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GUIDE FOR APPLICANTS

UPto.PARIS at ESPCI PARIS – 3<sup>rd</sup> CALL

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This guide has been designed to help the applicant throughout his/her application to the UPto.PARIS PhD programme at ESPCI Paris. Before the applicant applies, he/she should check that he/she meets the entry requirements and should have all his/her supporting documents ready.

**The 3<sup>rd</sup> call deadline is March 31<sup>st</sup> at 17:00 (Paris local time CET +1).** On this date, the application procedure will be officially closed.

**The recruitment date of the programme is September 2019** depending on candidate's availability. Successful applicants can be officially enrolled in the PhD programme at any time during this period.

In order to be eligible to the UPto.PARIS programme, applicants must comply with all the following rules:

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### *Eligibility rules*

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- Citizens of any nationality may apply to the programme.
- **At the time of the 3<sup>rd</sup> call deadline**, applicants must be in possession or finalizing their Master's degree or equivalent/postgraduate degree.
- **At the time of recruitment**, applicants must be in possession of their Master's degree or equivalent/postgraduate degree which would formally entitle to embark on a doctorate.
- **Applicants in possession of their Master's degree at the time of the 3<sup>rd</sup> call deadline must be in the first four years (full-time equivalent research experience) of their research career (career breaks excluded) and not yet been awarded a doctoral degree.** Career breaks refer to periods of time where the candidate was not active in research, regardless of his/her employment status (sick leave, maternity leave etc). Short stays such as holidays and/or compulsory national service are not taken into account.
- Applicants must **fulfil the transnational mobility rule**: incoming applicants must **not have resided or carried out their main activity (work, studies, etc.) in France for more than 12 months in the 3 years immediately prior to the 3<sup>rd</sup> call deadline.**
- Applicants must be available to start the programme on schedule (September 2019).

There are no restrictions concerning the age, gender or nationality of the candidates. Applicants with career breaks or variations in the chronological sequence of their career, with mobility experience or with interdisciplinary background or private sector experience are welcome to apply.

At the end of the call and after verification, applicants will be informed of their eligibility. Once the eligibility check is done, the applicants will be evaluated. Applicants not meeting the criteria will not pass to the next phase of the evaluation but will receive a feedback.

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## Application procedure

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### **Procedure information**

Applications to the UPto.PARIS PhD programme are made online. In order to proceed to the application, the applicant must first create an account on the UPto.PARIS website ([www.upto.paris](http://www.upto.paris)) once the call for application is open (February 1<sup>st</sup> 2019).

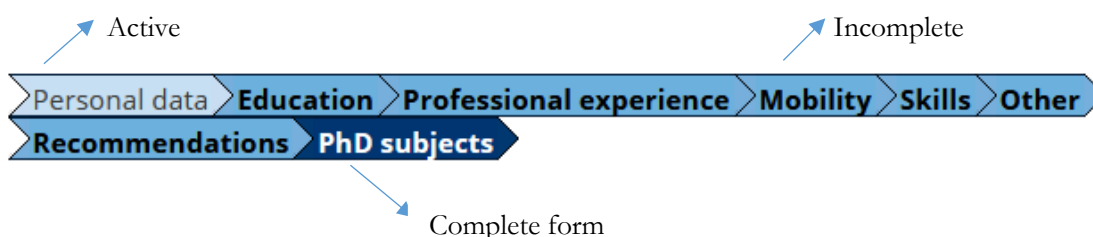


Once the applicant has created his/her UPto.PARIS account, he/she will receive a confirmation email. The applicant may then look for the “My UPto.PARIS application” section and start completing the online form **in English** to give all the details about his/her CV. The online form consists in several categories that allow the applicant to provide information about his/her personal data, his/her education, professional and mobility experience, his/her motivation and skills. Concerning the motivation, the applicant will be asked to explain his/her interest in the 3i dimensions (international, interdisciplinary, intersectorial) and in the research environment at ESPCI Paris.

