

Doctoral School No. 304  
Sciences and Environments

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# APPLICATION GUIDEBOOK

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*For ease of reading, the text is written in the masculine form  
and applies to both men and women.*

## **1. WHO CAN APPLY?**

### ***a. Degree giving access to a PhD***

“Applicants wishing to enroll in a PhD program must have earned a national Master’s degree or other Master’s degree awarded upon completion of a course of study or professional experience demonstrating their ability to conduct research.” (Article 9 - Decree of August, 2022 amending the Decree of May 25, 2016)

In accordance with regulations, the doctoral school requires:

- applicants to have earned a Master’s degree or equivalent degree
- applicants to have had Master’s level experience working with a research team
- that the Master’s degree (or equivalent) was completed with minimum honors of “Assez Bien” (merit)

### ***b. Professional Master’s degrees and Engineering degrees***

In accordance with the Decree, applicants who have earned professional Master’s degrees or Engineering degrees must have completed their end-of-study internship with a research team or be able to demonstrate that they have a similar amount of practical research experience at a comparable level.

### ***c. Master’s degrees in progress***

Applicants enrolled in a Master’s program must demonstrate that they will have graduated no later than one month prior to enrollment in the PhD program, which generally occurs on October 1<sup>st</sup> of the academic year.

## 2. WHEN SHOULD I APPLY?

Speculative applications are not accepted.

Applicants are asked to apply for subjects proposed by an engineer, researcher or professor who is a member of the doctoral school.

### *a. Applying outside of the competitive examination procedure*

Applications submitted individually during the academic year on subjects proposed outside of the competitive exam procedure are handled by the engineer, researcher or professor proposing the subject. If applicable, the doctoral school will confirm the admissibility of the applicants selected and participate in the oral exam for admission.

In order for the doctoral school to approve the recruitment, applicants must present the same admissibility and admission criteria and supporting documents as those required for the competitive examination.

### *b. Applying via competitive examination*

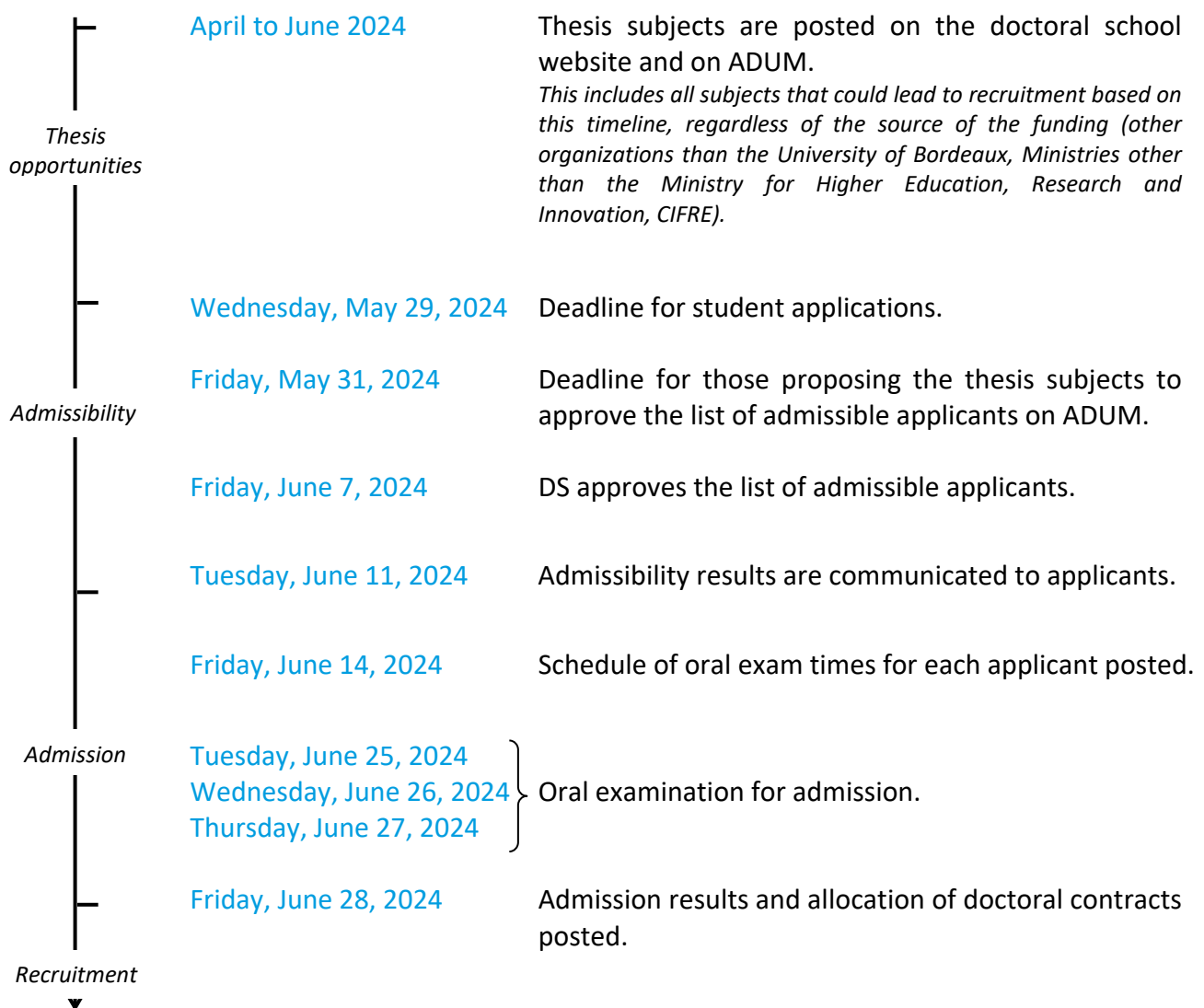
Applications submitted for the competitive examination are reviewed annually based on a partially electronic procedure on the ADUM interface.

