

# COFUND SEED

## GUIDE FOR APPLICANTS



An **IMT Atlantique** Doctoral programme in  
**Societal, Energy, Environmental, industrial & Digital transitions**  
(a **Marie-Skłodowska-Curie** action)



**Co-funded by  
the European Union**

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# 1. GENERAL DESCRIPTION OF THE PROGRAMME

**SEED**, which stands for Societal, Energy, Environmental, industrial and Digital transitions, is a **60-month interdisciplinary, international and intersectoral doctoral training programme** offered by IMT Atlantique and co-funded by the European Union. This programme is provided by IMT Atlantique on the campuses of Brest, Nantes and Rennes, with the participation of already committed partners and many associated national and international partners (including private companies and academic institutions), which will assist in providing secondment opportunities.

It offers **40 fully funded early-stage researcher (ESR) positions** within three different tracks. Each track builds on the same fundamental excellence trainings implementing a 4i approach (Interdisciplinarity, Internationality, Intersectorial, and Innovation), while providing a different degree of mobility and focus:

- a **"standard" track**: 30 months at IMT Atlantique, 3 months with an international academic partner, 3 months with an industrial/ non-academic partner
- a **"co-tutelle/academic co-supervision" track**: 24 months at IMT Atlantique, 12 months with the international academic co-supervision partner
- an **industrial oriented track**: 24 months at IMT Atlantique, 9 months with an industrial partner (12 months if the partner is international), 3 months with an international academic partner (0 months if the industrial secondment is already abroad).

The programme itself is designed to foster four key dimensions: **thesis interdisciplinarity, internationality, cross-sectoral experience, and promotion of innovation**. As a result of this innovative approach, the scope of disciplines is quite open, including **information and communication sciences and technologies, engineering, physical sciences and human and social sciences**, while focusing on **Digital transitions, Energy transitions, Industrial transitions, Environmental transition, Health of the future, and Fundamental research**.

All ESRs will be offered **international experience** in an academic and industrial context, in particular through secondment opportunities and several short visits such as conferences, workshops, or short collaborations with external partners.

Finally, the programme is complemented by an **innovative "7-pillar-based" training programme**, providing research, technical and transferable skills:

1. Open Science and Ethical Research Skills Training
2. Scientific Skills Training
3. Training through research and Secondment Training
4. Innovation and Entrepreneurship Training
5. Communication Skills Training
6. Management Skills Training
7. Career Development Training

## 2. CALENDAR & DEADLINE: TIMELINE OF THE CALLS

The programme follows a specific schedule built according to the different stages of the application and selection process. The timeline is detailed in the table below:

- where **blue phases (also marked with the letter B)** indicate phases that normally require action from the SEED Programme team
- where **green phases (also marked with the letter G)** indicate phases that normally require input or action from the applicants
- where the **yellow phase (also marked with the letter Y)** indicates the **optional** webinar presented by the research supervisors, where applicants may participate
- where the **orange phase (also marked with the letter O)** indicates the end of the application phase: from this point on, no further applications may be submitted

	Call#1 Planned timeline	Call#2 Planned timeline	Call#3 Planned timeline
<b>IMT Atlantique internal Call for PhD topics</b>	Mid-September to End of October 2023	From now to the mid of September 2024	End of January
<b>Evaluation of topics and supervisors by the Executive Board + database for applications to be evaluator is opened (see 1.1.2.2)</b>	November to mid-November 2023	For 1 <sup>st</sup> October	Beginning of February
<b>Publication of the topics selected</b>	Mid-November 2023	October 10 <sup>th</sup> 2024	20 <sup>th</sup> February
<b>opening of the call for applications</b>			
<b>Deadline for submission of the applications in the SEED online portal</b>	January 31 <sup>st</sup> 2024	November 10 <sup>th</sup> 2024	20 <sup>th</sup> March
<b>Remote evaluation of the applications by the selection committee</b>	1 <sup>st</sup> March 2024-22 March 2024	15 <sup>th</sup> November 2024 to 6 <sup>th</sup> December 2024	End of March to mid-April
<b>Shortlist meeting + Rejection letter/ Invitation to the interviews</b>	1 <sup>st</sup> April 2024	From December 9 <sup>th</sup> to 14 <sup>th</sup>	Mid-April
<b>Interviews</b>	End of April 2024	From 16 <sup>th</sup> December to 11 <sup>th</sup> January	End of April 2025
<b>Consensus meeting- Final Decision</b>	Beginning of May 2024	Mid-January 2025	Beginning of May 2025
<b>Publication of the results</b>	Mid-May 2024	End of January 2025	Mid-May 2025
<b>Starting date for selected PhDs</b>	September 2024	March/April 2025	September 2025

