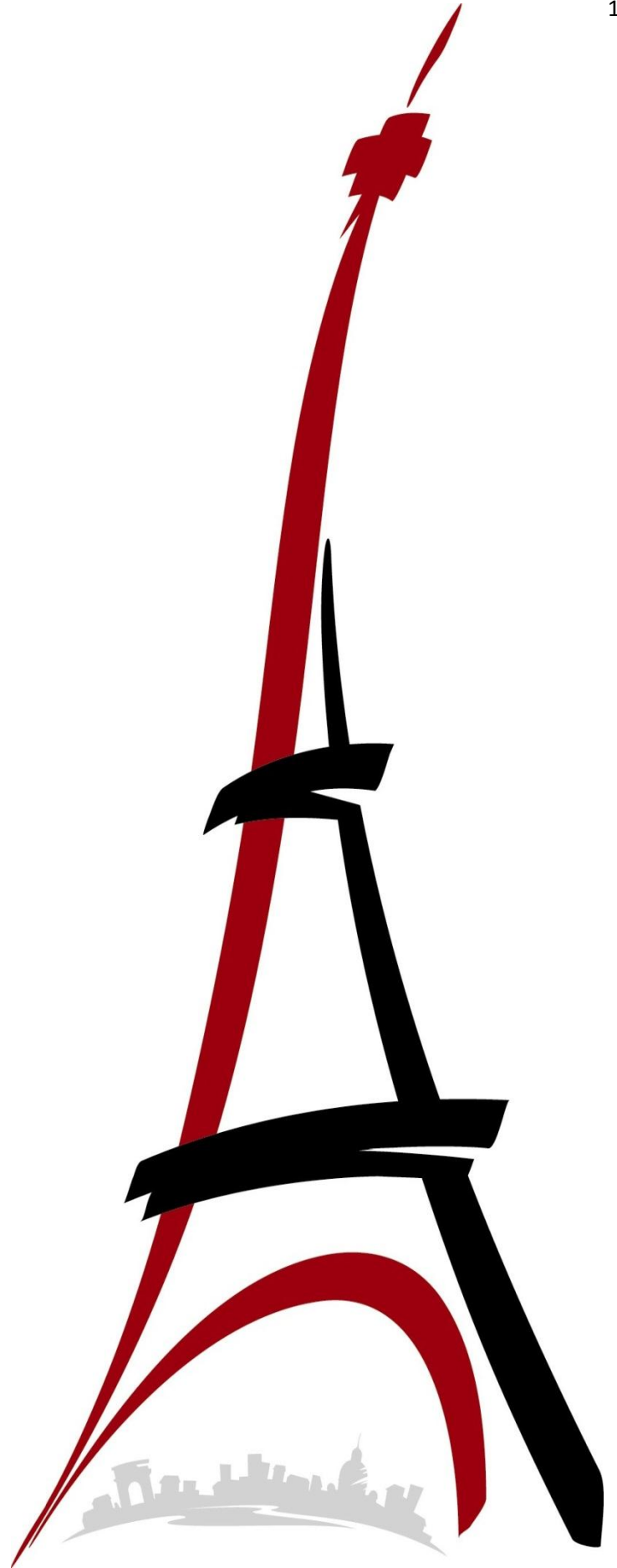


Guidelines of the ENP graduate program



1. Introduction

The ENP is a graduate program and research training network created in 2007 by the French Ministry of Research and Higher Education and made up of high profile Neuroscience research laboratories in the Paris region. It is run by a Board of Trustees and chaired by a President. The executive bodies of the ENP include a Director, a Steering Committee and a General Secretary. The scientific advisory board consisting of internationally acclaimed neuroscientists guarantees for evaluating the ENP's long-term strategy by its reports.

The program is open to outstanding students irrespective of nationality which are primarily trained abroad. Applications by students trained in France are accepted exclusively from candidates with backgrounds in mathematics, physics, informatics and engineering.

The ENP graduate program lasts four years and proposes two different itineraries which both lead to a PhD in Neuroscience:

For **students holding a Master's degree** (i.e. any degree equivalent to the French "Master 2" degree) the first year will consist in lab rotations: Out of its 90 affiliated laboratories the ENP offers to its students a unique opportunity to develop their own scientific project in Neuroscience. At least two lab rotations each lasting from 2 to 4 months will ensure the best choice for a PhD laboratory after the first year at the ENP. The end of the first year can be spent in a third rotation, or as an extended rotation in the laboratory chosen for the PhD. At the beginning of year 2 the students will then enrol at one of the doctoral programs ('école doctorale') of the affiliated institutions and after three years of studies will defend their PhD thesis and obtain the doctoral degree from a Parisian university.

