# Documents

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**A tip to save time**: use the find/replace function on the following fields to customise all documents in one go. Please note: some fields will still need to be completed. In all cases, before sending a form for signature, please **CHECK** it carefully to ensure that it has been filled in correctly.

|  |  |
| --- | --- |
| * [HDR advisor’s first name and surname] * [Applicant’s first name and surname] * [Applicant’s title and affiliations] * [Date of birth] * [Place of birth} * [PhD candidate’s first name and surname] | * [Name of DS] * [DS director’s first name and surname] * [Lab name] * [Lab director’s first name and surname] * [Mentor’s first name and surname] * [Mentor’s title and affiliations] |

*Each form must be sent separately in PDF format: only one form to be signed per PDF file. If additional documents are requested for forms 4 to 7, please place them* ***BEFORE*** *the form so that the President's signature can be placed in the appropriate place. The President’s signature is generated electronically and the signature certificate is attached to the end of the document. Please ensure that each form sent for signature ends with a signature box for the President.* ***Do not leave any text after the signature box for the President.***

A3: Application for authorisation to apply for the Accreditation to Supervise Research (HDR)

**Completed applications should be sent to** [**hdr@universite-paris-saclay.fr**](mailto:hdr@universite-paris-saclay.fr) **at least four weeks before a meeting of the Academic Council’s Research Committee, where it will be reviewed.**

**Please replace the information in square brackets with the correct information in all documents.**

I, the undersigned, **[Applicant’s first name and surname], [Applicant’s title and affiliations],** born on the **[date of birth]**, in **[place of birth],** declare that I hold a doctoral degree and am applying for permission to apply to Université Paris-Saclay for a HDR from Université Paris-Saclay.

|  |  |
| --- | --- |
| *At , on:* | *Signature* |
|  |  |

***Please note***: *If the applicant does not hold a PhD, the validation of a PhD by experience (VAE) is possible and is on offer at Université Paris-Saclay.*

**Opinion of the research unit to which the applicant belongs**

I, the undersigned, **[Lab director’s first name and surname]** the director of the research unit **[Lab name]**, state that

I support/do not support

this application and undertake, if the application is successful, that the costs associated with the defence examination board will be covered by the research unit which I direct,[[1]](#footnote-1) or failing that, by any other means decided in agreement with the applicant.

|  |  |
| --- | --- |
| *At , on:* | *Signature* |
|  |  |

**Opinion of the relevant doctoral school within Université Paris-Saclay**

I, the undersigned, **[DS director’s first name and surname]** the director of the doctoral school **[DS name]**, state that

I support/do not support

this application and consider that **[Applicant’s first name and surname], [applicant’s title and affiliations]**,

possesses/does not possess

all the qualities required to supervise PhD candidates in the doctoral school **[Name of DS],**

|  |  |
| --- | --- |
| *On , at:* | *Signature* |
|  |  |

**Opinion of the HDR advisor**

I, the undersigned **[HDR advisor’s first name and surname],** declare that I have assessed the application and make the following observations:

………………………………

|  |  |
| --- | --- |
| *On , at:* | *Signature* |
|  |  |

**The Academic Council’s Research Committee at Université Paris-Saclay, convened in sessions restricted to qualified HDR members, proposes to give a:**

* Favourable
* Unfavourable

recommendation for the application for authorisation to apply to Université Paris-Saclay for a HDR, which has been requested by **[Applicant’s first name and surname]**

|  |  |
| --- | --- |
| *Gif-sur-Yvette, on:* | *Signature of the Chairperson* |
|  |  |

**Administrative authorisation**

The President of Université Paris Saclay

|  |
| --- |
| * does not authorise the application to obtain a HDR, |
| * **authorises** the application of **[Applicant’s first name and surname]** to obtain a HDR. This authorisation is valid for two years. |

*The President of Université Paris-Saclay, Estelle Iacona*

|  |  |
| --- | --- |
| *Gif-sur-Yvette, on:* | *Signature* |
|  |  |

### Documents for the application file

* The application form for authorisation to apply for a HDR, completed and signed by the applicant, the director of the research unit, the director of the doctoral school and the HDR advisor.
* A document comprising:
* the applicant's full professional background, current employment status, indicating in particular how much time is devoted to research, who the employer for the research assignment is, what the current status is and, in case of a fixed-term contract, the duration of the contract, and other relevant information,
* academic background, including date, place and examination board of the PhD degree (for example, link to www.theses.fr),
* presentation of the evidence supporting the application in terms of research (see paragraph 1.3 – research policy for the HDR at UPSaclay),
* presentation of the evidence supporting the application in terms of the supervision of young researchers (see paragraph 1.3 – supervision policy for the HDR at UPSaclay),
* A complete list of scientific publications, with a section dedicated, when available, to scientific publications with jointly supervised interns and PhD candidates.