### 3. ELIGIBILITY CRITERIA AND EQUAL OPPORTUNITY

To be eligible to apply to SEED and partake in this doctoral training programme, some criteria have to be met. The applicant has to:

- Have completed a **master's degree or an equivalent diploma** at the time of enrolment.
- Be in the **first four years** (full-time equivalent research experience) of their research career.
- **NOT** already be in possession of a **doctoral degree**.
- **NOT have resided or carried out their main activity** (work, studies, etc.) in **France** for more than **12 months in the 3 years immediately preceding the deadline** of the co-funded programme's call (10 November 2024 for the second call and 20 March 2025 for the third call).
  - o Compulsory national service, short stays such as holidays or time spent as part of a procedure for obtaining refugee status under the Geneva Convention are not taken into account.
- **Be fluent in English** as to be able to partake in the programme. This may be proven by:
  - o Providing an **English proficiency test** certifying at least a B2 Level, such as TOEIC > 800 ; TOEFL > 79 ; CEFR > C1 or IELTS ≥ 6.5.
  - o Having obtained a Degree with **English as medium of instruction** (official document from the institution).
- **Be available for employment** at the start of the programme.
- **Provide a complete application dossier**, including all required information as well as all required documents (See **Section 4**).

**Disability:** Application from ESRs with disabilities are eligible and will be facilitated in a manner as to ensure equal opportunity. **MSCA Special Needs Allowance** can be allocated by IMT Atlantique for ESRs with disabilities in order to cover additional costs that they may face due to increased costs of mobility.

**Nationality:** applicants of all nationalities are eligible to apply.

**Refugee status:** Time spent in France as part of a procedure for obtaining refugee status under the Geneva Convention is not taken into account in the geographical mobility criteria. SEED is also compatible with the European [Science4refugees](#) initiative, which notably provides help with regards to integration in the European labour market, internship opportunities and networking.

## 4. APPLICATION PROCESS

**Dedicated SEED application platform:** eligible applicants will be required to send their application information as well as provide their application documents via the dedicated online application platform, available on the application section of the SEED programme website: <https://www.imt-atlantique.fr/seed>

Only electronic applications, sent via this application platform within the indicated application period (See **Section 2**) will be accepted.

**Application account:** to get access to the application space and opportunity to send their application, applicants will be required to create an account on the dedicated SEED application platform. The creation of an application account requires the applicant to provide a specific set of information, specifically their first and last name and email address, as well as creating their own encrypted password. This account will then allow the candidate to proceed with the application by accessing to the application space, where they may fill in the required form and upload the required documents. The use of the account will also allow applicants to progress through the application step by step by saving their progress without having to complete it all at once.

**Application account - Email address:** the email address provided by the applicant when creating the application account will be used as the primary means of communication during the application process. All automatic messages from the application platform, as well as all emails from the SEE-Team regarding the application and/or selection process, will be sent to this specific email-address.

**Application form:** the applicant will be required to use the application account to fill in in the online application form and thereby providing all required information. Within this application form, the applicant will notably provide:

- **Personal details** with regards to the identity of the applicant
- **Permanent/current address for correspondance**
- **Academic qualifications**
- **Language proficiency**
- **Professional experience**
- **Contact information with regards to the referees**
- **Choice of Research topics:** an applicant may choose only up to two research topics
- **Keywords** to match with the experts/evaluators database for the selection process
- **Statements of eligibility compliance:** declaration that the applicant complies with the eligibility criteria as established in **Section 3**.