For **students without a Master's degree but holding a Bachelor's degree** (i.e. any degree equivalent to the French "Master 1" degree) the first year will be devoted to university studies in order to obtain a French "Master 2" degree: The first four months consist of course work and classes, whereas the following six months the students will spend their time in one of the ENP affiliated laboratories. During this period they have to write a research report ("mémoire") and will finally obtain a Master 2 degree. This will be followed by a short (2 months) rotation in another ENP laboratory. The following three years the students will enrol at one of the doctoral programs of the affiliated institutions and after three years of studies they will defend their PhD thesis and obtain the doctoral degree from a Parisian university.

Working language throughout is English. For those who are interested in French courses are offered at Cité Universitaire or Université Pierre et Marie Curie at the beginning of the academic year. For settling in Paris and registration at the university the ENP provides administrative support (visa, housing, social security, medical and other insurances, university registration). The first year will be funded directly by an ENP fellowship (1200€/month after tax), while the following three years are financed by the ENP via the doctoral schools of the chosen university (1800€/month salary after tax).

Institutions affiliated to the ENP: CEA, CNRS, Inserm, Institut de la Vision, Institut Pasteur, Collège de France, Université Pierre et Marie Curie, Université Paris-Sud-11, Université Paris Descartes, Université Paris Diderot, Ecole Normale Supérieure.

Universities issuing doctoral degrees within the ENP graduate program: Université Pierre et Marie Curie, Université Paris-Sud-11, Université Paris Descartes, Université Paris Diderot, Ecole Normale Supérieure.

2. Applying to the ENP graduate program

Call for application

The call for application is announced once a year from the end of November till around the end of January on the ENP website www.paris-neuroscience.fr/enp. For details see the webpage. It is open to students from various backgrounds who can demonstrate:

- outstanding academic achievements
- a strong interest in Neuroscience,
- a specific interest in the research carried out by the laboratories affiliated to the ENP

Eligibility

Applicants are required to have the equivalent of a Master's degree (i.e. any degree equivalent to the French "Master 2" degree) or Bachelor's degree (i.e. any degree equivalent to the French "Master 1" degree) obtained outside of France in any field relevant to Neuroscience. This geographical restriction does not apply to students trained in mathematics, physics, informatics, bioinformatics and engineering.

Remark: The Bachelor-Master's degree system differs substantially between countries, thus applicants need to provide a detailed résumé in order to evaluate their eligibility. Information on equivalences between international diplomas is available on the following websites:

<http://www.enic-naric.net/index.aspx?c=France>

<http://www.ciep.fr/en/index.php>

The application process

The application process itself proceeds in three consecutive steps:

- **Online application** (end of November till around the end of January)

Candidates have to fill out an online form (see <http://paris-neuroscience.fr/enp/phd-program/phd-program.php>) in order to provide information on their academic background, awards and honours, English language skills, work and laboratory experience, practicals, publications. In addition the ENP requires to fill in a field stating the specific interest in PhD studies in Neuroscience carried out in potential laboratories and centres of scientific interest. Once you have given the names of the two referees in the online form, a reference letter template will be sent automatically to your referees. They should then fill out the form, save it as pdf file and upload it on the application webpage. Once this is done and the application form is correctly filled out the applicant can validate their application.

Remark: In the following cases the application will not be considered: incomplete form, paper application, reference letters not using the template, reference letters not sent directly by the referee to the ENP office or uploaded, any document sent after the deadline of the call

- **Pre-selection of the applicants** (end of March)

1. Application documents are scored independently by two members of the ENP panel (comprised of ENP team leaders).
2. Within a month after the deadline, the ENP panel pre-selects applicants for a phone interview.
3. Pre-selected applicants receive an email invitation for two phone interviews, each with an ENP team leader.
4. Within a week after the last phone interview, selected candidates receive an email invitation for an oral presentation in Paris.

- **Interviews in Paris and final selection:** (end of April)

The interviews take place in Paris within two months following the pre-selection. The ENP pays for transportation, accommodation, breakfast and dinner for the one-day interview

1. Candidates receive email information describing the practical modalities.
2. Candidates present their curriculum, previous work and motivation in a 10 minutes talk before the ENP panel. This is followed by a 10 minute discussion. In the evening we organize a dinner with ENP faculty and students, your participation is expected.
3. Results of the auditions are communicated by email within a week

- **Commitment document:** Selected candidates will sign a commitment form (see pdf on our website).

3. Lab rotations

The goal of the lab rotations is to offer students the opportunity to make the best choice for a PhD laboratory and to develop and suggest their own PhD project. For each member of the ENP graduate program, rotations in at least two labs are mandatory and can take place only in labs of institutions affiliated to the ENP. Each rotation usually lasts two to four months. The rotations cover the period of the first year in the ENP graduate program.