The applicant has the possibility of applying to a maximum of 3 different projects. For each project he/she applies to, the applicant will be asked to fill in **one single form**, except for the motivation part. He/she will have a list of the PhD projects and their full description in the “Projects” section on the website. Once the applicant has filled in all the required fields, he/she will be able to submit his/her application to a project by clicking on “Validate” at the bottom of the page. At any time of the application, the applicant may decide to unselect a PhD subject by clicking on the “Unapply” button.

If the applicant wants to have further details on a PhD project, he/she has the possibility to contact the supervisor or co-supervisor by checking the email addresses available in the description of the project. **Applicants are encouraged to get in touch with the supervisors in order to know more about the PhD project.**

The application form contains guidance on how to complete each category. The applicant must fill in all the categories so that his/her application is valid. The category titles colored in dark blue refer to completed categories, the category titles colored in light blue refer to incomplete categories. The process works as follows :



## Application summary

### Your application links

#### Personal data

- Personal data
- Education
- Professional experience
- Mobility
- Skills
- Other
- Recommendations
- PhD subjects

#### Uploaded documents

#### The projects applied

- Project 1
- Project 2

#### Application summary

[Download PDF](#)

At the end of the application, the applicant will be asked to upload **the required documents in PDF or JPEG format (2 Megabytes maximum per file)**. The progress of the upload of the applicant's documents is available in the "Application summary" section. A green sign appears when all the required information/documents have been uploaded by the applicant; on the contrary, a red stop sign shows up when the required field has not been completed yet.

**The required documents must be uploaded online and to apply before March 1<sup>st</sup> 2019. Incomplete or late applications will not be accepted.**

The applicant does not need to complete the application in full; he/she can save a partially completed application by clicking on the "Save without submitting your application" button. The applicant can return to his/her application whenever he/she wants, change it until he/she finally submits it by clicking on the "Submit" button which appears on the top of the page once the application is finalized and all the documents are uploaded.

**Once the applicant has submitted his/her application, he/she will not be able to change it anymore.**

Once his/her application is submitted, the applicant has an access to the evaluation of his/her application in the "Status of my application" section available on the Home page of the UPto.PARIS website, where he/she can check his/her status (for example : eligible, non-eligible, invited for interview, reserve list), download the summary of his/her application in PDF and see if his/her referees have already uploaded the letters of reference or not.



[ABOUT ESPCI PARIS](#)

[HOW TO APPLY?](#)

[PROJECTS](#)

[THE PHD PROGRAMME](#)

[PARTNERS](#)

[STATUS OF MY APPLICATION](#)

## Uploaded recommendations



The evolution of the recommendation process works as follows : if an orange circle appears in the « My application status » section, this means only one of the two required recommendation letters has been already uploaded by a referee.

## Uploaded recommendations



If two green circles show up, this means that the two documents have been successfully uploaded by the referees and that the recommendation process is in order.

## Required documents

### Mandatory documents for the application

- If the applicant is already in possession of his/her Master's degree at the time of the 3<sup>rd</sup> call deadline : Copy of the Master's degree or equivalent/postgraduate degree.  
**This document must be provided in English by the awarding institution or a sworn translator**
- If the applicant is finalizing his/her Master's degree at the time of the 3<sup>rd</sup> call deadline: Copy of the Bachelor's degree or equivalent/undergraduate degree (**this document must be provided in English by the awarding institution or a sworn translator**) and a certificate of enrollment in the current Master's degree. If the university cannot provide the certificate in English, the certificate may be based in the [template available on the UPTO.PARIS website](#) in the "Preparing the application section" and must contain a letter headed paper from the university.

