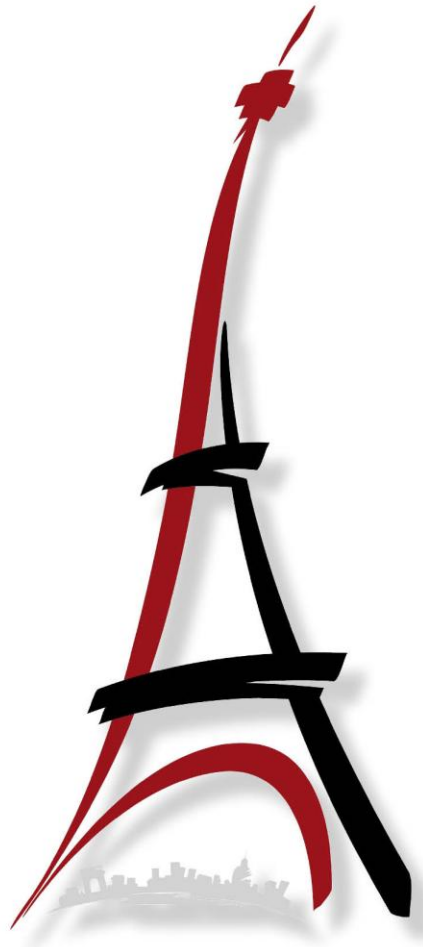


# ENP DUTIES & GUIDELINES for the Pre-Phd & PhD Program



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## Information concerning the Pre-PhD and PhD ENP program

### I - Introduction

The ENP is a research network for advanced studies 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 ENP include a Director, a Steering Committee and a General Secretary.

A one year period of rotations in different laboratories offers, students a unique opportunity to develop their own scientific project in a neuroscience laboratory affiliated either with the ENP or the “*Fondation Voir et Entendre*” (FVE).

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

The program provides fellowships and administrative assistance for students to obtain an advanced Master (Master 2) - degree and a PhD in neuroscience from Paris Universities. The program provides a multidisciplinary curriculum through seminar series, laboratory rotations and exposure to top neuroscientists. It involves rotations in the different ENP or participating FVE labs during the first year followed by three years of research in one ENP or FVE laboratory towards a PhD.

Working language throughout is English. Administrative support is provided for the installation in Paris and registration at the University.

**Founders:** French Ministry of Research & Higher Education, CEA, CNRS, Inserm, Pierre & Marie Curie and Paris - Sud 11 Universities.

**Partners:** Paris Descartes University, Fondation Voir & Entendre, Okayama University Medical School.

**Participating institutions** Institut Pasteur, Ecole Normale Supérieure, Collège de France, Université Paris Diderot

#### LINKS

**ENP's Research Teams** [www.paris-neuroscience.fr](http://www.paris-neuroscience.fr)  
**FVE's Research Teams** [www.fondave.org](http://www.fondave.org)

## II - Rules and requirements for the Pre-PhD and PhD program

### ENP call for applications

The call is announced on the ENP website and 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 ENP or affiliated to FVE laboratories.

**Applicants need to have a Bachelor degree (Master 1 or equivalent) or Master's degree obtained outside of France.** This geographical requirement does not apply to students trained in mathematics, physics, informatics, bioinformatics and engineering. (1).

(1) The bachelor degree system differs substantially between countries, thus, applicants need to provide a detailed curriculum to evaluate their eligibility. Equivalence between international diplomas are available on the following websites:

-<http://www.ciep.fr/en/enicnaricfr/constitution.php>

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

### Lab rotations

The lab rotations offer students the opportunity to develop and suggest their own PhD project. Each rotation lasts normally three months, except for students with Bachelor degree (first rotation is six month for the "Master thesis" project). Two lab rotations are mandatory before PhD registration.

### The program offers two entry levels:

- **Students with Bachelor's degree** ("Pre-PhD program")
  - Need to enroll in a Master's program to attend courses during the first semester (from October to December)
  - Choose Master courses from the general program of the Neuroscience doctoral schools which offer a large variety of courses (in english).
  - Students follow three of such courses and pass an exam for each course.
  - Write a brief Masters thesis project on the Master project (=first lab rotation = six month January to June), and defend this orally.
  - Following the Masters, students choose one or two more lab rotations in ENP Labs, write a two page summary of their proposed PhD project which is validated by an ENP jury and then register for their PhD.