**Application documents:** the applicant will be required to provide the following documents in PDF-Format by uploading them with their online application form on the application platform:

- A **Curriculum Vitae (CV)** in English. The use of the European standard template - Europass - is recommended, but not mandatory.
- A **copy of the passport** information page or the **identity card (ID)** of the applicant.
- A **personal statement** including personal introduction, qualifications and achievements, career development objectives, activities envisaged to enhance academic profile, general motivation for participation in the programme, and description of research interests when linked with the topics or domains targeted. This document must be written by the applicant and should not exceed 3 pages.
- A **copy of academic transcripts of the relevant Degree(s)**, accompanied by an official English or French translation.
- A **copy of the Master Degree diploma** (or equivalent), accompanied by an official English or French translation.
- **Proof of English proficiency** (by certificate or medium of instruction, see **Section 3**)
- An **application statement** including a declaration of availability for interview, a commitment to show up for the interview and -if selected- the start of the programme, a declaration of compliance with the mobility rule, indication of any possible conflict of interest, as well as a commitment to ethical principles in research.
- A **two-page work plan proposition** related to each of the selected research topics. *The goal for the applicant in this production is to explain his/her vision on how to address the research topic. It is an occasion to share his/her understanding with his/her own words of the research topic, an idea of the work-plan (and not the planning) and also to give some directions that he/she thinks of as there is flexibility in the way the subject can be dealt with.*
- **Residence certificate** or any other document to prove respect of the eligibility criteria.
- **Two letters of recommendation** in English (to be uploaded by the applicant - optional).

**Application limitations:** some restrictions apply in order to ensure an equal and fair application process and to afford the evaluators sufficient time to give each application serious consideration:

- **Amount of applications:** applicants are limited to **one application per call**. In cases of multiple applications, only the first application will be considered. If an applicant needs to edit a previously submitted application, it is strongly advised to contact the SEED team by email to clarify the situation rather than submitting a new application.
- **Amount of research topics per application:** applicants will be presented with a list of approximately 15 research topics per call (amount may vary per call), with up to 40 research topics for both calls. Applicants may however only select **up-to two research topics** per call and per application.

- **Reapplying in the second call:** applicants who were not selected in the first call **may reapply in the second call**. In such cases, the same limit of two research topics per application applies as to any other candidate.

**Research topic choice:** as mentioned previously, applicants are limited to choosing two research topics from the topics published per call. It is therefore strongly recommended that applicants give priority to those topics for which they have both the greatest academic expertise and personal motivation/interest. Applicants will not be penalised for their choice of eligible research topics, whether they choose to pursue only one or two, in the same field of two different fields.

- In order to facilitate the choice, as well as ensure a proper understanding of the topics, the supervisors will publish open topics in the format of Research and Innovation Actions calls, in which the text suggests the **expected results**, the **scope**, and a **general description of activities and challenges to be addressed**.
- For further information, applicants can attend a **webinar specifically organised by each supervisor prior to the application deadline** to provide **additional details on the published research topic** and to introduce themselves. Minutes and presentations of the collective webinar will be made available on the website for applicants who were either unable to attend or found out about the programme at a later stage in the application process.

**Application process:** in case of a second topic selection, applicants will not have to create two application files. The first file will be automatically copied for the second research topic application. Applicants will have to change some documents such as the personal statement and the two-page workplan while other generic documents will be kept.

**Acknowledgment of application submission:** the applicant should receive an automatically generated email acknowledging receipt of the submitted application. This email does not constitute validation of eligibility or selection for the programme.



## 5. MERIT-BASED SELECTION AND EVALUATION

The selection process, which has been submitted and therefore vetted by the European Union within the European funding application, is entirely merit-based with a three-step procedure of assessing applications: eligibility check, application evaluation, and remote interview.

