1. INTELLECTUAL PROPERTY

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Failure to comply constitutes an infringement of the law, which may result in the civil or penal responsibility of the counterfeiter.

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2. PROTECTION OF PERSONAL DATA

With respect to personal data collected and processed via the website, and in accordance with current legislation Université Paris-Saclay has declared this website to the Commission Nationale Informatique et Libertés (CNIL). Declaration CNIL n° 1819941
2.1 DATA COLLECTION AND PROCESSING

The information collected when applying online is used by Paris-Saclay University to process the applications and to manage the associated documents. This personal data is used only by Paris-Saclay University or Université Paris-Saclay. For admitted students, personal address and family information may be communicated to the Student Office, education departments, departments of education of the member establishments of Paris-Saclay University where the student will register, as well as to any public and private establishment that makes a legitimate request, such as for a survey, a job offering or an internship. The establishment in question will provide the student with a form during registration for his/her prior consent.

2.2 RIGHT TO ACCESS, CORRECT AND DELETE PERSONAL INFORMATION

In accordance with article 34 of legislation n° 78-17 dated January 6, 1978 related to data processing and privacy on the Internet, users of the website have the right to access, correct and/or delete any and all information that concerns them. To exercise this right, they must write to Paris-Saclay University or to Université Paris-Saclay:
techsupport@universite-paris-saclay.fr

3. RESPONSIBILITY

Paris-Saclay University, Université Paris-Saclay and Supélec disclaim all responsibility if the user has trouble accessing the website or for any communication failures. Paris-Saclay University, Université Paris-Saclay and Supélec will not be held liable for any damage or virus that might infect the user's computer or any other hardware, following the use or access of the website or while downloading material.

4. APPLICATION PROCESSING TIME

The Paris-Saclay university undertakes to provide an answer within two months from the date of submission of the completed application form online.

5. WEBSITE DESIGN AND DEVELOPMENT

The current website was designed and developed by Supélec Association. Association under French law (loi 1901), located Plateau du Moulon – 91192 Gif-Sur-Yvette Cedex, declared in the district's administrative office (sous-préfecture) of Palaiseau on February 16, 1987, reference number W913001327 Tel. +33 (0)1 69 85 12 00
CREATE A USER ACCOUNT

The first step before making an application to a Paris-Saclay’s training is creating your user account on the application platform.

You can access it by the « Create account » button on the login page:

This page is displayed, in which you can enter the information needed to create your account:
Warning: all the fields are mandatory and must be filled, and the terms of use accepted (checkbox on the left side screen) for the account to be created.

An email will be sent to you following the creation of your account in order to check your email address and activate your account, by clicking on the embedded link in the email.
If you forgot your password, you can access the password reset page by clicking on the « Password reset » link on the login page:

You can then enter your username in order to receive an email containing a password reset link.

Forgotten password

Resetting
Please enter your username (email) and click on confirm.
A link enabling you to reset your password will be sent to this email address.

Username
Confirm
On this screen you can enter your new password and save. After the reset, you can reconnect directly from the platform's home page.
ACCOUNT MODIFICATION

You can modify your email address or password via the « My account » menu.

**Warning:** you won’t be able to delete your account while you have at least one application pending.
MAKE AN APPLICATION

Once you have created and activated your account, you can connect to the platform thanks to your credentials and click on « New application » in order to enter your informations.

The first step is to choose which training you are applying to:
You can navigate thanks to the « Next step » button to validate one step and view the next one.

Fields preceded by an asterisk are required to proceed to the next step. Some fields are not mandatory to go to the next step, but will be mandatory to validate your application. By clicking on "Next step", if some fields that are necessary for validation are not filled, a message will tell you so, and the tab will be displayed in orange.
Here are the different steps for completing your application:

« CIVIL STATUS » TAB :

This tab allows you to enter your personal informations. Some fields will be pre-filled with your account informations, but you can still modify them.
This tab allows you to enter the informations related to your academic training, and some details on your application (foreign exchange program, thesis, double degree ...).
This tab allows you to detail the internships you realized during your academic or professional training.

Once completed the internship-related fields, click on **ADD**. Then go to the next step.
This tab allows you to detail your professional experiences. Once completed the internship-related fields, click on [ADD]. Then go to the next step.
This tab allow you to enter some more informations to detail your application.
“RECOMMENDATIONS” TAB:

The coordinates of 2 referents are to be filled in (last name, first name and email). These referrals will then receive an email containing a link pointing to a referral form.

The 2 forms of the 2 referents are mandatory for the candidate to validate his application.

The candidate can relaunch his referents once (or one of them if the other has already submitted his form).

The candidate can modify only once the mail of each referent, or all of its coordinates.

The status of the submission of recommendations is indicated under the red arrows.

