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

**Completed applications should be sent to** **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.

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| --- | --- |
| *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.

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| --- | --- |
| *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],**

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

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| --- | --- |
| *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.
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*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

### 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.
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)