### Step 1 - Eligibility check

It is important to distinguish between the eligibility check and the prior acknowledgment of application submission. While the confirmation should be a computerised formality by the online platform, the eligibility check is carried out by the relevant team members of the SEED Project Management Board, who are responsible for carrying out the eligibility check on all submitted applications. They will screen the applications and verify that all eligibility conditions are met. The eligibility check will consider the following applications to be ineligible:

- **Incomplete applications**
- Applications which do not meet the **Marie Skłodowska-Curie Action eligibility criteria** with regards to **geographical mobility** and **ESR status**
- Applications providing documents **not meeting the eligibility threshold** (English proficiency certificate below required threshold, bachelor degree level applicant, etc.)
- Applications in which the applicant refers **to more than two topics** or submits a **work plan covering more than two topics**

**Eligibility confirmation:** following the eligibility check, applicants will be informed whether their applications have been deemed eligible: **only applications that pass this initial eligibility check will be retained for the second stage.** The eligibility process stage shall not last longer than up to three weeks after the application deadline (10 November 2024 for call #2).

**Redress opportunity:** applicants have a **5-day period after receiving feedback on their application to ask for a redress procedure** by contacting the SEED Project Management Board by email. In this email, the applicant whose application has been deemed ineligible must justify their request and specify the point they wish to be addressed or clarified by the organisation responsible for all appeals procedures, the Redress Committee.

## Step 2 - Application evaluation

The evaluation of the applications is the second stage of the overall selection process and is expected to take place in November (15 November – 6 December), following the completion of the eligibility and redress phase. The application evaluation will be based on the provided **application form** and **application documents** submitted by the **eligible applicant** via the online application platform.

**Selection Committee:** for each call, a selection committee of evaluators will be formed, composed of several international academic and non-academic experts. These evaluators will be carefully selected and regrouped by discipline to form a total of 5 panels of experts in Mathematics, Physics, Engineering, Information and Communication Technologies and Social and Human Sciences. These experts will then act as evaluators for the second evaluation step.

**Expert evaluation:** three experts in disciplines relevant to the research topic chosen by the applicant will then be asked to **evaluate the application and provide an individual evaluation report on the basis of the selection criteria** listed below.

Stage 2 : Selection criteria to progress to stage 3	Scoring	Threshold	Priority
Total	/100	70/100	Tiebreaker
<b>Quality of the research subject (based on the work plan description):</b> (i) Novelty of the subject and clarity of the objectives, (ii) Adequation applicant profile vs thesis subject vs supervisor expertise, (iii) Relevance of the interdisciplinary and intersectoral approach and identified benefits, (iv) Feasibility and methodological framework of the project	/30	15/30	2
<b>Academic excellence, individual achievement and scientific skills (based on CV and personal statement):</b> (i) academic degrees and records, (ii) academic marks and rankings at the Master's level, (iii) portfolio of research projects and outputs, (iv) publications and authorship, (v) exchange programmes and conferences participation, (vi) letters of recommendation.	/30	15/30	1
<b>Quality of motivation reflected in the cover letter (based on the personal statement):</b> (i) Motivation(s) to follow the programme, (ii) Motivation(s) to follow a training with the 4I dimension, (iii) Clarity of the professional project, (iv) Capacity to anticipate the benefits of the network.	/20	10/20	3
<b>Experience level (based on CV and personal statement):</b> (i) Training experiences: scientific & non-scientific courses, soft skills, (ii) Work experience (internships), mobility, other forms of work experience), (iii) Other forms of experience (volunteering, extra CV skills, etc.)	/20	10/20	4

**Evaluation criteria:** applications will be graded by three experts and receive a total score out of 100 points, based on the four evaluation criteria presented in the prior table (Quality of the research subject (30%), Academic excellence, individual achievement and scientific skills (30%), Quality of motivation reflected in the cover letter (20%), Experience level (20%)). Equal opportunity and merit-based selection will be guaranteed by the use of the evaluation grid.

