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Procedure for a registration application to the « habilitation à diriger des recherches » diploma

The degree of « habilitation à diriger des recherches » (qualification to supervise research - HDR) is governed by the decree of November 23rd, 1988. Paris-Sud University has an internal registration procedure to authorize registration for the HDR diploma. This document explains the registration procedure at Paris-Sud, and the appointment procedure of the "HDR correspondents".

I – Regulatory principles and internal arrangements

1. Decision system

Article 2 of the decree of November 23rd, 1988 states:

"Applications are reviewed by the president or director of the institution, who accepts or not the proposal of the Scientific Council specific to reviewing HDR applications and the advice of the research director if the applicant has one."

The opinion of the Research Council *specific to reviewing HDR applications* (CR-HDR) is therefore required. There are at least three meetings of the CR-HDR per academic year to examine HDR registration requests. The dates are published at least three months before the meetings, so that applicants are able to prepare and submit the documents on time.

If granted, the authorization to register for an HDR diploma is valid for 2 years. If the candidate does not pass her or his HDR within two years after authorization, a new application must be made.

2. HDR Correspondents

Article 1 of the Decree of November 23rd, 1988 explicitly assesses the skills to be evaluated in order to grant an HDR:

To obtain an HDR diploma a candidate must demonstrate scientific quality and originality, the ability to successfully carry out a research programme in a broad scientific or technological domain and the capacity to supervise young researchers

This assessment requires a defense in front of a jury appointed by the President of the University, after a written review by three referees in accordance with the decree of November 23rd, 1988.

To determine whether an applicant has adequate level and experience to defend an HDR in the following months or not, Paris-Sud University relies on the advice of researchers working in a relevant field to that of the candidate and has set up "*HDR correspondents*".

The HDR correspondents are appointed by the president of the university, on proposal of the university Research Committee, for a renewable 4-year term. Changes or renewal therefore requires the opinion of the Research Committee, accompanied by a specific report in the case of a first appointment. It should contain:

- an application letter;
- a curriculum vitae giving details on the candidate's career since her or his PhD, in particular stating any activities related to doctoral supervision;
- a list of publications according to the discipline practice (articles, books, conferences, etc.);
- a list of his/her supervised students, specifying for each the years of registration and if possible their future.

An HDR correspondent who would like to stop his/her function must notify both the research vice president and the dean of her/his faculty so that they can organize the appointment of a successor in time for an easy transition from the former to the new correspondent.

The HDR correspondent list is available on the website of the university with the enrollment application process for the HDR.

II – Registration application procedure in HDR

The HDR application documents include:

- The request to register for an HDR dated and signed;
- The application form;
- A synthetic summary of past research, current and planned projects (5 pages maximum);
- A complete list of publications / books / patents and a list of scientific communications (specify invited talks);
- A list of six experts of her/his discipline (Professor or equivalent or HDR holders), including at least 4 external to Paris-Sud, whose expertise might be requested by the HDR correspondent if deemed necessary. Expertise can be asked from people other than those in this list.

It is highly recommended that a researcher wishing to begin the HDR procedure informally contact the HDR correspondent before the electronic submission of his/her application, so that the HDR correspondent is informed and can possibly give some assistance (an updated list is available on the university website).

Modalités d'inscription en HDR / english version

Candidates must send their application by email to both his/her HDR correspondent and the central service for research and graduate schools (SCRED) (with generic address hdr.scred@u-psud.fr, specifying the name of the HDR correspondent). If he/she does not know the name of his/her HDR correspondent, he/she can contact the SCRED.

The HDR correspondent reviews the application, if necessary ask for external or internal review and returns the application to the Research Committee, with his/her argued opinion together with any external advice.

If granted, the registration authorization is for 2 years: the candidate must register administratively at the university before the relevant deadline, write the HDR dissertation and submit the names of three possible referees, who will be appointed by the university president on advice of the HDR correspondent. The university president authorizes or not the defense on the basis of the referees' reports and the HDR correspondent's opinion. The full jury must be submitted for approval of the president on the advice of the HDR correspondent at least 20 days before the defense.