

## Frequently Asked Questions

Listed below are some of the frequently asked questions about the application process of the Graduate Program. Feel free to contact the Graduate Program manager if your question is not addressed.

### **General questions about application**

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## **General questions about application**

### **Q. Who can apply?**

- A.** Our program is open to students from various backgrounds who can demonstrate:
- outstanding academic achievements;
  - a keen interest in Neuroscience;
  - a specific interest in the research carried out by laboratories affiliated to ENP.

### **Q. What are the eligibility criteria?**

- A.** The eligibility criteria are as follows:
- Applicants are required to hold a diploma at least equivalent to a French Master 2 degree;
  - Their last University degree has to be delivered by an organization outside France. French or foreign students who have carried out their most recent university studies in France are not eligible;
  - Prospective students have to demonstrate a keen interest in neuroscience research.

### **Q. How many people usually apply?**

- A.** The Graduate Program is very competitive. In 2015, there were around 700 applicants, 2016 ~500.

### **Q. How can I apply?**

- A.** Application is performed online through <http://apr.paris-neuroscience.fr/>

### **Q. Can I apply on paper?**

- A.** No. Only online application will be considered.

### **Q. How long the Graduate Program lasts and how does it work?**

- A.** The ENP Graduate Program is a 4-year program. The first year is dedicated to lab rotations. The next three years are dedicated to the PhD.

### **Q. How many call for applications is there per year?**

- A.** The call for applications is announced once a year in the fall on the ENP website, for a start in the fall of the following year.

### **Q. When do the call for applications open and close?**

- A.** The call for applications will open on November and will close in January. Please visit our [website](#) for more precisions or contact the [graduate program manager](#).

**Q. What are the key stages of the application process?**

**A.** There are four key stages:

- a. Online application – candidates have to fill out an online form
- b. Pre-selection of the applicants
- c. Face to face interviews in Paris
- d. Final decision

**Q. Is there any reserve seats for EU or any country preference while you select the students?**

**A.** There is no country preference in our selection process. We welcome students from all over the world.

**Q. My application was rejected last year, can I reapply this year?**

**A.** Yes you can apply to the graduate program even if you've been rejected in previous years. Being rejected last year does not mean that you will be rejected next year.

**Q. I have previously submitted an application. Do I need to re-apply again?**

**A.** Yes. Each time you apply you must submit a new application.

**Q. After opening my new application file, I never received my log in and password, what can I do?**

**A.** If you did not receive the email in your inbox, please check your "spam" or "junk" folder before writing to us. If there is nothing, contact the [Graduate Program manager](#).

**Q. What happens if my application is not complete by the deadline date?**

**A.** After the deadline date, your application won't be considered. Applicants are strongly encouraged to apply before the application deadline date. Application processing requires time.

**Q. Who do I contact for more information?**

**A.** If your question is not addressed, please contact [graduateprogram@paris-neuroscience.com](mailto:graduateprogram@paris-neuroscience.com)

**Q. What do I need to do if I forget my user name and/or password?**

**A.** Look for the "Forgot your password or user name" box on the [application webpage](#).

**Q. What is the application fee?**

**A.** The application is free of charge.

**Q. I have not access to the next page of my application, why?**

**A.** Make sure to fill out all of the fields marked with an asterisk (\* *mandatory field*). When all of the required fields on page 1 are filled, you will have access to page 2.

**Q. Once I have saved some part of the form and moved to the next page, can I go back later to make further modifications?**

**A.** As long as you do not click on the button "Validate" at the end of your application, you can make further modifications.

**Q. Can my application be saved halfway and finished later?**

**A.** After having clicked on "SAVE", you can leave the online system at any time and then come back to your application later. It allows you to review your application whenever you want before submitting it definitively.

**Completing the application**

*Equivalence*

**Q. How can I know the equivalence of my diploma?**

**A.** The Bachelor-Master's Degree system differs substantially between countries. ENIC NARIC assists you to understand how your qualifications relate to those in the foreign country.

French higher education employs the "LMD system"—*licence*, master, doctorate—now used throughout the European Union. The system is designed to facilitate student mobility within Europe and around the world.

Licence (bachelor degree): 6 semesters (3 years) completed and 180 ECTS credits earned.  
Master 1: 2 more semesters (1 year) completed and 60 additional ECTS credits earned.  
Master 2: 2 more semesters (1 year) completed and 60 additional ECTS credits earned.

⇒ Total of 5 years of study and 300 ECTS credits earned in order to apply.

## Uploads

### **Q. Which documents am I supposed to upload?**

**A.** As indicated, you have to upload:

- Official transcripts of grades of your most recent qualification
- Highest qualification obtained
- If your diploma is ongoing, please provide an official document from the university certifying that you have completed your career and indicating the date (month and year) of conferral of your degree.
- If your degree is neither in English nor in French, an official translation is required.