### Submission of the request

In order to add the application to the agenda of the Research Committee meetings at Université Paris-Saclay, the complete application file must be sent to the following address:

### [hdr@universite-paris-saclay.fr](mailto:hdr@universite-paris-saclay.fr)

### at least four weeks before a meeting of the Academic Council’s Research Committee.

Please use the following format for the subject line: **[HDR] application for authorisation to apply [Applicant’s first name and surname]**

### Following the authorisation to apply

Applicants will be informed of the University President’s decision. In the event of a positive decision, applicants will be informed of the practical information for registration (in particular the Registrar’s office which will take care of the administrative part of the process, from registration to the defence and the granting of the accreditation, and which should be contacted for the rest of the process).

**Application**

* **Administrative registration** may be carried out **within two years** following the date of authorisation to apply by the President of Université Paris-Saclay.
* The cost of the registration fee for the HDR is set out in the [ministerial decree](https://www.legifrance.gouv.fr/eli/arrete/2019/4/19/ESRS1906922A/jo/texte).
* Registration through ”*Formation initiale*” is subject to payment of the fees set out in this order. These fees are not eligible for payment by third parties.
* Registration through “*Formation continue*” entails compulsory training, which can be accessed by requesting registration on ADUM. If the candidate is a civil servant, he or she should contact his or her HR department or directorate to mobilise his or her personal training account (“*compte personnel de formation*”). Depending on the employer's policy, the registration fee may be covered by the employer.
* The HDR defence must take place within, **if possible,** a **minimum of three months and strictly within two months** and a **maximum of twelve months following** the date of administrative registration.
* Candidates must present their certificate of completion of the Université Paris-Saclay training module on preventing and combating sexist and sexual violence[[2]](#footnote-2).

After the applicant has paid the registration fee, at the applicant's request and within a maximum of **eight months** after the date of administrative registration, letters will be sent by the President of Université Paris-Saclay or her representative to the designated rapporteurs inviting them to assess the applicant's work.

After administrative registration, the candidate contacts the HDR advisor to examine together what is expected as a document to be submitted to the rapporteurs and the examination board.

**Defence**

* The examination board, including the rapporteurs, will be appointed by the President of Université Paris-Saclay, following the opinion of the HDR advisor, **at the latest two months** before the date of the defence.
* Authorisation to carry out the defence will be granted by the President of Université Paris-Saclay **based on the reasoned reports of the three rapporteurs** and following the HDR advisor’s opinion.
* The defence must be announced **three weeks** before the defence takes place.
* It will take place on one of the campuses at Université Paris-Saclay.
* A template for the cover page of the HDR document can be found on the University’s website.

**Composition of the defence examination board**

* The examination board is made up of at least **five members** chosen from amongst persons qualified to direct research. At least half of the members will be French or international experts from outside the institution who are recognised for their scientific expertise.
* At least **half of the examination board** should be made up of **professors or people of a similar position**.
* At least one member of the examination board must be a **professor or person of a similar position from Université Paris-Saclay**.
* The examination board will appoint **a Chairperson** from among its members.

**Organisation of examination boards**

* For **internal applicants** at Université Paris-Saclay, it is accepted that the organisation and financial expenses of trips for HDR examination board members is the responsibility of the applicant's home laboratory.
* For **external applicants** to Université Paris-Saclay, the terms of payment of travel expenses for HDR examination board members are agreed between the applicant and the HDR advisor at the time of administrative registration. An undertaking letter from the body responsible for organising and paying the travel expenses of the examination board members, clearly explaining the terms of payment for expenses, is attached to the letters sent to examination board members.

A4: Proposal for the examination board and the rapporteurs of the  
HDR defence

Proposal for the examination board and the rapporteurs of the  
HDR defence of **[Applicant’s first name and surname]**.

Date and place of the defence: …………………………………………….

Title of work: ……………………………………………………………………………………

Is the work of a confidential nature? Yes/No

**Opinion of the HDR advisor**

I, the undersigned **[HDR advisor’s first name and surname],** in agreement with the applicant, propose the following list of rapporteurs, who I have checked are qualified to direct research or equivalent. At least two are university professors or equivalent and are external to Université Paris-Saclay, the research unit to which the applicant belongs and the institution to which the applicant is attached and have not co-published with the applicant in the last five years.