**These two first documents must be provided in English by the awarding institution or a sworn translator<sup>1</sup> (if they are not already in English or in French).**

- Mobility rule signed statement in which the applicant declares **not to have resided or carried out their main activity (work, studies) in the 3 years prior to the 3<sup>rd</sup> call deadline. The applicant must use the [template available on the UPTO.PARIS website in the "Preparing the application" section](#) ;**
- Two letters of reference from previous teachers/supervisors expressing an opinion on the motivation to pursue research. The procedure works as follows: during the online application to the programme, the applicant will be asked to give two contact details of referees (first name, last name, title and email address). The teachers/supervisors will then receive an email asking them to upload the letters to the platform. The applicant will not be able to access these documents. We strongly advise applicants to contact their referees as soon as possible so that they have enough time to submit the letters.  
The applicant may submit his/her application even if the letters of reference have not already been uploaded by the referees. **However, in order to be evaluated, the application must contain both letters of reference at the time of the deadline.**

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<sup>1</sup> The following information must be provided by the sworn translator: confirmation from the translator or translation company that it is an accurate translation of the original document, the date of the translation, the full name and signature of the translator or of an authorized official of the translation company, the translator or translation company's contact details.

### Optional documents for the application

- Copy of transcripts and English translation of the applicant's results provided by the awarding institution from 2016 to today is **highly recommended**;
- **CV in English** ;
- Evidence of the applicant's competence in written and spoken English, if English is not his/her mother tongue (for instance, IELTS, TOEFL-IBT, CAE, CPE etc). **If the applicant has several English language qualification documents, they should be uploaded in a single PDF file** ;
- Certificate/s of honours and awards obtained during the studies. **If the applicant has several documents, they should be uploaded in a single PDF file** ;
- Signed sworn statement in which the applicant declares the duration of the career break accompanied by the necessary career break certificate (sick leave certificate, maternity leave certificate, family record book...). **The applicant must complete [the template available on the UPtoPARIS website in the "Preparing the application" section](#).**

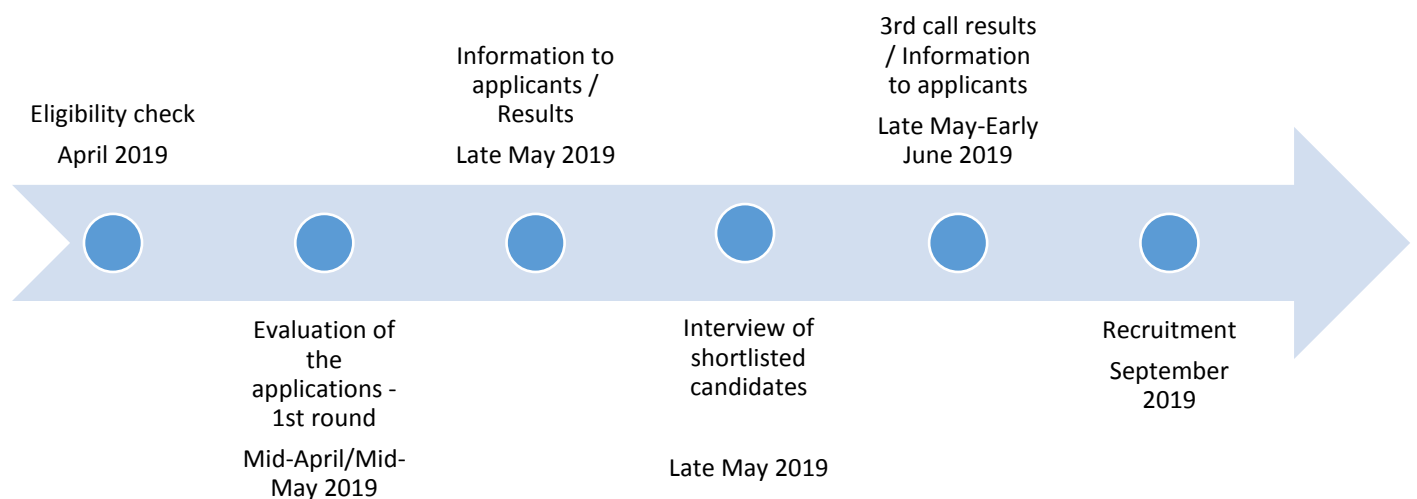
A confirmation of the online application will be sent after the submission. The applicant will then be able to follow the evolution of his/her application status on the UPto.PARIS platform.

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### *Evaluation of application and selection*

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The evaluation of the applications and the selection of the candidates will take place as follows:



Once the **eligibility check** is done, the applications will be evaluated.

