

ENP Graduate Program Guidelines

Part III – Graduate Program Year 2-4 (PhD studies)

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1 GP Year 2-4 : PhD studies

The Graduate Program directors, with the help of ENP team leaders, will provide orientation (advice on lab choice, project...) at any time. Moreover, the Graduate Program Manager will address students to the most appropriate student contact point (same cursus, same interests...) whenever needed.

1.1 Starting the PhD thesis in a ENP team

At the beginning of GP Year 2, students will enrol in a three-year University doctoral program ("Ecole Doctorale"). Students are registered in the doctoral school to which their thesis directors belong.

Concurrently with the university registration, students sign a legally binding work contract ("contrat doctoral") with the University or a research organization/institute to which their research teams belong. Thereafter, the PhD candidates can officially start their PhD thesis project in their host laboratory.

1.2 Re-enrolment at the university every year

Students have to re-enrol at the beginning of each academic year (around September/October) in order to renew their university registration.

1.3 Mid-term evaluation of the PhD thesis by the Doctoral School

Half way through the PhD, doctoral schools require students to pass a mid-term progress review in form of a presentation before the mid-term committee of the doctoral school. The student must inform the ENP staff of the date of the mid-term evaluation scheduled by the university. After the mid-term evaluation, the student is responsible for sending the evaluation of the university to the ENP staff. For more information, check the doctoral school website.

1.4 PhD defense

At the end of the third year in the doctoral school, the doctoral candidate defends her/his PhD thesis before a thesis committee consisting of the PhD thesis advisor, two external members ("rapporteurs"), the president and possible other committee members. Committee members are chosen by the PhD advisor and the ENP student. Students inform the ENP staff and Graduate Program directors about the date of the defense and send an electronic copy of the manuscript once the defense is done.

At the end of this doctoral program, they defend their PhD thesis and obtain the doctoral degree from the corresponding Parisian university.

Remark: French Doctoral Schools expect students to graduate in 3 years. Special dispensations may be granted by the head of the doctoral training institute to PhD students who do not manage to defend their PhD by the end of the third year.

The student must justify the request and has to inform both the ENP and university of this need for an extra PhD year. Such request must be approved by the director of the Doctoral School to which the student is registered and only if the student has found a **financial support**. This should be done with the assistance of their lab supervisors. The **ENP will not finance** this additional time entirely. Nevertheless, if students have identified a source of funding for an extra year, according to the amount awarded, the **ENP will supplement it through a fellowship or a bonus** to the level of ENP standards.

2 ENP Services for GP Year 2-4 students

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

- **Financial support**

The three years of PhD (if the student is admitted into Years 2-4) are financed by the ENP standards, i.e. ~1800€.

ENP covers the university registration fees and the liability insurance for the **GP Year 2 only**. These fees do not include social security. Indeed, as students sign a doctoral contract (working contract), the compulsory social security (“sécurité sociale”) is automatically deduced from the student’s payslip.

Students must participate in one **training school** before the end of their PhD. The ENP encourages students to choose a training course with their PIs. **The ENP will reimburse a part of the costs up to a maximum of 1.500€**. Eligible training sessions typically include summer schools; practical or theoretical training courses etc, but not scientific meetings, which remain to be funded by the teams exclusively.

- **Residence permit**

ENP in collaboration with the research organism establish the student’s working contract, provide all documents necessary to obtain residence permit but does not cover its cost.

- **What ENP does not do for Students**

ENP does not cover the university fees nor the liability insurance for the third and the fourth year of the Graduate Program and does not pay for the housing insurance from the second year of the Graduate Program onwards. Even if ENP helps students with social security and health care issues, they have to hand in all relevant and required documents to the French authorities on their own.

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**

- a) **Seminars/Conferences**

Every year a seminar series (“[ENP seminars](#)”) is organized by the ENP Representatives. GP Year 2-4 students are **encouraged to attend scientific seminars** that are beneficial to their PhD project.

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**

Year 2-4 students **must** participate in the **organization of one scientific event** among the proposed “student activities”, once a year during their PhD time and in an **outreach event** (événement grand public) organized by the Reps such as the “Semaine du Cerveau”, “Neurodon” etc. once during their PhD time.

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

- **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 as posters or oral presentations.

GP Year 2-4 students are also requested to contribute to the scientific animation of the ENP days.

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...

- **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](#)".