All of the thesis opportunities proposed by engineers, researchers and professors from the doctoral school are published on the “Admission to a doctoral school” page: [https://adum.fr/as/ed/proposition.pl?site=ed\\_se](https://adum.fr/as/ed/proposition.pl?site=ed_se)

Applications will be accepted from April 1<sup>st</sup>, 2024 until May 29, 2024 at 11:59pm (Paris time).

Before submitting their application, applicants should contact the engineers, researchers or professors who have proposed the thesis subjects in order to talk with them about the subject and the type of doctoral candidates they are looking for.

**c. Timeline for the 2024 competitive examination**



This schedule is subject to adjustment for certain projects whose funding does not follow the academic.

### 3. HOW DO I APPLY?

#### *a. Gather all the necessary elements*

- Cover letter: the text of this letter is copied and pasted in the “Motivations” category in the application. It must specify the order of priority for the applications submitted if several applications are submitted.
- Curriculum vitae in pdf format
- For Master’s degree holders: transcript from year 2 of the Master’s program including class rank in terms of the rank/number of students
- If the student is currently enrolled in a Master’s 2 program for the academic year: transcript from semester 9 with class rank in terms of rank/number of students
- If the transcript does not include a class rank: a statement must be provided from the head of the Master’s program indicating the applicant’s position in comparison to the rest of the class (10, 25 or 50%). A template for this document can be downloaded from the university of bordeaux doctorate website:  
<https://doctorat.u-bordeaux.fr/en/before-phd/apply-for-phd/apply-doctoral-school>  
(and select Doctoral School of Sciences & Environments)
- Reference letters - optional -

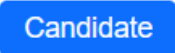
#### *b. Steps for applying online*


Be sure to follow the correct order to prevent the application from being disqualified.

Start on the page presenting the thesis opportunities online:

[https://adum.fr/as/ed/proposition.pl?site=ed\\_se](https://adum.fr/as/ed/proposition.pl?site=ed_se)

You can view the details for each subject by clicking on the title.