* First name, title, affiliation, telephone and email and postal addresses of rapporteur 1
* First name, title, affiliation, telephone and email and postal addresses of rapporteur 2
* First name, title, affiliation, telephone and email and postal addresses of rapporteur 3

**I propose the following list of members to complete the examination board,** who I have checked are qualified to direct research or the equivalent. In total, at least half of the proposed examination board members will be comprised of professors or the equivalent. At least one member of the examination board is a professor or equivalent from Université Paris-Saclay. Over half of the members proposed for the examination board are external to Université Paris-Saclay, the research unit to which the applicant belongs and the institution to which the applicant is attached and have not co-published with the applicant in the last five years.

* First name, title, affiliation, telephone and email and postal addresses of examiner 4
* First name, title, affiliation, telephone and email and postal addresses of examiner 5
* First name, title, affiliation, telephone and email and postal addresses of examiner 6

|  |  |
| --- | --- |
| At , on: | *Signature of the HDR advisor* |
|  |  |

**Decision**

The President of Université Paris-Saclay, **Estelle Iacona,** having regard to the Decree of 23 November 1988 on the HDR, and having considered the opinion of the HDR advisor, accepts these proposals and appoints the rapporteurs and the examination board mentioned above to examine the work of **[applicant’s first name and surname],**

*The President of Université Paris Saclay, Estelle Iacona*

|  |  |
| --- | --- |
| *Gif-sur-Yvette, on:* | *Signature* |
|  |  |

### Documents for the application file

* For each rapporteur proposed, please attach a short text(maximum one third of a page for each) stating the reasons why they have been proposed.

These persons must have given their agreement to be appointed as a rapporteur for the HDR.

In the documentation, their titles and affiliations should be sufficient to determine whether they are internal or external to Université Paris-Saclay, whether they have a HDR and whether they are university professors or equivalent.

* For each examiner proposed, please attach a short text (maximum one third of a page for each) stating the reasons why they have been proposed.

These persons must have given their agreement to be appointed as a member of the examination board for the HDR defence.

In the documentation, their titles and affiliations should be sufficient to determine whether they are internal or external to Université Paris-Saclay, whether they have a HDR and whether they are university professors or equivalent.

### Submission of the request

Until a dedicated section is available on Adum, please send the application file with the completed, dated and signed rapporteur proposal form to the Registrar’s address that was indicated when the authorisation to apply was given, at least two months before the planned defence date.

Please use the following format for the subject line: **[HDR] Proposal by the examination board and by the rapporteurs of the HDR for [Applicant’s first name and surname].**

The request can then be forwarded to the President of Université Paris-Saclay or her representative.

### Please CHECK the form before sending it to ensure that everything is correct.

Each form must be sent in PDF format: only one form to be signed per PDF file.

When additional documents are requested, please place them **BEFORE** the form so that the President's signature can be placed in the appropriate place.

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A5: Application for authorisation to defend an Accreditation to Supervise Research (HDR)

Application for authorisation to defend a HDR by **[Applicant’s first name and surname],** based on reports from:

* Surname, first name, title and affiliation of rapporteur 1
* Surname, first name, title and affiliation of rapporteur 2
* Surname, first name, title and affiliation of rapporteur 3

Date and place of the defence: …………………………………………….

Title of work: ……………………………………………………………………………………

Is the work of a confidential nature? Yes/No

**Opinion of the HDR advisor**

I, the undersigned, **[HDR first name and surname]**, declare that I have taken note of the rapporteurs' reports and, on the basis of these reports, give a **favourable** opinion on this request for authorisation to defend a HDR,

|  |  |
| --- | --- |
| At , on: | *Signature of the HDR advisor* |
|  |  |

**Decision**

The President of Université Paris-Saclay, **Estelle Iacona** having regard to the Decree of 23 November 1988 on the HDR, and having considered the opinion of the HDR advisor and based on the rapporteurs' reports, authorises the HDR defence of **[applicant’s first name and surname],** born on **[date of birth]**, at **[place of birth]**,

|  |  |
| --- | --- |
| *Gif-sur-Yvette, on:* | *Signature* |
|  |  |

### Documents for the application file

* A copy of the three rapporteurs’ reports
* The communication form about the defence
* If the defence is done by video conference, either partially or totally, the declaration form of a technical guarantor in case of a partial or total video conference defence, dated and signed by the technical guarantor.

