

ENP Graduate Program Guidelines

Part II – Graduate Program Year 1

(October 2016)

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1 GP Year 1

During the first year, students have to register to a partner university to attend "Unités d'Enseignement Isolées" (UEI) (i.e. "isolated teaching units") and perform lab rotations in research teams affiliated to ENP. They will be tutored by the Graduate Program directors throughout the year.

	General information	University/ENP administration requirements
University	<ul style="list-style-type: none"> • UEI are compulsory modules of M2 university courses. • The list of the UEI is provided around June/July. • These courses are not leading to a diploma but allow students to acquire a specific background, get a solid knowledge of Neuroscience, get accustomed to the French university, get a student card & make the visa process easier. 	<ul style="list-style-type: none"> • Students have to register to a partner university to get the student status as a "student with the UEI curriculum". • This application has to be done in June/July for students applying for a visa and July/August for the other students. • They must attend three UEI courses at least and must take the examinations (compulsory). Send the UEI transcripts to ENP.
Lab rotations	<ul style="list-style-type: none"> • The goal of first year's lab rotations is to offer students the opportunity to broaden their scientific and practical expertise, as well as to make their choice for the laboratory where they will develop their PhD project. • Students are strongly encouraged to choose rotation laboratories covering different fields of neuroscience. Remark: A given ENP team can host only one ENP student per year. • The list of ENP teams accepting students for rotations during the academic year 2017-2018 is to be found on the ENP website. 	<ul style="list-style-type: none"> • Rotations are mandatory in three ENP teams, each rotation lasting from 3 months at least. One of the rotation can be performed in the same laboratory chosen for the PhD. • Students are expected to inform the Graduate Program directors about their planned lab rotations (ENP research team, supervisor and topic) for approval. • Before each lab rotation, students have to provide a lab rotation form updated¹ • After each lab rotation, students have to provide a research report and an evaluation which will be taken into account during the GP Year 1 evaluation.

¹ This document is primordial as it allows ENP to establish an "ordre de mission" allowing students to work in the research center concerned.

	General information	University/ENP administration requirements
<p>GP Year 1 Evaluation</p>	<ul style="list-style-type: none"> • At the end of the GP Year 1, an evaluation will be organized before an ENP ad hoc committee of Graduate Program directors and Doctoral Schools representatives. • For the three years of PhD, students must choose an ENP team that will not already host an ENP student in his/her first, second or third year of PhD (GP Years 2-4) at the time when the PhD would begin (October GP Year 2). <ul style="list-style-type: none"> • If a new student wants nevertheless to choose a PhD team that already hosts an ENP student (GP Years 2-4), ENP will not fund the new student's salary for GP Years 2-4. If the new student's salary is ensured by the host laboratory or alternate funds at the level of the ENP standards, and if the host laboratory agrees, the new student can continue to be affiliated with the ENP with otherwise the same benefits and commitments as all ENP students. • Availabilities for hosting a student for PhD starting in 2018 are indicated on the ENP team's webpage at: www.paris-neuroscience.fr. • Evaluations scheduled at the end of Year 1 validate the financial support that will be granted by the ENP for Years 2-4, i.e. for their three-year working contract with the university or a research organization/institute. 	<ul style="list-style-type: none"> • Your choice of a PhD team requires prior approval by the Graduate Program directors. • The evaluation will take place in September and will consist in a 10-minute oral presentation of rotation results and PhD project (PowerPoint support: 1-2 minutes per rotation and 6 minutes focusing on the PhD project), followed by a 10-minute discussion.
<p>Once the evaluation of Year 1 is successfully passed, students are admitted to Years 2- 4 of the ENP Graduate Program and can register to the doctoral school (See Guidelines Part III).</p>		

2 ENP Services for recruited students in GP Year 1

Administrative and financial support is provided by the ENP administration in several ways.

- **Financial support**

Upon arrival of students, ENP covers the following costs:

- A fellowship of ~1 200€ per month;
- travel expenses to come to Paris (except car expenses);
- liability insurance (“responsabilité civile”);
- University registration fees, which include the student social security (“sécurité sociale”);
- French classes (up to 950€);
- housing insurance (mandatory in France);
- the first month's rent in ENP partner organisms (CIUP/CROUS).

Remark: If students prefer another type of accommodation, ENP will cover both the first month's rent up to 500€ and housing insurance up to 150€ but won't be the legal guarantor. The housing insurance has to be renewed at the beginning of each year by students.

- Since 2016, ENP reimburses the cost of the visa.

- **Administrative support**

- Bank account

In order to receive the ENP fellowship (and later a salary from the doctoral contract) it is necessary to hold a French bank account. ENP administration helps students to open bank accounts.

- Visa

ENP provides all documents necessary to obtain visa. Note that citizens of countries that adopted the Schengen Treaty do not need a visa nor a residence title. For all other countries a long-term visa with student status is required (See the [visa fact sheet](#) for more details).

[35 countries](#) must use the online Campus France procedure.

3 Participation in ENP events

ENP students are requested to attend and/or participate in specific scientific and social events organized for them or by them, as well as general scientific events of interest.

- **Student activities**

Since 2010, student representatives are elected at the ENP days for one year. They act as go-betweeners for students and faculty and initiate academic and career-building activities for ENP students.

The ENP considers student community activities as vital to achieve its mission and students are strongly encouraged to participate in such activities.

- a) **Seminars/Conferences**

First year students are **requested** to attend a seminar series (“ENP seminars”) organized explicitly for them. This seminar series is designed with student input to allow students to meet and interact with faculty members in research areas within the ENP network.

Neuroscience conferences of interest are also displayed on the ENP website. These conferences are held in different research centres in the Paris region.

b) Outreach events

ENP encourages students to participate in an outreach event (événement grand public) organized by the Repts such as the “Semaine du Cerveau”, “Neurodon” etc.

- **ENP Days**

The ENP Days take place every year with and for the entire ENP community, and in particular for ENP students. All ENP students are expected to present their research work.

The contribution of each student to the ENP days will be defined and programmed in advance with the ENP Graduate Program directors and the organizing committee.

4 Publications and acknowledgement

- **Scientific production and activities**

Students are requested to inform the ENP Graduate program directors and Staff, in particular by answering the dedicated yearly questionnaire, of their productions and activities within their ENP cursus.

These include publications, participation in meetings or other scientific events, prizes, mid-thesis committees, thesis document and defense, etc...

This helps the ENP staff to update the ENP website and to inform the scientific community and the Scientific Advisory Board.

- **Acknowledgement of ENP support**

The financial support of ENP is to be explicitly acknowledged in all contributions and publications involving an ENP student. 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. For more details, read [“Public Acknowledgment of ENP Funding & Support”](#).