



Direction de la Recherche et de la Valorisation
Collège doctoral – Université de Strasbourg
46 Boulevard de la Victoire
F67000 STRASBOURG, FRANCE

PROCEDURE FOR THE APPLICATION TO THE ACCREDITATION TO SUPERVISE RESEARCH (HDR)

Validated by the Research Commission on April 14, 2021

Stage 1: Submission of registration application form – procedure under the responsibility of the Doctoral School

The applicant submits a single electronic form online on the university's website (<http://www.unistra.fr/index.php?id=16499#c90902>) using the "standard" form provided by the university.

Documents required for registration application:

- Academic and professional career
- Research topics
- Scientific outputs
- Research funding
- Supervisions
- International influence
- Expertise activities
- Collective responsibilities
- Scientific dissemination

The form is sent by the Doctoral College to the Doctoral School concerned.

Each Doctoral School appoints two reviewers/experts, with no direct link to the candidate, to draw up a pre-report for the examination of the application form by the Doctoral School's restricted council.

Each Doctoral School establishes its own annual calendar for the examination of application forms (for more information on Doctoral Schools, click here: <https://www.unistra.fr/recherche/doctorat/ecoles-doctorales>).

The evaluation criteria, which are applicable to all disciplinary areas and can be refined by each Doctoral School, are as follows:

- Scientific maturity of the applicant (output, influence, etc.).
- Ability to master a research strategy in a sufficiently broad scientific or technological field (project management experience, etc.).
- Level of independence (obtaining funding on its own, depending on the subject, place of signature on publications, etc.).
- Ability to supervise work (experience in supervising a research project, number and types of people supervised, duration of supervision, etc.).

Following examination of application forms, the Doctoral Schools send their proposals to the Doctoral College for the **final decision of the members of the Research Commission in restricted formation**.

Annual calendar for the submission of applications on the unistra website :

<https://www.unistra.fr/recherche/habilitation-a-diriger-des-recherches/procedure/demande-dautorisation-dinscription>

PROCEDURE FOR THE APPLICATION TO THE ACCREDITATION TO SUPERVISE RESEARCH (HDR)

The applicant and his/her guarantor are informed by letter of the Research Committee's decision.

Stage 2: Submission of the thesis defense documents – procedure under the responsibility of the Doctoral College

General information:

The **jury nominated by the President is composed of at least five members** chosen from among the teaching staff accredited to supervise research in public higher education institutions, research directors of public scientific and technological institutions, and **at least half of the members must be French or foreign personalities from outside the institution** who are recognised due to their scientific competence. **Half of the jury must be composed of professors or equivalent** in accordance with Article 1 of the Order of June 15, 1992. Among the members accredited to supervise research, **three will be reviewers.**

In this situation the procedure is as follows:

No later than 2 months before the thesis defense:

↪ The guarantor

- makes the jury proposal and the date of the thesis defense (using the form provided for this purpose) at least two months before the expected date of the thesis defense,
- indicates which three members are proposed as reviewers. These members have no professional or personal ties with the applicant and have not published with him/her. At least two reviewers are from outside the University of Strasbourg.

This jury proposal will be completed by the Curriculum Vitae of the reviewers (1 page).

↪ The applicant

- registers administratively before his/her thesis defense (registration deadline is 30/04 for the current academic year),
- sends to the Doctoral College and to the *members of the jury* (after validation of the jury's proposal submitted by his/her guarantor) either one or several published or typed works or a typed work record along with a summary of his/her scientific activity bearing a title,
- informs the Doctoral College of the date, place and time of his/her thesis defense.

↪ The Doctoral College

- sends a letter to the reviewers asking them to send the report 15 days before the date of the thesis defense (by email and on paper),
- notifies the candidate by email of the jury's validation and requests him/her to send the complete form to the members of the jury.

The thesis defense is organised within eighteen months of the date of the research committee in restricted formation which gave the authorisation.

➔ Information

Note that the thesis defense procedure is not the qualification procedure. To initiate the qualification procedure, the nomination paper must be filed on the website of the French Ministry of National Education, Higher Education and Research:

<http://www.enseignementsup-recherche.gouv.fr/>, in the section "concours, emploi et carrière".

An order published in the Official Journal of the French Republic specifies the annual calendar for the procedures.