**Master's programs offered:** Master of Integrative Biology and Physiology (BIP) at the UPMC, Research Master in Cognitive Science (Cogmaster) at the University Paris Descartes, European Master of Genetics at the University Paris Diderot, or Master of Health and Biology at the University Paris-Sud 11. Courses and exams are in english.

- **Students with Master's degree** ("PhD program") will register for a "*module isolé*" / masters courses list. This includes:
  - Various teaching units (Unités d'Enseignement (UE)=block courses on particular topics) at Paris Universities. These courses are open to students to develop their competence in specific fields of neuroscience.
  - Rotations in ENP laboratories before embarking on a three-year PhD. Students normally perform at least two to maximum three rotations,.
  - Submitting a written report on their rotation lab research projects (inform the ENP Staff of each rotation (see annexe Lab-rotations form).

In case the Masters was obtained in a field remote from neurosciences, the student may be requested to enter at the pre-Ph.D. level and be subject to evaluation before entering the PhD.

### **The PhD Program: a three-year ENP fellowship**

This comprises three-year research training in an ENP laboratory.

• **Admission from Pre-PhD to PhD requires the Masters degree and a positive recommendation from the ENP Studies committee** (*a panel of ENP experts and doctoral school representatives*).

**Admission criteria** include:

- the academic record,
- the achievements during laboratory rotations,
- the quality of the PhD project and the suitability of the team for the project.

An ENP team cannot host several ENP PhD students simultaneously.

Students are expected to attend the ENP Seminar series ( $\geq 10$  per year), and to actively participate in ENP activities (e.g. annual ENP student day, ENP scientific meeting etc.).

In exceptional circumstances of well identified PhD projects, a student may directly enrol into his PhD thesis without conducting rotations. This requires a specific agreement of the PhD program director following recommendation of the studies committee at the time of enrolment.

**Support and stipends:** The program provides assistance for settling in Paris (visa, housing, social security, medical and other insurances, university registration) and stipends (pre-PhD: 1200 €/month, PhD: 1800 €/month).

## **III - Application to the ENP programs and selection process**

### **Submitting an application: ONLINE APPLICATION ONLY**

The following sections listed in the ENP website have to be completed.

- Academic information
- Awards and Honours
- Languages spoken/read, (esp. English proficiency)
- Work and Laboratory Experience
- Practical Training
- Publications
- A letter precisely stating the specific interest for PhD studies in neuroscience, potential ENP laboratories and topics of interest.
- Two reference letters: Please download the template from the ENP website and ask your referee to email the filled in form directly to the ENP office.

#### **WILL NOT BE CONSIDERED:**

- **Incomplete applications**
- **Reference letters not using the Template**
- **Reference letters not sent directly by the referee to the ENP PhD staff**
- **Any document sent after the deadline of the call**

## Pre-selection of the applicants


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

The interviews in Paris take place within two months following the preselection. The ENP pays for transportation and accommodations


1. Candidates receive email information describing the practical modalities.
2. Candidates present their curriculum, previous work, and motivation in a 10-minute talk before the ENP panel. This is followed by a 10 minute discussion.
3. On the basis of the talks and the ensuing discussions the ENP panel selects prospective students to be admitted into the program.
4. Results are communicated by email within a week

## IV- Information for students entering the Pre-PhD Program

 **Candidates without a Masters degree (M2) have to register at the University in of the following “Master 2” programs:**

- **Master of Integrative Biology and Physiology (BIP)** at the UPMC
- **Research Master in Cognitive Science (Cogmaster)** at the University Paris Descartes
- **European Master of Genetics** at the University Paris Diderot
- **Master Health and Biology** at the University Paris-Sud 11

*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. Administrative support for the registration at Paris universities is provided by the ENP staff*

 **Candidates with a Masters degree (M2) have to register to a Parisian university and can start in parallel their lab rotation (see II). Registrations for students who need a visa is longer due to the administrative processes.**

Students will sign a commitment document with the ENP, “The Duties”(available online) following arrival in France.