For students holding a Bachelor's degree, the first rotation has to last six months since it is considered as an integral part of their 'Master 2' studies.

Once the rotations are successfully passed (see paragraph 4) the students will enrol in one of the doctoral programs of the affiliated universities which will issue the doctoral degree.

4. Typical timelines for admitted students

For students holding a Master's degree:

Academic year	Time lapse	ENP Graduate program	University administration issues
1	September-December	First lab rotation	Register at Université Pierre et Marie Curie as student with the UEI (unités d'enseignement isolés) curriculum, no compulsory attendance for classes
1	January-April	second lab rotation;	
1	May-August	third lab rotation or extended rotation in the laboratory chosen for the PhD	
1	end of July	evaluation and student's report on the lab rotations	
2	September	Presentation of rotation results & PhD project during the ENP days	If the PhD project is accepted by the ENP studies committee enrol in the chosen doctoral school of the aforementioned universities for PhD studies
2	October	Start of PhD studies	
3	September	PhD studies (follow)	re-enrolment for doctoral studies at the beginning of each academic year
3	In the middle of the third academic year	send mid-term evaluation report to the ENP	mid-term progress review by the doctoral school
4	September	PhD studies (follow)	re-enrolment for doctoral studies at the beginning of each academic year
4	until July	PhD defense, send doctoral thesis to ENP	send doctoral thesis to doctoral school, nominate jury members including two external referees, defend PhD thesis

For students not holding a Master's degree but only a Bachelor's degree:

Academic year	Time lapse	ENP program	Graduate	University administration issues
1	April-June			Once admitted by the ENP register immediately (from abroad) at one of the aforementioned universities for a "Master 2" programs, registration to these programs usually closes by the end of May
1	September-December	First part of Master studies		
1	January-June	First lab rotation		Practical part of the "Master 2" program at one of the ENP affiliated labs
1	end of June	send a copy of the Master 2 diploma to the ENP		Brief research report ('mémoire') and oral examination leading to the "Master 2" diploma
1	July-August	Second lab rotation		
2	September	Presentation of rotation results & PhD project during the ENP days		If the PhD project is accepted by the ENP studies committee enrol in the chosen doctoral school of the aforementioned universities for PhD studies
2	October	Start of PhD studies		
3	September	PhD studies (follow)		re-enrolment for doctoral studies at the beginning of each academic year
3	In the middle of the third academic year	send mid-term evaluation report to the ENP		mid-term progress review by the doctoral school
4	September	PhD studies (follow)		re-enrolment for doctoral studies at the beginning of each academic year
4	until July	PhD defense, send doctoral thesis to ENP		send doctoral thesis to doctoral school, nominate jury members including two external referees, defend PhD thesis

Remarks on the timelines

Unités d'enseignement isolés (UEI)

UEI are modules of university courses not leading to a diploma. Attending these classes is not mandatory. The ENP graduate program obliges students holding a Master's degree to enrol at the UEI program of Université Pierre et Marie Curie during their lab rotation period to provide them with a student's status which facilitates administrative procedures in particular insurance and visa issues.

Guidelines of the ENP graduate program

Master 2 curriculum

Students without a Master degree but holding a Bachelor degree have to enrol at one of the following “Master 2” programs:

- **Master of Integrative Biology and Physiology (BIP)** at the Université Pierre et Marie Curie;
http://www.upmc.fr/en/education/diplomas/sciences_and_technologies/masters/master_of_integrative_biology_and_physiology.html
- **Research Master in Cognitive Science (Cogmaster)** at the Université Paris Descartes resp. Ecole Normale Supérieure
http://sapience.dec.ens.fr/cogmaster/www/e_01_portail.php
- **European Master of Genetics (Magistère Européen de Génétique)** at the Université Paris Diderot
<http://www.univ-paris-diderot.fr/magisteregenet/>
- **Master Health and Biology (Master Biologie-Santé)** at the Université Paris-Sud
http://www.u-psud.fr/fr/les_ formations/les_ formations_par_diplome/masters/biologie_sante.html

Time periods for online registration in Master programs at Paris universities start in April-May and end in June. Exact dates as well as registration procedures and administrative paper requirements depend on the university and must be checked by the student.

Evaluation of the lab rotations

Students not holding a Master’s degree but only a Bachelor’s degree need to obtain their “Master 2” diploma by the end of June in order to be accepted to the doctoral school. To enter the doctoral school all ENP students need to provide their Master’s thesis, reports of their academic achievements and scientific evaluations by the faculty members who supervised them during the lab rotations. Moreover students need to provide a written PhD project (two pages max describing the main goals and methods). During a formal interview with the ENP studies committee in September during the ENP days, it is decided whether the student can enter the doctoral school. Based on this evaluation the student will be eventually granted the three years working contract via the doctoral school. The ENP tries to support students as much as possible during this orientation process and may re-orient any candidate who does not provide a convincing PhD project. Accepted students register for their PhD at the university.

