

## TERMS AND CONDITIONS FOR RE-REGISTRATION AS A DOCTORAL STUDENT YEAR 2025/2026

A new academic year is about to begin, and you need to complete your pedagogical and administrative formalities.

### Practical information:

**Deadline for enrollment:** November 15, 2025

**Tuition fees for the year 2025/2026:** 397€

**Tuition fees for a gap year in 2025/2026:** 264€

**Reminder :** The PhD academic year for the PhD program begins on October 1, 2025 and ends on September 30, 2026.

**Contribution to Student and Campus Life ([CVEC](#)) :** 105€

### How do I register ?

**Step 1:** Before you start, **gather all the documents you need to re-register**. Please note that your doctoral school may require additional documents beyond those listed below (**on page 2**). Check beforehand!

**Step 2:** **Update your information on [ADUM](#)** and upload all required documents before submitting your re-enrollment.  
(NB: The CVEC will need to be uploaded after doctoral school director validation).

**Need help?** For any questions or difficulties in entering your information on ADUM, contact your affiliated doctoral school.

**Step 3:** ADUM provides for the electronic verification and validation of your file by:

- the doctoral school office
- your thesis director
- the laboratory director
- the doctoral school director

① *Some doctoral schools deal with enrolment applications through monthly committees.*

- the ENS director

**Be patient, it may take time!** You can follow the advancement of these validations on ADUM, by checking your file.

**Step 4:** The PhD office will examine your application. You will receive by e-mail a summary of your enrollment, with a list of any missing documents, as well as **the ENS doctoral re-enrolment confirmation form**. This document must be completed, signed and returned to us.

**Need help?** The PhD office will hold office hours **every Thursday morning from 8:30 to 12:00 from October 2 to October 30 in room D2 302 (Descartes) et MGN1. 259 (Monod)**. Outside these hours, you can always schedule an appointment with us!

**Contact:** For any questions, difficulties, or to schedule an appointment, contact us by email at [rentree.doctorants@ens-lyon.fr](mailto:rentree.doctorants@ens-lyon.fr) specifying in the subject line your "Name - First Name - Doctoral discipline".

**Step 5:** As soon as the doctoral school director gives a favorable opinion in ADUM (step 4/6), and **only if your application is complete**, you will receive an e-mail with the link to the CORIANDRE application **to pay your tuition fees online (if any)**. Your enrollment certificate will be available to download from CORIANDRE once you have paid.  
Congratulations, **your registration is now complete!**

**No files will be processed during the administrative closure of the department (between July 25 and August 18).**

**Furthermore, in September, priority will be given to processing thesis defense files.**

**No enrollment certificate can be issued if your file is incomplete.**

## LIST OF REQUIRED DOCUMENTS FOR PHD RE-ENROLLMENT– YEAR 2025/2026

### → Proof of identity (currently valid)

☐ Copy of your National identity card (front and back) or ☐ copy of your passport

If applicable :

☐ Copy of your valid visa, visa application or visa renewal

☐ Copy of your valid residence permit (front and back)

### → Proof of health insurance certificate

☐ Copy of your French social security card (front and back) or ☐ copy of your health insurance certificate (currently valid) or ☐ copy of your European Health Insurance Card

### → ☐ Proof of [CVEC 2025/2026](#) payment (with the QR code)

Please note : A receipt of payment is not sufficient.

Please note : If you defend your thesis between October and December 2025, you will be exempt from the CVEC payment.

### → ☐ A copy of your Individual Thesis Monitoring Committee (CSIT) dated and signed

### → ☐ Confirmation of re-enrolment in a doctoral program at the ENS de Lyon completed, dated, and signed

Please note : This document will be sent to you by the PhD office once they have processed your file on ADUM.

## Special cases:

### Cas n°1 → From the 4th year onwards

☐ A complete copy of your **new signed employment contract** or ☐ copy of your **scholarship certificate**

### Cas n°2 → If pursuing a jointly supervised PhD

☐ A copy of the **signed co-supervision agreement** (only for re-enrollment in the 2nd year)

### Cas n°3 → If pursuing an international dual PhD

☐ A **signed copy of the international co-supervision agreement** (only for re-enrollment in the 2nd year)

☐ **copy of the ongoing amendment** (from the 4th year of re-enrollment)

☐ **Proof of payment of university fees at the partner institution** (if the agreement provides for an exemption of fees at ENS for the year 2025/2026)

☐ **Certificate of enrollment from the foreign university**

### Cas n°4 → If your defense is planned between October and December 2025

☐ Your thesis defense project must be submitted on ADUM at the same time with your re-enrollment.

Please note : If you defend your thesis between October and December 2025, you will be exempt from tuition fees.

### Cas n°5 → If you request a gap year

☐ The completed and signed [gap year form](#) (to be returned **before 30/09/2025**)

Please note : Enrollment in a gap year is subject to reduced tuition fees: 264€ for the year 2025/2026

### Cas n°6 → If you are planning to change your place of registration or if you wish to abandon your thesis

Please inform us of your situation by writing to [rentree.doctorants@ens-lyon.fr](mailto:rentree.doctorants@ens-lyon.fr)

**IMPORTANT : For any document written in a language other than French, a certified translation into French or a translation by a sworn translator must be provided.**