« SUPPORTING DOCUMENTS » TAB:
You have to provide at least the required supporting documents, otherwise you won’t be able to validate your application.

To add a file, just click the + button.

**Warning:** your file must not be larger than 3 Mb, and must be in PDF format.
Once you’ve completed all the tabs, you have to validate your application. You can do this from the « Application validation » tab.

**Warning:** once your application is validated, you won’t be able to modify all the informations you enter through the tabs. Please be careful to enter correct informations in each step of the application.

If you haven’t filled all the mandatory fields, the tabs where at least one mandatory information is missing will appear in red. You can access it to correct your entry.

The corrections that has to be done will be specified on each relevant tab.

**Warning:** applications will only be processed once validated
APPLICATION STATUS

Following the validation of your application, it will appear in the « My validated applications » section of your account. You can still see its informations by click on its hyperlink but its status can evolve.

<table>
<thead>
<tr>
<th>Program</th>
<th>Decision</th>
<th>Status</th>
<th>Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>International track</td>
<td></td>
<td>En cours de traitement</td>
<td></td>
</tr>
</tbody>
</table>

Your application is pending, no action is required from you regarding this application.

<table>
<thead>
<tr>
<th>Program</th>
<th>Decision</th>
<th>Status</th>
<th>Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biodiversity, Ecology, Evolution Magistere</td>
<td>Admis</td>
<td>To be submitted</td>
<td></td>
</tr>
</tbody>
</table>

Your application has been validated by the jury, and it's pending confirmation from you. An email has been sent to you regarding your intake.

<table>
<thead>
<tr>
<th>Program</th>
<th>Decision</th>
<th>Status</th>
<th>Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agrosciences, Environnement, Territoires, Paysage, Forets</td>
<td>Admis</td>
<td>Submitted</td>
<td></td>
</tr>
</tbody>
</table>

Your application has been validated by the jury and you have confirmed it. No other action is required from you regarding this application on the platform.

<table>
<thead>
<tr>
<th>Program</th>
<th>Decision</th>
<th>Status</th>
<th>Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agrosciences, Environnement, Territoires, Paysage, Forets</td>
<td>Admis</td>
<td>Unsubmitted</td>
<td></td>
</tr>
</tbody>
</table>

Your application has been validated by the jury and you have invalidated it. No other action is required from you regarding this application on the platform.

<table>
<thead>
<tr>
<th>Program</th>
<th>Decision</th>
<th>Status</th>
<th>Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>International track</td>
<td>Démission</td>
<td>En cours de traitement</td>
<td></td>
</tr>
</tbody>
</table>

You resigned from this application. No other action is required from you regarding this application on the platform.

<table>
<thead>
<tr>
<th>Program</th>
<th>Decision</th>
<th>Status</th>
<th>Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biodiversity, Ecology, Evolution Magistere</td>
<td>En liste d'attente</td>
<td>En cours de traitement</td>
<td></td>
</tr>
</tbody>
</table>

Your application have been put on waiting list. An email has been sent to you regarding the status of your application.
Your application has been rejected by the jury. An email has been sent to you regarding the status of your application. No other action is required from you regarding this application on the platform.

Your application have to be rectified, at least one of your supporting document have been rejected by the jury, or some more documents are needed in order to complete your application. An email has been sent to you to list the corrections to be made. By clicking on the "Rectify" link of your application, you can access the “Supporting documents” tab.

**APPLICATION RESIGNATION**

You can resign from an application at any time, except when it have been rejected by the jury.

You can click on the 💥 button on the line of the application you want to resign from.

**Warning : this action is irreversible.**
APPLICATION CONFIRMATION

Once your application have been accepted by the jury, you can confirm or invalidate it, by clicking on the « Confirm my applications » button.

You can access the following screen :

All the accepted applications are listed on this screen. For each one of them, you can see its confirmation status (« To confirm », « Confirmed », « Invalidated »).

You can confirm only 2 applications, and you can change the confirmation status of an accepted application at anytime.
APPLICATION RECTIFICATION

If one of your supporting document is unreadable or rejected by the jury, or if the jury need a new document to support your application, we’ll send you an email about the required modifications. After receiving the email, you’ll be able to modify your application.

You’ll be able to modify your application, by clicking on the “Rectify” link corresponding to your application.

Your application can be consulted but not modified, except the « Supporting documents » tab.

On this tab, you can visualize the supporting documents which have been rejected, and the reason. You can visualize the new supporting documents which are needed by the jury, in the “Mandatory documents” section.

You can add/modify the supporting documents needed to rectify your application.

Once your corrections are done, click on the « Validate my application » button in order to your modifications to be taken in account.

If one of your supporting document is unreadable or rejected by the jury, or if the jury need a new document to support your application, we’ll send you an email about the required modifications. After receiving the email, you’ll be able to modify you application.