### Submission of the request

Until a dedicated section is available on Adum, please send the file with the completed, dated and signed rapporteur proposal form to the Registrar’s address that was indicated when the authorisation to apply was given, at least one month before the defence date.

Please use the following format for the subject line: **[HDR] Authorisation for a HDR defence for [Applicant’s first name and surname]**

The request can then be forwarded to the President of Université Paris-Saclay or her representative.

### Please CHECK the form before sending it to ensure that everything is correct.

Each form must be sent in PDF format: only one form to be signed per PDF file.

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A6: Presentation of the defence

**Defence for an Accreditation to Supervise Research (HDR) at Université Paris-Saclay**

of: **[Applicant’s first name and surname], [applicant’s title and affiliations]**,

Date and time of the defence: …………………………………………….

Location for the defence (full address with room where the defence will take place), if the defence will take place via video conferencing, access information: …………………………………………………….

Title of work: ……………………………………………………………………………………

Abstract of the work:

……………………………………………………………………………………………………………………………………

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Composition of the examination board

* Surname, first name, title and affiliation of rapporteur 1
* Surname, first name, title and affiliation of rapporteur 2
* Surname, first name, title and affiliation of rapporteur 3
* Surname, first name, title and affiliation of rapporteur 4
* Surname, first name, title and affiliation of rapporteur 5
* Surname, first name, title and affiliation of rapporteur 6

A7: Form for the declaration of a technical guarantor in the event of partial or total video conferencing

**HDR defence at Université Paris-Saclay** of: **[Applicant’s first name and surname], [applicant’s title and affiliations],**

Date and time of the defence: …………………………………………….

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname and first name of technical guarantor: SURNAME and first name of technical guarantor

Mobile telephone number: xx xx xx xx xx

Email: Email of technical guarantor

Title and function of technical guarantor: title and function

If applicable, role in relation to the defence: Examiner, rapporteur, member of the supervisory team

Chosen system of video conferencing Name of system

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration of honour**

I, the undersigned, technical guarantor’s surname and first name, state that I am familiar with the video conferencing system, Name of system.

I certify that I have taken note of the instructions and recommendations concerning the use of video conferencing for [doctoral defences](https://www.universite-paris-saclay.fr/sites/default/files/media/2020-12/note_sur_la_visio_fr_0.pdf), which are also applicable to HDR defences, and I certify that this video conferencing system allows them to be implemented.

I certify that the public link which will be given in the announcement of the defence to guarantee the public nature of the defence will **in no way** give direct and automatic access to the virtual defence room and I undertake, on the day of the defence, to manage the admission of the public to the defence room in order to avoid malicious intrusions, while also ensuring the public nature of the defence.

I undertake to support the HDR applicant, the chair of the examination board and the other members of the examination board before, during and after the defence, so that they can become familiar with the tool and for the management of the defence.

**On……………………….., at ………………………..**

Technical guarantor’s SURNAME and first name **and signature**

A8: Defence minutes

Examination board’s decision for the defence of a HDR at **Université Paris-Saclay** by **[Applicant’s first name and surname]**, [applicant’s title and affiliations], born on **[date of birth]**, in **[place of birth]**,

Date and place of the defence: ……………………………………………………………………

Title of work: ……………………………………………………………………………………

**Examination board’s decision**

* + - * + admission
        + adjournment

The examination board was chaired by: **[Chair’s surname and first name]**

Signatures of members of the examination board

|  |  |
| --- | --- |
| *Surname, first name and signature of rapporteur 1* | *Surname, first name and signature of examiner 4* |
| *Surname, first name and signature of rapporteur 2* | *Surname, first name and signature of examiner 5* |
| *Surname, first name and signature of rapporteur 3* | *Surname, first name and signature of examiner 6* |

A9: Report on the Accreditation to Supervise Research (HDR) defence

Report on the HDR defence at **Université Paris-Saclay** by **[Applicant’s first name and surname]**, [applicant’s title and affiliations], born on **[date of birth]**, in **[place of birth]**,

Date and place of the defence: ……………………………………………………………………

Title of work: ……………………………………………………………………………………

**Report:**

|  |
| --- |
| First name and surname of the Chair of the examination board    On at  Signature |

1. In exceptional circumstances, another method may be decided by agreement between the applicant and the unit director. [↑](#footnote-ref-1)
2. The course is available online at the following address: **https://ecampus.paris-saclay.fr/course/view.php?id=120079** [↑](#footnote-ref-2)