



APPLICATION TO POST-GRADUATE STUDIES AT THE UTT

INFORMATION NOTICE

1 - Conditions of admission

You can apply for PhD studies:

- if you have a French Master or DEA degree or diploma.
- if you have a foreign degree or diploma recognized as the equivalent of a French Master or DEA (a minimum of 5 years study after the French baccalauréat - High School degree - or its equivalent and at least a 6 months research training period.)

2 - Admission procedure

Application forms are available throughout the year. Acknowledgements will be sent out on receipt of duly completed application forms. Every application will be examined by the researchers involved in the scientific field, thus by the head of the Post-graduate School. Admission is decided by the Director of the UTT. This decision becomes effective only after registration at the UTT.

Any application will be considered only when including:

- An applicant
- A PhD thesis subject
- An identified supervisor
- A research laboratory
- A financial support for the PhD student

3 - Advice for filling in the application form

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PhD fields (Program):

- **M²ON** Materials, Mechanics, Optics, Nanotechnology
- **OSS** Systems Optimization and Dependability
- **SST** Socio Technical Systems

Please write clearly the details about your identity:

- The phone number(s) where you can easily be reached,
- The private e-mail address that you use regularly,
- The address where we can give you the result of your application,
- Do not write in the part reserved for administrative purposes.

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- For foreign degrees or diplomas, fill in page 2,
- Begin by the degree or diploma which gave you access to university studies,
- Do not forget to indicate the diploma you are currently preparing and the expected date of graduation,
- Enclose a detailed curriculum vitae in French or in English.

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- Be precise about the type of research you wish to undertake: this information will enable the training officer to forward your application to the right people,
- Give precise details about your present situation in respect of marital and professional status,
- Give precise details about your expected financial situation during the next academic year.

4 - How and when to apply

Fill in the application form according to the above instructions.

Make sure you have all the necessary documents (see the list in the application file, page 2 or 3) along with your application:

- Certified copy of last diploma and degree already obtained,
- Or an attestation of your current diploma preparation: **Do not wait until you have graduated to send your application,**
- **Two stapled assessment forms duly completed, dated (less than 3 months) and signed** (such forms are included in the application form or downloadable from the UTT website (www.utt.fr, Post-graduate School),
- Dissertations, papers etc, summary in French or English (compulsory for PhD applicants),
- Attestation of grant or allowance where applicable.

Send the application form and the above documents to the identified supervisor or to the defect at the Post-graduate School (Ecole Doctorale):

**Université de technologie de Troyes
Ecole Doctorale
12, rue Marie Curie
CS 42060
10004 TROYES Cedex
FRANCE**

Only complete application forms will be considered. To avoid any confusion, you must send the application form and all the necessary documents in the same envelope. Print clearly your name on all of them.

The acknowledgement of the receipt of your application will be sent as soon as we receive your application form and all the necessary papers.

The assessment forms are essential to process your application. Have them filled in, dated (less than 3 months) and signed by people who are competent to write an appreciation of your past work (e.g. professor, course tutor, employer... not implied in the envisaged thesis). These forms must be stapled by the person who filled them in and accompany your application form.