**Only applications that pass every threshold, and thus the overall selection threshold (70/100), will be considered for the interview stage.**

**Applicant selection for interview:** for each research topic, among the applicants scoring above the 70/100 threshold, the **best 4 applicants will be retained** for the third step, the **interview phase**. The applicants positioned 5<sup>th</sup> to 8<sup>th</sup> for a research topic may however be kept on a reserve list and contacted, depending on the circumstances. All the other applicants ranked below the 8<sup>th</sup> position will not continue the selection process.

In cases where applicants are tied due to a same score, the priority ranking of the selection criteria will be used as tiebreaker.

**Results communicated to the applicant:** following the remote evaluation by the three experts from the Selection Committee, each applicant will receive an email from the Project Management Board informing them of the outcome of their Step 2 evaluation, **either qualifying or rejecting them for the next evaluation round**. These results will be accompanied by the evaluation reports, which will be sent to applicants **within 30 days of the remote evaluation**.

These step 2 results will however **NOT be published on the SEED website**: there will be no public ranking during the selection process. All communication between the SEED Project Management Board and the applicant will be by email.

**Redress opportunity:** applicants have a **5-day period after receiving feedback on their application to ask for a redress procedure** by contacting the SEED Project Management Board by email. In this email, the applicant whose application has been deemed ineligible must justify their request and specify the point they wish to be addressed or clarified by the organisation responsible for all appeals procedures, the Redress Committee. The Redress Committee will then review the situation. Conclusions will be forwarded to the Project Coordinator, who will then take the necessary decisions, which may range **from clarifying the reasons for the rejection to re-examining the case** and proposing alternative options to the applicant.

### Step 3 - Interview by videoconference

The remote interview (by videoconference) is the **final stage of the selection process** and is expected to take place at the end of the year 2024 (16 December 2024 – 11 January 2025), following the completion of the evaluation and redress phase.

The best applicants selected during the second phase will therefore be invited to participate in an interview with three evaluators from the Selection Committee.

**Interview format:** the interview will be in English and last **25 minutes**, with the following predefined format:

- **10 minutes of presentation:**
  - **5 minutes for**
    - (i) presentation of the academic background,
    - (ii) motivation to join the programme,
    - (iii) long-term career objectives and contribution of the programme to these objectives,
    - (iv) description of any past -academic- non-academic- other experience,
    - (v) description of technical skills
  - **5 minutes for**
    - (i) description of the subject thesis, benefits, originality, expectations, etc.
    - (ii) description of the interdisciplinary and intersectoral dimension of the subject,
    - (iii) description of the possible outcomes of the project and benefits for industry and/or societal application;
- **15 minutes of questions**
  - Some questions will be common to all applicants, while other will be specific to their position and/or research topic

**Expert evaluation:** three experts in disciplines relevant to the research topic chosen by the applicant will then be asked to **evaluate the applicant during the interview** and then **provide a common evaluation report on the basis of the selection criteria** listed in the table presented in the next page (**Stage 3 : Selection criteria for final ranking**).

Stage 3 : Selection criteria for final ranking	Scoring	Threshold	Priority
Total	/100	70/100	Tiebreaker
<b>Clarity of the presentation, subject thesis and motivations:</b> (i) capacity to build a detailed presentation of his/her interests to join the programme and its relevance to carry out the thesis subject, (ii) long term career perspectives and relevance of the subject to boost the career development potential, (iii) interest and capacity to carry out intersectoral, interdisciplinary and international research project, (iv) possible outcomes of the project/benefits for industry and/or societal applications	/20	10/20	2
<b>Research capabilities and technical skills:</b> (i) academic degrees and records, (ii) portfolio of research projects and outputs, (iii) publications and authorship, (iv) exchange programmes and conferences participation, (v) scientific & non-scientific courses, soft skills acquired	/20	10/20	1
<b>Leadership potential and communication skills:</b> (i) engaged and self-confident presentation, (ii) clarity of the presentation, (iii) previous experience in leading tasks related to research	/20	10/20	4
<b>English proficiency:</b> good/excellent level to communicate in English	/20	10/20	5
<b>Quality of the answers brought to the selection committee questions:</b> (i) relevance of the answers, (ii) capacity to bring well-structured outside of a prepared presentation	/20	10/20	3

**Evaluation criteria:** applications will be graded by three experts and receive a total score out of 100 points, based on the five evaluation criteria presented in the prior table (Clarity of the presentation, subject thesis and motivations (20%), Research capabilities and technical skills (20%), Leadership potential and communication skills (20%), English proficiency: (20%), Quality of the answers brought to the selection committee questions: (20%)). Equal opportunity and merit-based selection will be guaranteed by the use of the evaluation grid.