1. Select the subject and click on  below or above the description of the subject.

2. Create an ADUM account by clicking 

3. Enter all the information requested for your **profile**.

*Personal and contact information*

Type of information requested: first and last name, address, phone number, nationality.  
*This information is kept for each application.*

*Academic information*

Type of information requested: dates and location of degrees earned, internships, experience, languages.  
*This information is kept for each application.*

*Motivations, additional information*

Type of information requested: free-text field to be completed in the interface: cover letter, profile, interests  
*This information is requested for each application and can be adapted to suit the specific application.*

4. Submit the pdf file containing the application along with the supporting documents requested.
5. Finalize the application (the window only appears when all categories have been completed).

### ***c. Complete the application***

The applicant must create, print and sign the PDF file containing the application and supporting documents before sending it to the doctoral school.

The following order must be respected for the documents:

1. Application form containing the cover letter (entered in the Motivations category), signed and dated.

*If several applications are submitted (maximum of 3), the letter must specify the order of preference.*

2. Curriculum vitae
3. Transcript from year 2 of the Master's program (or for Semester 9 for the Master's program in progress) and class rank or statement from the head of the Master's program ; a template for this document can be downloaded [here](#) :
4. Reference letters (optional)

Once applicants have finalized their application online, they will receive an automatic email from ADUM confirming registration of their application (which does not prejudge admissibility of the application).



**Once the application is finalized, it can no longer be modified!**

**Follow the instructions carefully, complete all the fields on the form, and upload all the documents requested.**

**Be sure to sign the application form.**

**Do not return the application by email.**

**Do not wait until the last minute to submit your application.**



## 4. HOW DOES THE DOCTORAL SCHOOL REVIEW APPLICATIONS?

In order to be accepted by the Doctoral School of Sciences and Environments, applicants must have a thesis subject, thesis supervisor, a research team affiliated with the doctoral school, and funding ensuring that the doctoral candidate will receive personal which can in no case be less than the current French minimum wage (SMIC) per month for 36 months.

The applications are reviewed in 2 steps: admissibility and admission. The engineer, researcher or professor who proposed the thesis subjects decides on the admissibility of the application. This decision is validated by the doctoral school. The doctoral school jury makes the admission decision, which is validated by the doctoral school council.

### *a. Admissibility*

#### **i. Criteria, process**

The engineers, researchers or professors who proposed the thesis subject review all the applications related to their subject. They verify their eligibility and select the admissible applicants.

For an application to be eligible, the applicant must have been awarded a Master's degree or equivalent degree by no later than October 1<sup>st</sup>, 2024 and provide proof of having earned a minimum mention of "Assez Bien" (merit) for Semester 9 of the Master's program. Applicants who have earned a professional Master's degree or an Engineering degree must demonstrate that they have practical experience comparable to a Master's level with a research team, which means they have completed their end-of-study internship with a research entity.

Admissible applicants are those who have been selected by the engineer, researcher or professor proposing the subject, with the doctoral school's approval.

The engineer, researcher, or professor proposing the subject assesses the compatibility of the applications received with the profile (education, experience) of the doctoral candidate they are looking for. Based on their assessment of these applications, they select the admissible applicants who will take an oral exam for admission, assessed by the jury of the doctoral school. For a given thesis subject, a maximum of 3 applicants may be admissible.

## **ii. Details on the procedure**

This step of the selection process is handled by the engineer, researcher or professor proposing the subject to ensure compatibility between the subject and applicant. This decision is then approved by the doctoral school.

The applicants selected, referred to as admissible, are informed by e-mail of the day and time of their oral examination schedule.

Applicants who are not admissible are informed by e-mail.

## ***b. Admission***

### **i. Criteria, process**

A multidisciplinary jury (*see jury composition*) makes the admission decision after the applicants complete an oral examination.

All applicants are ranked independently of their thesis subject, funding, and scientific specialization.