## Proceedings for the first year

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 PhD students respectively. The faculty tutor is not the PhD supervisor.

- Students perform rotations in ENP laboratories. The usual duration is two to three months per rotation, but adapted to specific requirements, e.g. the Master 2 classes (a six-month rotation is mandatory to pass the Masters) or to the arrival date of the new students in France.

### The faculty tutor and the student tutor

The faculty tutor helps orienting new students on scientific questions e.g. on choosing laboratory rotations

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

- The laboratory rotations allow students to identify their host laboratory, to open up to different fields of neuroscience and establishing contacts in the different ENP/FVE teams. **The laboratory rotations are mandatory.**

- Students must attend the ENP seminars series and nine conferences out of a list suggested by the ENP.

- **Students with Bachelors degree are required to obtain their Masters degree before admission into the PhD:**

- Master of Integrative Biology and Physiology at the University Pierre & Marie Curie
- Research Master in Cognitive Science at the University Paris Descartes,
- European Master of Genetics at the University Paris Diderot,
- Master Health and Biology at the University Paris-Sud 11.

This involves Masters classes with final exams, and submission of a research report based on first, usually six month lab rotation project (deadline in June). A copy, of the Masters report has to be provided to the ENP office.

## Evaluation of achievement by the ENP committee at the end of the Pre-PhD program

- The students will provide their Master thesis, reports of their academic achievements, and scientific evaluations by the faculty members who supervised the student during the laboratory 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, it is decided whether the student can enter the ENP PhD program. ***Based on this evaluation the student will be eventually awarded the three year PhD fellowship.***

The evaluation is based on the quality of the academic and laboratory achievements.

**The ENP reserves the right to disqualify or to re-orient any candidate who does not meet the required standards.**

Successful students register for their PhD at the university.

## V- Information for students entering the PhD Program

The PhD program is exclusively for students with a Master's degree

### Registration

- Selected candidates need to register at the university depending on the «doctoral school» to which their host group is affiliated to.
- **Minimum information required to register at any Paris university are:**
  - Title of your thesis project
  - A short summary of your thesis project
  - Last Name and First Name of your thesis supervisor
  - Coordinates of the laboratory
  - Coordinates of the laboratory team's leader

**NB:** The ENP is the financial sponsor for the three years of PhD studies. Thus, to ensure seamless information between the ENP and universities, it is the students responsibility to keep the ENP informed and to provide the ENP staff with copies of all university documents as well as requested official documents such as passport, resident permit, social security, insurance, etc.

***All official degrees or diplomas are awarded by Paris universities.***

- When the registration is completed, the students sign:
  - **a legally binding “work contract” with the University**
  - **a commitment document “Duties“ with the ENP .**

Thereafter the PhD candidates can start their thesis project in their host laboratory.

### Thesis: progress evaluations

- **Mid-term evaluation**
- The PhD students receiving ENP fellowships have to pass a mid-term progress review in form of a presentation before the Ecole Doctorale Faculty and the ENP team leaders.
- The student must inform the ENP Faculty of their review scheduled with the Ecole Doctorale and send the report of this review to ENP Faculty.
- The second review asks the students to provide to the ENP Faculty a document listing their active contributions to the ENP: work as student representative, organization of seminars, public outreach activities such as brain awareness week, student field trips, hosting foreign speakers, etc.). The ENP considers these student activities as a vital part to achieve its mission.
- **The PhD advisor and the students work in close relation with the ENP faculty before the PhD defense.**

### PhD Defense

**At the end of the three years:**

- The doctoral candidate defends her/his thesis before a thesis committee.
- The PhD Advisor and the ENP student organize and select the members of the committee.
- The student has to send to the ENP faculty in same time as university, a printed copy of the manuscript and the date of the defence.

PhD students who did not have their defense at the end of the three years of PhD have to inform both the ENP and the university.

## VI- Paperwork & Administrative processes

### ☞ Interviews in Paris and final selection:

- The ENP supports the following costs: transport costs, accommodation, breakfast and dinner for the one-day interviews in France.

