

Recruitment of professors ("Enseignants-Chercheurs")

A Practical Guide to Using DematEC-ENS

► For applicants

Introduction

You are applying for the post of professors ("Enseignants-Chercheur") at the ENS. The online tool DematEC-ENS allows you to manage and submit your application. ATTENTION! Before starting, you must have previously finalized your application on the online tool GALAXIE of the Ministry for Higher Education and Research, at: <https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/candidats.html>

Creating your DematEC-ENS account

Once you have submitted your application, the ENS will send you an email (to the email address you provided on GALAXIE) with a link which will allow you to activate your account on DematEC-ENS. The email will be sent within 24 hours of submission of your application on GALAXIE except on Saturdays and Sundays.

► **Once you have received the email from the ENS, 3 steps are necessary:**

- 1/ Click on the link provided
- 2/ Create a password
- 3/ Type in your user name and your password

After this first connection, you will be able to access the online tool directly at the following web address : <https://dematec.ens.fr>

List of documents to be uploaded

The documents that make up your application (PDF files) and which allow you to finalize your application must be organized and named as follows:

1) Application dossier

Provide the documents listed in the table provided on the ENS website :

"table_documents_required_for_recruiting_professors.pdf" (chapter II : Application dossier

Name of your PDF file : **Dossier-Surname-First Name.pdf**

2) Notable works (only for those applying for the competitive selection process of "Professeur des universités"

(As regards the selection process for "Maître de conférences", only applicants who have been invited for an interview will be asked to provide their notable works. The applicants in question will be informed of this as and when appropriate.)

Name of your PDF : **Works n°1 Surname-First Name.pdf, Works n°2...**

Uploading documents

In order to submit your documents, please:

► **ATTENTION** : You can submit a maximum of 7 files

- | | |
|------------------------------------|---|
| 1/ Click on "List of applications" | 4/ Select the document you want to upload |
| 2/ Click on "View" | |
| 3/ Click on "Browse" | 5/ Click on "Confirm" |

To submit several documents, please repeat steps 3, 4, and 5

Important!

All documents submitted must be in **PDF format** only

The website has been optimized for the following browsers: Firefox, Safari, Google Chrome

The application process has been digitized. If you have difficulties with the rulings, technical problems, sending the documents or any other question, please contact:

recrutement-ec@ens.fr

Documents submitted after 29 March 2018 at 23h59 (GMT) will not be accepted

Contact

If you have questions, please do not hesitate to write to recrutement-ec@ens.fr