### **Q. I cannot upload my files, what should I do?**

**A.** Please ensure that the files do not exceed 2 MO in size and are in pdf.

### **Q. I have not completed my current degree yet, what should I do?**

**A.** Applications are welcome even if the required degree has not been awarded by the time of the application as long as this will be conferred before the Graduate Program starts. Please request an official document from the university certifying that you're enrolled in your current degree and indicating the date (month and year) of conferral of your degree.

## Lab rotations

### **Q. Where can I find labs of interest how many can I indicate?**

**A.** Some lab rotations proposals are available [here](#). Nonetheless, you can have a look at all the research teams involved in the ENP network [here](#). In March, preselected applicants will receive the list of ENP teams accepting students for rotations.

## Language and translation

### **Q. In which language is the Graduate Program?**

**A.** Working language throughout is English. No need to speak French to enroll the program.

### **Q. My academic records are in a language other than English or French. Shall I also submit English or French translations of my documents?**

**A.** If your transcripts or your diploma are in a language other than French or English, official translations must also be provided. Both original and translations must be submitted.

### **Q. Can I translate my diploma or transcripts myself?**

**A.** No, your translations must be official (example: translation by the university).

### **Q. Is an English proficiency examination (ex: TOEFL/IELTS ..) required?**

**A.** No. The jury will assess your English ability through your application.

## **Recommendation letters**

### **Q. Who can write my recommendation?**

**A.** The referee is someone who knows you well. He/She can be a University teacher, a University tutor, a research supervisor or other.

### **Q. Can I submit less than 2 letters of recommendation?**

**A.** No. You have to provide 2 reference letters otherwise your application will be not considered.

### **Q. Should I wait to submit my application until all reference letters are uploaded?**

**A.** Yes. As long as the 2 reference letters have not been provided by your 2 referees, you cannot submit definitively your application. You will be informed by email when a reference letter is submitted.

### **Q. What is the recommendation requirement?**

**A.** In order to assess in a fair way the candidates' abilities, we ask referees to fill out a specific form.

### **Q. How can I nominate my referees?**

**A.** Name your referees on page 3 and complete the referee required information (name, phone number, email, position...). Once you enter your referees' information and save the page, an email is automatically generated and sent to your referees. They will be asked to download our template, fill it and upload it in your application. We encourage you to nominate them asap.

### **Q. Is the recommendation deadline the same as the application deadline?**

**A.** Yes the recommendation deadline is the same as the application deadline. It is your responsibility to ensure that the 2 reference letters are uploaded before the deadline.

### **Q. Can I change my referees?**

**A.** Yes, you can revise your referees. If you want to change your referee, return to the last page of your online application "state of the recommendations". Under each referee, you will see a button called "Cancel referee". Click on it, and then you could nominate a new one.

### **Q. My referees did not receive the email about completing a recommendation for me. What should I do?**

**A.** Make sure you entered your referee's email address correctly. Your referees have probably restrictive filtering of their email. Tell them to check his/her "spam" or "junk" folder before writing to us. If there is nothing, he/she can contact the [Graduate Program manager](#).

**Q. How will I know that my referees uploaded their letters?**

**A.** Return to the last page of your online application “state of the recommendations”, the state of the recommendation will be indicated. Moreover, once a referee uploaded his/her letter, you will be informed by email.

**Q. My referees have not completed their reference letters yet. Can I re-notify them?**

**A.** Yes, you are able to send an email reminder to your referees. Return to your online application. On the last page “State of the recommendations”, under each referee, you will see a button called “Resend mail to referee”. Click on it. The referee will receive a new automatic email asking him/her to submit his/her reference letter.

**Q. The contact information of my referee has changed (email, phone number). What can I do?**

**A.** You can modify the contact information in your application (page 3).

**Q. My referee is having trouble submitting the reference letter to my application. What should I say?**

**A.** Tell him/her to send an email to the [graduate program manager](#).

**Q. Can I submit my application if one of my recommendation providers does not upload his/her letter by the deadline date?**

**A.** No.

**Q. Will you accept mailed or scanned copies of my reference letters?**

**A.** No. The Graduate Program has a template for reference letter that must be completed and uploaded by your referees themselves.

**After having applied**

**Q. Can I revise my application after having submitted it?**

**A.** No. Once submitted the application may not be changed.

**Q. How do I find out my application has been received?**

**A.** After having submitted your online application, you will receive a confirmation email.

**Q. When and how will I be notified of the jury’s decision?**

**A.** After the meeting of preselection, you will receive an email which notifies the jury’s decision.