

ENP Graduate Program

COMMITMENT DOCUMENT FOR ENP STUDENTS

Your rights and obligations

This document highlights the rights and obligations of students enrolling in the ENP Graduate Program, whose general rules are described in detail in the Guidelines ([I](#), [II](#), [III](#)) document available on the ENP website. Its formal signature by the student and the ENP staff commits both parties to what recruited students are entitled to and to what is expected from them.

As an ENP student, you are expected to:

- 1. Complete the Graduate Program in affiliated ENP research teams exclusively.**
- 2. Inform the ENP about other sources of funding.**
If you have other sources of funding, according to the amount awarded, the ENP will supplement it to the level of ENP standards.
- 3. Register at one of the ENP partner Universities (ENP does not deliver diploma).**
- 4. Provide copies of all your legal & administrative documents¹ to the ENP staff during the 4-year program.**
- 5. Obtain approval from the ENP (Graduate Program Directors and ENP staff) prior to any changes during the 4-year Program (lab rotation, ENP team, thesis project...).**

Note that changing for a non-ENP team will result in resigning from the Graduate Program and from the ENP fellowship (or salary supplement).

During your first year in the ENP Graduate Program

A. Accomplish three rotations (of three month duration each at least) in affiliated ENP research teams.

ENP should receive:

From you	From each lab rotation supervisor
A lab rotation form , listing the various rotations (to be updated before each lab rotation)	A brief outline of the proposed project before the start of the rotation
A report after the rotation	An evaluation of the student
An evaluation of the lab rotation	

B. At the end of Year 1: Present your lab rotation results and your PhD project.

This evaluation conditions your admission into Years 2-4 of the Graduate Program and will consist in an oral presentation of the rotation results and PhD project.

- You should send a description of your [PhD project](#) (where you have to indicate your thesis supervisor and the ENP team) to the ENP staff before the evaluation.

Once the evaluation of Year 1 is successfully passed, students are admitted to GP Years 2 – 4.

¹ Photocopy of the following documents: Passport, Residence permit (if required), Bank account information (RIB), Insurance (civil liability & home insurance), Proof of attendance at university, student card.

Depending on the ENP funding source, you can also present your PhD project evaluated by an external committee.

During Year 2-4 in the ENP Graduate Program

A. Register at one of the ENP partner doctoral school for the three years of PhD.

You are registered in the doctoral school to which your thesis director belongs. Please note that you have to enroll at the university at the beginning of each academic year.

B. Pass a mid-term progress review, half way through the PhD.

The mid-term progress review consists in a presentation before the mid-term committee of the doctoral school. You must inform the ENP administration of the date of the mid-term evaluation scheduled by the university. The ENP should receive the university mid-term evaluation form.

C. Inform the Graduate Program directors and the ENP staff of the date of the defense and send the manuscript to the ENP.

At the end of the three University doctoral program years, you will defend your thesis before a university thesis committee.

If you cannot complete your defense by the end of the third academic PhD year in the doctoral school, you have to inform both the ENP and the university and ensure financial support for the additional time needed. Note that universities will at most accept a one year extension (See [Guidelines Part III – 1.4](#)).

Throughout the Graduate Program, you have to:

1. Participate to the ENP events.

a. Students activities

The ENP considers student community activities as a vital part to achieve its mission and requests participation of each student in such activities every year.

- Seminars

First year students are requested to attend the "[ENP seminars](#)", organized by the ENP Reps. Students in Years 2-4 are encouraged to attend scientific seminars that are beneficial to their PhD project.

- Scientific and outreach events

They must participate in the organization of one scientific event among the proposed "student activities", once a year during their PhD time".

They must participate, once during their PhD time, in an outreach event (événement grand public) organized by the Reps such as the "Semaine du Cerveau", "Neurodon" etc.;

Students have to inform the ENP Representatives about their choices & report their contributions with the Graduate Program Directors during the yearly update meetings.

b. ENP Days

Each ENP student must participate in the ENP Days, and present his/her research work as a poster or oral presentation.

2. Participate in a training school.

Students must participate in one training school during before the end of their PhD chosen together with their PIs (see the Guidelines for more details).

3. Acknowledge ENP support in all scientific production and activities. See the Acknowledgment document for more details.

Scientific publications (including the PhD manuscript), poster, oral presentations or email signature must acknowledge the ENP grant. The following format is recommended: **“XXX (name) was supported by a doctoral fellowship from Ecole des Neurosciences de Paris Ile-de-France”**, together with the **logo** of ENP if applicable. You should ensure that the ENP staff receives a copy of these documents.

4. Answer the dedicated yearly questionnaire “Achievements”.

Throughout Years 1-4, you have to inform the ENP Graduate Program directors and staff, in particular by answering the dedicated yearly questionnaire “Achievements”, of your productions and activities within your ENP cursus.

Conversely, the ENP is expected to:

1. Provide a financial and administrative support for your installation in France (university, housing ...).

2. Provide documents

The ENP has to provide all the scientific templates you are requested to fill (lab rotation form, report etc).

3. Ensure funding during the Graduate Program

The ENP will ensure a standard funding (See Guidelines [Part II.2](#) & [Part III.2](#)) for the four years of the Graduate program, if you succeed in the requested evaluations.

The ENP staff is always ready to listen to your administrative requests and GP directors to your scientific requests.

By enrolling in the ENP Graduate Program, I hereby certify that I have read the Guidelines ([I](#), [II](#), [III](#)) and I accept to comply with this commitment document.

Last Name/First Name:

Date:

Please copy: **“Lu et approuvé”** :
(Read and approved)

Student signature

ENP staff signature