### ☞ When joining the ENP for the first time (either Pre-PhD or PhD programs),

### ☞ The ENP supports the following costs:

- Trip fare to come to Paris (reimbursement).
- University registration fees including Healthcare and Supplementary medical insurance (LMDE or other)
- Civil liability home insurance (mandatory in France) with the MAIF
- The first month's rent (excluding the deposit) in the Arpej residence and the Cité Internationale Universitaire de Paris (CIUP).

**N.B:** ENP has privileged contacts with ARPEJ and CIUP for some accommodation and with MAIF to obtain private house insurance.

Regarding other accommodation, the ENP will pay the first month's rent up to 460 euros.

### ☞ The ENP opens a bank account (Société Générale, link web site:

<http://www.societegenerale.com/en/outils/faq>).

### ☞ The ENP provide all the documents necessary for the obtention of the administrative official papers (Visa).

☞ Every **year**, the registration at the university (including mandatory Healthcare and optional supplementary medical insurance) and the civil liability home insurance have to be **renewed by the student**.

☞ **During the first year of PhD**, the ENP helps students to identify accurate contacts in your university (Doctoral School) and provide with coordinates.

## Useful websites

### • [www.fnak.fr](http://www.fnak.fr)

The Kastler Foundation has two principal goals: to guide foreign scientists preparing a PhD or already having this grade to France, and to maintain contact with them following their return home.

### • [www.ciup.fr](http://www.ciup.fr)

The Cité Internationale Universitaire de Paris provides quality accommodation complete with a wide range of services and aims to create a forum for exchange and debate at the highest level.

### • [www.lmde.com/index.php?id=1031#c384](http://www.lmde.com/index.php?id=1031#c384)

Healthcare and Complementary medical insurance

### • [www.maif.fr](http://www.maif.fr)

Civil liability home insurance (**mandatory** in France)

## Registration websites of universities:

• UPMC: <http://www.ccmd-efd.upmc.fr/>

• Paris Descartes : <http://www.univ-paris5.fr/>

• Paris Diderot : <http://www.univ-paris-diderot.fr/>

• Paris-Sud 11: <http://www.u-psud.fr/fr>

*The ENP student has to provide this information to the ENP administrative team everytime he/she identifies and/ or modifies the lab-rotation.*

*Concerning administration: there is no “convention de stage” but the liability insurance subscribed by the ENP covers the student during the “lab-rotations”. This insurance is legal contract, with a commercial provider allowing cover any accident during these periods. Also, it is necessary to give at the ENP office (General Secretary) all information concerning the laboratories, where these «lab-rotations» will be realized. This information will allow to ENP, to give the document required by your research group. It is very important, when the student opts for another lab-rotation that previously identified, to inform, at least two weeks before, the ENP office.*

**Last Name:** .....

**First Name:** .....

**-First laboratory:** periods, from -- / -- / 20-- to -- / -- / 20-- -

Research Group/ Team leader:

Address:

Phone/Email:

Supervisor: Name, Phone, E-mail

**- Second laboratory:** periods, from -- / -- / 20-- to -- / -- / 20-- -

Research Group:

Team leader:

Address:

Phone: Email:

Supervisor: Name, Phone, E-mail

**- Third laboratory:** periods, from -- / -- / 20-- to -- / -- / 20-- -

Research Group:

Team leader:

Address:

Phone: Email:

Supervisor: Name, Phone, E-mail

**ECOLE DES NEUROSCIENCES DE PARIS ILE-DE-FRANCE  
PARIS SCHOOL OF NEUROSCIENCE**

**[www.paris-neuroscience.fr](http://www.paris-neuroscience.fr)**

**CONTACTS**

enp@paris-neuroscience.com

**During the doctoral studies**

**Yvette Hénin** [yvette.henin@paris-neuroscience.com](mailto:yvette.henin@paris-neuroscience.com)

**For questions related to studies**

Students can contact their  
Faculty & Student Tutors (both assigned at their entry  
In the ENP PhD Program)

**Director of Studies**

**Laure BALLY-CUIF** [bally-cuif@inaf.cnrs-gif.fr](mailto:bally-cuif@inaf.cnrs-gif.fr)  
**Matthias GROSZER** [matthias.groszer@inserm.fr](mailto:matthias.groszer@inserm.fr)

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[students.enp@gmail.com](mailto:students.enp@gmail.com)