This ranking is based on:

- an assessment of the quality of the applicants' academic records, including the Master's degree class rank, which enables a standardization of the wide range of grading practices used by different programs,

- the quality of the applicant's delivery in the presentation of their thesis project, the knowledge and expertise acquired, or that will need to be acquired to complete the project,
- the quality of their answers during discussions with the jury that attended the presentation.

The jury has the sole power to make this decision, but these must take these three criteria into account equally, by decision of the doctoral school council.

This ranking determines the order of allocation of the doctoral funding required for admission. If the thesis project benefits from specific funding, the applicant selected will be the one who ranks highest from among the applicants selected (maximum of 3) by the engineer, researcher or professor proposing the subject. If the thesis project relies on the award of "merit-based" funding, the applicant selected will be the one best ranked among the applicants applying for the same type of funding, for the same subject or a different subject.

During their deliberations, the jury may decide to refuse admission of an applicant who is poorly ranked, even if the subject benefits from specific funding.

## **ii. Oral examination for admission**

The oral exams for admission will be held from June 25-27, 2024.

Each applicant will take a 20-minute oral exam including:

- a 10-minute presentation: studies (1-2 minutes), Master's 2 program research internship (3-5 minutes) and the research project related to the thesis subject (4-5 minutes).
- 10 minutes of questions from members of the jury, comprised of experts from the doctoral school's 9 areas of specialization.

Applicants may use a slide show presentation they have prepared themselves, in consultation with the engineer, researcher or professor proposing the thesis subject.

### iii. Composition of the Jury

The jury is comprised of representatives of the doctoral school's 9 specializations, distributed in proportion to the supervision capacity of each specialization (a typical composition is provided below).

	No. of representatives from the specialization
Biological anthropology	2
Biogeochemistry and ecosystems	2
Evolutionary, functional, and community ecology	2
Epistemology and history of science	1
Geochemistry and ecotoxicology	2
Sedimentary geology, paleoceanography, climatology	2
Environmental physics	2
Prehistory	2
Agricultura and forestry sciences	2

The jury is chaired by the director of the doctoral school who organizes the deliberations but does not assess the applicants.

If a jury member has endorsed an applicant, the jury member must not participate in the discussions pertaining to their application or assess the applicant.

One doctoral candidate from the doctoral school attends the oral examinations and the jury's deliberations without participating in them.

Composition of the 2024 competitive exam jury: *(being finalized)*

Jury Members	Research Unit	Specialization
Christine Veschambre-Couture	Director of the doctoral school of Sciences and Environments	
Jean-Bernard Huchet	PACEA	Biological Anthropology
Yann Heuzé		
Bruno Ringeval	ISPA	Biogeochemistry and Ecosystems
Benoît Sautour	EPOC	
Virgil Fievet	BIOGECO	Evolutionary, Functional and Community Ecology
Olivier Lepais	BIOGECO	
<i>to be defined</i>	EABX	
Pascal Duris	SPH	Epistemology and History of Science
Jörg Schäfer	EPOC	Geochemistry and Ecotoxicology
Soizic Morin	EABX	
<i>to be defined</i>	EPOC	Sedimentary geology, paleoceanography, climatology
<i>to be defined</i>		
<i>to be defined</i>	EPOC	Environmental Physics
<i>to be defined</i>	ISPA	
David Cochard	PACEA	Prehistory
Antoine Souron		
<i>to be defined</i>	EPOC	Agricultura and forestry sciences
<i>to be defined</i>	SAVE	
<i>to be defined</i>	Doctoral candidate - observer	

#### iv. Practical information

- Subjects for the 2024-2025 academic year posted on:

Monday, April 1st, 2024

[https://adum.fr/as/ed/proposition.pl?site=ed\\_se](https://adum.fr/as/ed/proposition.pl?site=ed_se)



- Presentation and interview (recommended):

- ▶ Location:

University of Bordeaux - Allée Geoffroy Saint Hilaire 33600 PESSAC  
Building B5 (Bordes campus)

- › Waiting room: *salle informatique n° 2* – ground floor  
electrical supply and WiFi connexion (EDUROAM) available
- › Examination room: *petit amphitheatre de biologie animale (PABA)* – ground floor