Starting the PhD thesis

Once the lab rotations are positively evaluated candidates need to register at the university depending on the doctoral school (‘école doctorale’) their PhD lab is affiliated to. When the registration is completed, the students sign a legally binding work contract with the University. Thereafter the PhD candidates can start officially their thesis project in their host laboratory.

Re-enrolment every year

The students have to re-enrol at the beginning of each academic year (September) in order to renew their university registration:

Mid-term evaluation of the PhD thesis and the student's ENP activities

Half way through his/her PhD the PhD candidate has to pass a mid-term progress review in form of a presentation before the members of the doctoral school. Each student keeps contact with his/her ENP faculty tutor (see paragraph 5). The student must inform the ENP faculty of their review scheduled with the doctoral school and send the report of this review to the ENP faculty and the ENP administration. In addition the ENP requests a second document listing the student's active contributions to the ENP: work as student representative, organization of seminars, public outreach activities such as the brain awareness week, student field trips, hosting foreign speakers, etc.). The ENP considers these student activities as a vital part to achieve its mission. In cases an ENP student does not contribute, the ENP will re-adjust the funding to the level of financial support granted to French national students at the respective doctoral schools.

PhD defense

At the end of three years in the doctoral school the doctoral candidate defends her thesis before a thesis committee consisting of the thesis advisor, two external jury members (rapporteurs), the jury president and possibly other jury members. The jury members are chosen by the PhD advisor and the ENP student. The student has to send to the ENP faculty at the same time as to the university a printed copy of the manuscript and the date of the defense.

PhD beyond three years

PhD students who did not have their defense at the end of the three years in the doctoral school have to inform both the ENP and the university. If a fourth year is granted by the university, the ENP will not finance the PhD thesis beyond the period of three years. Funding could be provided by third party institutions, e.g. FRM (Fondation pour la Recherche Médicale en France).

5. The ENP's service for its students

Administrative and financial support for students is provided by the ENP staff in several ways:

Upon arrival

When joining the ENP graduate program for the first time the ENP pays for the following costs: Travel expense for coming to Paris, university registration fees (for the first two years of the ENP graduate program) including healthcare and supplementary medical insurance (LMDE or other), civil

liability home insurance (mandatory in France) with the MAIF and the rent for the first month in the ARPEJ residence or the Cité Internationale Universitaire de Paris (CIUP). It is stressed that possible deposits have to be paid by the students on their own.

ENP has privileged contacts with ARPEJ and CIUP for housing and with MAIF to obtain private house insurance. Regarding other accommodation, the ENP will pay the first month's rent up to 460€.

Bank account

The ENP helps to open a bank account at for each student. In order to receive the ENP fellowship (and later the salary for the PhD contract) it is necessary to have a French bank account.

Visa

The ENP provides all documents necessary for obtaining visa and residence titles. Note that citizens of countries who adopted the Schengen treaty do not need visa or residence title. For all other countries a long-term visa with student status is required. This visa is a national (i.e. French) one which enables its holder to travel to all Schengen countries without further formalities. Upon arrival students have to fill out the form OFII and hand it in to the regional bureau of the migration office (Office Français d'Immigration et d'Intégration) to obtain a visa with student status ('statut étudiant'). This document serves equally as residence title ('titre de résidence'). When starting their PhD contract the students have to change to the researcher status ('statut de chercheur'). This visa has to be renewed every year: The student has to ask for a renewal of his/her residence title at the police headquarters ('Préfecture de Police') of his/her Department of residence at the latest two months before the expiration of the visa.

Tutors

To support new ENP students before arrival and during the first year, a faculty tutor and a student tutor are assigned to each student, selected among the ENP faculty and ENP students respectively. The faculty tutor helps orienting new students on scientific questions e.g. on choosing laboratory rotations. Note that the faculty tutor is not the PhD supervisor.

The PhD student tutor is the reference point for new students for all questions pertaining to studies and life in France.

Doctoral school

During the first year of PhD, the ENP helps establish contacts with the doctoral school within the respective university.

What the ENP does not do for its students

The ENP does not pay university fees for the third and the fourth year of the graduate program. Annual re-enrolment at university, renewal of visa, residence title, liability resp. housing insurance is not provided by the ENP staff. Even if the ENP tries to help students with social security and health care issues the students have to hand in relevant document to French authorities on their own.