**Only applications that pass every threshold, and thus the overall selection threshold (70/100), will be considered for the research position.**

**Applicant selection for the position:** following the interviews, applicants will be ranked according to their scores. In cases where applicants are tied due to a same score, the priority ranking of the selection criteria will be used as tiebreaker.

**Final ranking:** In January, a final ranking will be established by a Consensus meeting of the SEED programme, where the **best applicants (number corresponding to the number of open positions) will be selected to integrate the programme** (subject to validation from the French Defence authorities for sensitive research subject depending on the profile of the applicant). The programme will retain the best applicant for research topic 1, the best applicant for research topic 2, and so on and so forth. The **second, third and fourth best applicants** for each topic will also be placed **on a reserve list**.

**Results communicated to the applicant:** following the evaluation, at the end of January, each applicant will receive an email from the Project Management Board informing them of the outcome of their interview evaluation, notably their ranking position (retained, reserve list) for their chosen research topics.

**Confirmation by the applicant:** the applicant will be asked to confirm whether they accept the position for the selected research topic.

The list of the chosen laureates of the SEED programme, as well as the ranking per topics reflecting the best four fellows, will then **be published on the SEED website** by mid-May.

**Redress opportunity:** applicants have a **5-day period after receiving feedback on their application to ask for a redress procedure** by contacting the SEED Project Management Board by email. In this email, the applicant whose application has been deemed ineligible must justify their request and specify the point they wish to be addressed or clarified by the organisation responsible for all appeals procedures, the Redress Committee. The Redress Committee will then review the situation. Conclusions will be forwarded to the Project Coordinator, who will then take the necessary decisions, which may range from clarifying the reasons for the rejection to re-examining the case and proposing alternative options to the applicant.

## 6. APPOINTMENT CONDITIONS AT IMT ATLANTIQUE

### Remuneration and employment contract of appointed fellows

**Employment contract:** recruited fellows will be hired for a **36-month temporary research work contract** by IMT Atlantique in accordance with the French labour legislation in force, providing advantageous health and safety benefits as well as full social security. They will therefore be working **37 hours per week** and are entitled to up to **25 days of annual leave per year**. The employment conditions for fellows will be fully in line with the European Charter and Code. Fellows will be subject to **similar employment conditions and entitlements as permanent researchers** regarding working hours, paid annual leave, health care coverage, maternity/paternity leave, pension and unemployment insurance. Recruited SEED fellows shall benefit from the following advantages:

- **Remuneration:** A **monthly gross remuneration of 2525€** (which includes social security contributions, taxes and other costs or compulsory deductions under national legislation), corresponding to an employer's cost of 3700€ and an **approximative net salary of 2000€ / month**.
- **A mandatory mobility allowance of 70€** per month dedicated to cover additional, private mobility-related costs (e.g. travel and accommodation costs) **for a total amount of 2520€**
- **Family allowance: 130 EUR per month** in case of family obligations during the programme (marriage or a relationship recognised as equivalent to marriage by the legislation of the country or state where this relationship was formalised, and/or dependent children actually being financed by the ESR).
- **MSCA Special Needs Allowance:** for researcher with disabilities, an allowance that covers additional costs, faced due to the increased costs of the mobility.
- **Additional allowance of 18 000 EUR:** allowance covering **all expenses needed to carrying out the thesis work** (e.g. participation in conferences, trips related to work on the action, seminars, lab material, books, library records, publication costs), research expenses, visa-related fees and travel expenses, secondment(s), consumables, etc. This allowance is **not paid directly to the applicant but managed by the Project Management Board and made available to the applicant when needed**.
- **No tuition fees for doctoral enrolment.**
- **A personalised training and individual support:** ESR will design a **Personal Career Development Plan (PCDP)** at the start of their thesis and have access to a wide variety of training and workshops.
- **Full integration into the research group** (badge, computer account, access to catering services, attending group meetings, etc.).

