

Doctoral training

Rules & procedures to know

You can only register for a limited number of training courses: Either two transversal training courses per academic year, or a single hour-intensive training course (for example, 40 hours). The SIGED system will notify you if you attempt to exceed these registration limitations.

Opening and closing of registration: **Registration opens 2 months prior to and closes 2 weeks prior to the start of the training course**, except for those training courses requiring a selection stage overseen by the instructor. Your application (attributed the initial status of “being processed”) is validated and approved 4 to 3 weeks before the closure of registration, at which point you will receive a confirmation e-mail. Any time prior to this confirmation, you can cancel your registration via SIGED. When a student deregisters, a vacancy is automatically created for the corresponding course. For this reason, the number of course vacancies (posted next to the course titles) can vary from day to day.

Requirements & prerequisites: Please note that applicants for certain courses are requested to furnish specific documents (for example, a CV and letter of motivation). These documents can be downloaded onto SIGED when registering. Incomplete applications lacking the requested documents will not be considered.

Consulting the training course description: Once you have applied for a training course, it disappears from the training course catalogue accessible via your SIGED account. However, the description can still be consulted via the *Formations* (training courses) section of your SIGED account, by clicking on the magnifying-glass icon preceding the training course title. The catalogue can also be consulted on the Université de Lyon website.

Validation of training courses taken: Every participation in a training course engenders a training course certificate, specifying the number of hours actually completed (provided that at least 2/3 of the total number of course hours were in fact completed). These so-called *attestations de suivi* are available via your SIGED account, following completion of a short assessment questionnaire.