

For HDR* applicants

PROCEDURE FOR OBTAINING AUTHORIZATION FOR AN HDR* VIVA VOCE EXAMINATION AT UBO (* Habilitation à Diriger des Recherches [Application For Accreditation To Supervise Research])

With the exception of mathematicians who are assessed by the Regional Commission for Mathematics (*Commission Réseau Ouest Mathématiques*)

For further information please contact DEVE – the University’s Department of Studies and Student Life [Direction des Etudes et de la Vie Etudiante] (tel.: +33 (0)2 98 01 62 95; e-mail: deve@univ-brest.fr

IMPORTANT INSTRUCTIONS

Examination of the applications at the Office of the Research Committee (Bureau de la Commission Recherche – BCR).

1) Applications must be submitted to DEVE at least 15 days before the BCR meeting.

The applicant must complete the “Application For Accreditation To Supervise Research” form and provide both an electronic version and a hard copy of the application file (**20 pages maximum with a French version**) and including :

1. a CV,
2. a list of publications and conference papers,
3. a summary of research work,
4. a well argued and justified presentation of projects over the next four years,
5. references (with corresponding email addresses) of **5 (nationally and internationally renowned) external experts** (excluding members of the thesis examination board and local figures).

2) Assessment of applications by the Office of the Research Committee [Bureau de la Commission Recherche (BCR)] by select committee.

Applicant files will be sent to the BCR select committee (two internal examiners per file according to speciality) and to the Directors of the PhD Schools [*Ecoles Doctorales*] concerned, at least eight days before assessment at the BCR.

Each file sent to the internal examiners will be accompanied by an “Applicant activity summary and decision” [*résumé d’activité du demandeur et avis*] form.

All the applicant’s files will be sent to the President and the Vice President.

3) Office of the Research Committee [Bureau de la Commission Recherche] meeting and assessment of applications by select committee:

- Recommendation “Request not granted” [*demande non recevable*]: the procedure is adjourned.
- Recommendation “Request granted” [*demande recevable*]:
 - the BCR will nominate two external experts, not necessarily selected from the list of persons nominated by the applicant, to provide their recommendations;
 - the BCR will send the applicant file to these external examiners by email and request a written recommendation (maximum one page, electronic format) to be returned within four weeks, wherever possible.

4) Following receipt of the external experts’ recommendations, the Research Committee [Commission Recherche] will assess the files by select committee.

ATTENTION: Authorization for a viva voce examination is valid for a period of one year, any files that do not conform to these instructions will not be assessed.