- ▶ Access:

- › From Gare Saint-Jean (Bordeaux's main train station):
  - bus line: Tbc Lianes 10 and connection with tramway Line B at "Art et métiers" - Stop: François Bordes
  - tramway: Line C and connection with Line B - Stop: François Bordes
  - city bikes: VCub station Doyen Brus
- › By car: highway exit #16 "*Domaine universitaire Talence*"
  - GPS location: 44.803 / -0.609

- ▶ Equipment available for the presentation:

- › projector
- › Windows laptop
- › laser pointer

Presentation (pdf recommended) is to be transferred on the laptop by means of USB keys (not provided).

- Presentation by means of Zoom (for applicants living abroad) :



- ▶ Support :

To be shared with all the members of the jury, the slide show presentation should be sent (in pdf format) by email: [edoc.se@u-bordeaux.fr](mailto:edoc.se@u-bordeaux.fr) on the very day of the test, before 8:30 am if the oral examination is scheduled in the morning, before 1:00 pm if the oral examination is scheduled in the afternoon. It is mandatory to use the pdf format to guarantee compatibility with the workstations of all the members of the jury.

- ▶ Connexion :

- › Candidates are invited to check their connection (Internet speed) and asked to install the Zoom tool on their computer.
- › The html link to the conference virtual room will be send to candidate enclosed in the oral examination invitation email.
- › Applicants should share a mobile phone number ([edoc.se@u-bordeaux.fr](mailto:edoc.se@u-bordeaux.fr)) so as to be reached in case of technical issues before and during the test.
- › In case of connecting issues during the test, a new attempt will be then offered readily or the next day

- Practical issues:

The doctoral school's administrative office is available to answer any questions related to practical issues.



[edoc.se@u-bordeaux.fr](mailto:edoc.se@u-bordeaux.fr)



+33 (0)5 40 00 33 01

For any questions about the test itself, applicants may contact the director of the doctoral school, the members of the jury, or the doctoral candidate who attended the competitive examination as an observer in the year before.

In 2023, the PhD candidate who attended the competitive examination as an observer was:

Mathilde Augoyard

A 3<sup>rd</sup>-year doctoral candidate in Biological anthropology, Mathilde's doctoral research focuses on “Covariation of dental and bone tissues in the human lineage.”



[mathilde.augoyard@u-bordeaux.fr](mailto:mathilde.augoyard@u-bordeaux.fr)

## v. Results

Candidates will be notified of the results by e-mail at the latest June 28, 2024.

### List of admitted applicants

Admitted applicants must confirm their acceptance by e-mail to: [edoc.se@u-bordeaux.fr](mailto:edoc.se@u-bordeaux.fr) within two days following the publication of the list.

After this date, or following a withdrawal, the doctoral contract will be offered to the first candidate on the waiting list who is eligible for this funding.

### Waiting list

Applicants on the waiting list will be contacted individually by e-mail in the event of a withdrawal. Upon receiving this e-mail, the applicant has two days to confirm their acceptance by e-mail to [edoc.se@u-bordeaux.fr](mailto:edoc.se@u-bordeaux.fr). After this date, or following a withdrawal, the doctoral contract will be offered to the first candidate on the waiting list who is eligible for this funding.



## 5. CONTACT US

Director:	Christine Veschambre-Couture
Manager:	Brigitte Bordes
Email address:	<a href="mailto:edoc.se@u-bordeaux.fr">edoc.se@u-bordeaux.fr</a>
Phone numbers: (management)	+33(0)5 40 00 33 01 (administrative office) / +33 (0)5 40 00 88 96
Postal address:	Campus Pessac - Bât B5 - Porte 112 Allée Geoffroy Saint-Hilaire CS 50023 33615 PESSAC Cedex
Website:	<a href="https://doctorat.u-bordeaux.fr/en/before-phd/doctoral-schools/sciences-environnements">https://doctorat.u-bordeaux.fr/en/before-phd/doctoral-schools/sciences-environnements</a>