

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".

L'Ecole Doctorale vérifie le dossier.

STEP 1

The Doctoral School checks the file.

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

I log on to the CROUS website to pay the CVEC and download my certificate: <http://cvec.etudiant.gouv.fr/>.

All stages of the re-enrolment process are carried out in MASCOL.

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.

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.

The secretary validates the documents and checks that the fees have been paid.

An automatic e-mail is sent to me.

- 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.