- **Access and use of IMT Atlantique facilities** (libraries, cafeteria and canteen, sport facilities, etc.).
- Access to IMT Atlantique **Human Resources services, administrative services, SEED Project management**, which will all be available to assist the ESRs during the recruitment period as well as during the programme.
- **Access to various housing opportunities** for students on IMT main campuses.
- **Help during arrival:** ESRs will be provided "the student's handbook - Prepare your study in France" containing various information that may help with installation processes such as visa application process and addresses, travel information, national health insurance process, how to find an accommodation, important administrative issues to be accomplished at arrival, etc.
- **Opportunity to benefit from Euraxess centres/services contractually linked with IMT Atlantique** (located in Brest, Nantes and Rennes), which offer **support and guidance in installation** (access to the culture of the host country/language courses, accommodation, banking, day care, schooling & family related issues, entry conditions/visas, health insurance, medical care, taxation/salaries, unemployment, work permit, etc.).

## 7. PROGRAMME AND THESIS SUPERVISION

**Supervisory team for the doctoral training:** a **personal supervisory team** will supervise each ESR during the entirety of the programme. This team is composed of three people: **the main supervisor, the co-supervisor and the mentor:**

- **The main supervisor from IMT Atlantique** provides the thesis topic and will be in charge of the daily monitoring of the ESR, providing supervision, expertise, advice and support. The main supervisor will be the main point of contact for the ESR throughout the thesis. The name of the main supervisor is made available on the SEED application website in addition to the thesis topic.
- **The co-supervisor from the academic or industrial partner** offering the secondment, depending on the track choice (standard, academic co-supervision, industrial). The co-supervisor will be responsible for co-supervising the ESR, with a significantly active role in **monitoring the ESR during the secondment phase of the programme**. Co-supervisors will not publically be assigned during the application phase, but instead, will be validated by the main supervisor, project management, and ESR at the commencement of the thesis.



- **A mentor with an academic or industrial background** providing an additional international or intersectoral expertise. Depending on the chosen track, the mentor will be the expert providing the additional secondment opportunity. The involvement of the supervising mentor is lighter than that of a co-supervisor. As with co-supervisors, mentors will not be publicly assigned to a thesis topic during the application phase, but will be allotted appropriately during the start of the thesis.

**Supervision by the Project Coordinator:** To ensure that all fellows are under the best conditions to perform their research works and to anticipate potential difficulties and suggest some mitigation measures, an **annual one-to-one meeting will be organised between the fellow and the Project Coordinator.**

**Monitoring by platform:** in addition to the aforementioned supervision, an “**ESR progress monitoring platform**” is set up to centralise the supervision and learning by doing experience processes and built on the top of the existing PhD track tool. Through this web platform, each ESR will be able to:

- submit a **research declaration within 20 days of the start of the research training** activities with personal and fellowship information.
- fill the **Mobility Form**, a template to help ESRs in the planning of their mandatory mobility.
- submit the **bi-annual reports describing scientific progress of the thesis work**, the learning by doing experience, as well as research based, technical and transferable skills already acquired and still to be acquired.
- submit a **yearly update of a Personal Career Development Plan.**
- answer a **yearly questionnaire** on the quality of the doctoral training.
- **organise the midterm and thesis defence.**

## 8. CONTACT

### Contact possibilities for applicants:

For further questions, please contact: [seed-contact@imt-atlantique.fr](mailto:seed-contact@imt-atlantique.fr)

### Online presence, information and more for applicants:

For further information, please check the SEED website: <https://www.imt-atlantique.fr/seed>

### Online application platform for applicants:

To submit applications, please visit the following website: <https://seed-apply.imt-atlantique.fr>