

PROCEDURE RELATED TO REGISTRATION AND ORAL EXAMINATION HDR
(Accreditation to Supervise Research)

Submission of the Application file

The candidate submits an application file on line on the university's website. The single electronic file (pdf format) contains: (<http://www.unistra.fr/index.php?id=16499#c90902>),

- ✦ **A CV** listing the activities of teaching, research, supervision as well as a list of publications (number of pages, title of the academic journal, editor...) and a condensed CV on one page.
- ✦ The abstract of the Research project with its provisional title (5 pages),
- ✦ **The Ph. D. diploma** or the certificate and the oral examination report,
- ✦ **The guarantor/research supervisor's** reasoned opinion,
- ✦ If it applies, a summary of the candidate's participation in the elaboration of research projects (ANR...), and/or funding research.
- ✦ **A maximum** of 5 research works among the most significant.
- ✦ For the external candidate of the university of Strasbourg, **a letter in support for explaining the choice** of the unistra for the application

Annual calendar for submission, Academic Year 2016/2017:

DEADLINES	16/08/2017 (1)	29/09/2017	15/12/2017
	26/01/2018	16/04/2018	25/05/2018

(1) Files submitted by this date will be examined during the October session of the scientific council meeting in restricted formation.

A send link was generated for each file submission deadline on the website of the University (Research section - Habilitation research - registration). Each link will be inactive after the deadline.

The file is handed to an accredited member appointed by the scientific council meeting in restricted formation, from the same discipline as the candidate, in charge of drafting a report that will be used by the scientific council meeting in restricted formation to assess the application of the candidate.

Processing application after examination by the scientific council meeting in restricted formation

The candidate and the guarantor/research supervisor are informed of the decision taken by the scientific council meeting in restricted formation by post.

At the latest 2 months before the oral examination:

↪ The candidate

- Registers administratively,
- Sends to *the Doctoral studies Department* and to *the members of the examining committee* (upon validation of the examining committee proposal drawn up by the guarantor) either:
 - One or several published or typed works,
 - A file consisting of typed works accompanied by an entitled summary of his/her scientific activity.

↪ The guarantor/research supervisor

- Proposes the members of the examining committee and a provisional date for the oral examination (using the specific provided form) at least two months before the provisional date of the oral examination.
- Designates as main examiners three members of this examining committee. These members cannot have any personal nor professional link with the candidate and have not produced co-authoring work with him/her. At least two of them must be accredited to supervise research (HDR), and two of them must be outsiders from the University of Strasbourg.

This examining committee proposal is completed with the CVs of the main examiners (1 page).

↪ The Doctoral studies Department

- Sends by post a reminder to the main examiners asking them to hand in their reports 15 days prior to the oral examination (e-mail and paper),
- Sends by post a notification to the candidate with the names of the main examiners agreed upon and invite him to hand in his completed file.

The examining committee designated by the president is composed of at least five members chosen among all professors and lecturers accredited to supervise research of all public higher education institutions, among the research directors of public scientific and technologic institutions and for at least half of them among French or foreigner personalities outsiders from the University and widely recognised for their scientific knowledge. At least half of the examining committee must be composed of professors or equivalent in the sense of the first article of the decree of 15 June 1992 and be external of the University of Strasbourg.

The oral examination must be taken place in the eighteen months following the day the scientific council meeting in restricted formation gave its consent.

→ Information

We remind you that the oral examination procedure and the qualification procedure are two different things. To register for the latter, the application must be uploaded on the website of the "Ministère de l'Éducation nationale, de l'Enseignement supérieur et de la Recherche":

<http://www.enseignementsup-recherche.gouv.fr/> , section « concours, emploi et carrière ».

A decree published in the Official journal specifies the annual calendar for such procedures.