### **First round of selection – Evaluation by the 3i evaluation Committee**

The selection process is based on an international, interdisciplinary and intersectorial (3i) peer review process. The proposals are submitted to the 3i evaluation Committee for examination. The experts of the 3i evaluation committee review and rank the proposals according to the evaluation criteria for the programme. For each PhD project, applicants will be ranked and either shortlisted, put on a reserve list or not selected.

Out of the PhD subjects published on the website, only the best candidates matching with the PhD subjects will be selected. The 3i evaluation Committee will select up to 3 PhD candidates for each project. The evaluation of candidates will be made based on evaluation criteria, using a scoring table:

<b>Evaluation criteria</b>	<b>Details</b>	<b>Scoring</b>
<b>EDUCATION</b>	Academic background, academic records Honours, International programmes, exchange programmes	40%
<b>EXPERIENCE</b>	Work experience Training experience : scientific and non-scientific courses Recommendation letters	40%
<b>MOTIVATION</b>	Professional project Motivation for the 3i dimensions and research environment at ESPCI Paris Volunteering or community service (University & others)	20%

The candidates will receive a **personal feedback** on the UPto.PARIS platform. Shortlisted candidates will be invited to the second round of selection.

### **Second round of selection - Interview session by the Selection Committee**

The interview will take place at ESPCI in Paris or through video conference depending on the applicant's situation. A financial participation for travel to Paris, lodging and subsistence will be provided. The shortlisted candidates will have the opportunity to visit ESPCI, its labs and its technological platforms, to meet the PhD Project supervisors and discover the scientific and cultural environment.

International shortlisted candidates will receive an official invitation letter that will allow them to ask for a Visa.

Interviews for the 3<sup>rd</sup> Call for applications will be held late June 2019. For further information, please follow the updates on the website.

After the first round of the selection process, the shortlisted candidates will have an interview with the Selection Committee composed of experts (typically 20 minutes for the presentation of the candidate and 10 minutes for the questions).

The criteria for evaluation are explained below:

Criteria and scoring for the **selection by the Selection Committee**:

<b>Evaluation criteria</b>	<b>Details</b>	<b>Scoring</b>
<b>EDUCATION</b>	Excellence of the academic background Honours, International programmes, exchange programmes	40%
	Appropriation (check) of the PhD subject (stakes and contexts) English level Quality of the presentation	30%
	Maturity & Professional project	20%
	Motivation for the 3i dimensions	10%

The interviewed candidates will be ranked and will receive a detailed feedback on their application based on the evaluation criteria.

The successful candidates will then receive a formal email. **They will have to confirm their interest in the PhD programme and to answer within two weeks after the receipt of this email.**

Practical modalities and recruitment conditions for the recruitment date (March/September 2019) will be communicated afterwards to the selected candidates. The original documents of the application must be provided by the applicant at the time of recruitment in the programme.

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*Timeline of the 3<sup>rd</sup> call*

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Steps	Call 2018
<b>Launch of the call</b>	February 1 <sup>st</sup> 2019
<b>Call Closure / deadline</b>	March 31 <sup>st</sup> 2019
<b>Eligibility Check</b>	April 2019
<b>Evaluation of applications - 1st Round</b>	Mid-April/Mid-May 2019
<b>Information to applicants / Results</b>	Late May 2019
<b>Evaluation of applications - 2nd Round</b> Interview in Paris/via video conference of shortlisted candidates	<b>Late June 2019</b>
<b>Call Results / Information to applicants</b>	Late June/Early July 2019
<b>Start of the fellowship</b>	September 2019

The redress requests must be addressed to [contact@upto.paris](mailto:contact@upto.paris) within one week after the result notification e-mail, they will be examined by the UPTOPARIS Management team.



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## *Contact*

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For further information, please contact the UPto.PARIS management team at the following e-mail address: [contact@upto.paris](mailto:contact@upto.paris)

The applicant could also join the UPto.PARIS management team by filling in the form in the “Contact” section on the UPto.PARIS website.