor on the "Submit my request" button when it is displayed in black, the system tells you which tabs to complete.*

- 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 Sclarix)

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.**

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<sup>1</sup> you can find the list of doctoral schools on the last page.

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

**☐ Identity document**

\* **For french students** : photocopy of national identity card or passport,

\* **For foreign students** : photocopy of passport and if necessary, photocopy of visa + photocopy of birth certificate translated into French, English or Spanish.

**☐ Proof of funding**

\* Photocopy of the employment contract or proof of scholarship, in French or English.

This proof must specify **the amount and duration of the funding** and must be **signed by all parties**.

*Registration on a PhD at INSA Lyon is subject to proof of financial resources equivalent to at least the net minimum wage for at least the first 3 years of registration on the PhD (in accordance with the University of Lyon Thesis Charter and its INSA Lyon amendment).*

If at the time of registration, you have not yet received your employment contract or other proof of funding, you must provide an affidavit from your laboratory director certifying that you have obtained funding and specifying the amount and duration (mandatory). When you receive your contract or confirmation of your scholarship, you will then upload a copy in SIGED under the "Funding" tab.

**☐ Individual doctoral training agreement**

This document (provided by your Doctoral School) must be completed, and signed by your thesis director.

**☐ 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).

The following documents must first be downloaded either :

- in SIGED => <https://faqsiged.universite-lyon.fr/inscription-insa-lyon-21315.kjsp?RH=1522053224398>

- on the INSA Lyon website => Research => PhD studies => *S'inscrire en doctorat*.

**☐ Administrative file 2021-2022**

**☐ Document « Ecoles Doctorales – Disciplines »**

This document must be completed and signed by the PhD student and the thesis director.

**☐ Internal Rules and Regulations**

This document must be dated and signed.

**☐ University of Lyon thesis Charter and specific provisions when registering for a PhD at INSA Lyon**

This document must be signed by the PhD student, the thesis director (and co-director if necessary) and the laboratory director.

**You will download in SIGED only the 1st page with the signatures.**

*Please do not use the University of Lyon thesis Charter which does not mention INSA Lyon: this version does not mention INSA Lyon's specificities and will therefore be refused.*

**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**

**☐ Cotutelle agreement**

**The cotutelle agreement must be validated by the FEDORA department and the partner institution before signature.** If the cotutelle has already been validated and signed, you can download it in the tab "Additional documents". If not, please contact the FEDORA department : [fedora-doc@insa-lyon.fr](mailto:fedora-doc@insa-lyon.fr)

**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 complete your administrative registration in person at the Admissions Office :

1. Validation in SIGED of steps 1/6 to 6/6 duly completed,
2. After verification, you will receive an email from the Admissions Office « [doctorat@insa-lyon.fr](mailto:doctorat@insa-lyon.fr) », with the details of the procedure for payment of the registration fees. This email will be sent to the personal address you will have indicated on the "administrative file 2021-2022". You can pay by bank transfer, cheque, and at the Accounting Office by credit card, by handing in the coupon "**Tuition fees to be collected**" which you can collect from the Admissions Office.

**At the end of these steps, your registration will be validated in SIGED and your registration certificate, your student card and your computer account details will be given to you or sent to you in the event of 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](mailto: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.

## AMOUNT OF THE UNIVERSITY FEES

French Ministry of National Education – Circular of June 2021 determining university fees for 2021-2022

### PhD

↳ <b>Registration fees</b>	EUR 380
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## EXEMPTION FROM REGISTRATION FEES

### SITUATION

- ◇ CSC scholarship within the framework of the UT-INSA Co-operation Programme.
- ◇ **International joint supervision (cotutelle)**: in the cases provided for under a specific framework agreement between the establishments concerned.
- ◇ **French Government scholarship holder, on presentation of the certificate indicating the status of the PhD student as a scholarship holder and thus exempt.**

## 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>

## DOCTORAL SCHOOLS

CHIMIE	<a href="mailto:secretariat@edchimie-lyon.fr">secretariat@edchimie-lyon.fr</a>
E2M2	<a href="mailto:secretariat.E2M2@univ-lyon1.fr">secretariat.E2M2@univ-lyon1.fr</a>
EDISS	<a href="mailto:secretariat.ediss@univ-lyon1.fr">secretariat.ediss@univ-lyon1.fr</a>
EEA	<a href="mailto:secretariat.edeea@insa-lyon.fr">secretariat.edeea@insa-lyon.fr</a>
INFOMATHS	<a href="mailto:infomaths@univ-lyon1.fr">infomaths@univ-lyon1.fr</a>
MATERIAUX	<a href="mailto:yann.de-ordenana@ec-lyon.fr">yann.de-ordenana@ec-lyon.fr</a>
MEGA	<a href="mailto:mega@insa-lyon.fr">mega@insa-lyon.fr</a>
SCIENCES SO	<a href="mailto:veronique.guichard@univ-lyon2.fr">veronique.guichard@univ-lyon2.fr</a>