A1: Application for authorisation to supervise a PhD candidate without an Accreditation to Supervise Research (HDR), with guidance from a mentor

**Completed applications should be sent to** [**hdr@universite-paris-saclay.fr**](mailto:hdr@universite-paris-saclay.fr) **at least three weeks before the date of a meeting of the Academic Council’s Research Committee, where it will be considered.**

**Please replace the information in square brackets with the correct information.**

I, the undersigned, **[applicant’s first name and surname], [applicant’s title and affiliations]** request permission to supervise the doctoral work of **[PhD candidate’s first name and surname]** in the doctoral school (DS) **[name of DS]** and research unit **[name of lab]**, in joint supervision with **[mentor’s first name and surname], [mentor’s title and affiliations],**  a member of the same doctoral school, and acting as a mentor.

I undertake to have undergone training in doctoral supervision, training in research ethics and scientific integrity, training in preventing and combating gender-based and sexual violence at the Université Paris-Saclay[[1]](#footnote-1) and training in open science within three years of the date of authorisation, to inform myself of the changes in the framework and expectations of doctoral training, the rights, duties, roles and responsibilities of a thesis supervisor, to assume them fully and to discuss at least once a month with my mentor about good practice in doctoral supervision and the supervision of research projects.

*[Applicant’s first name and surname]*, *on , at signature*

**Opinion of the Mentor**

I, the undersigned, **[Mentor’s first name and surname],** have been put forward to mentor [Applicant’s first name and surname] and declare that I accept this responsibility. I undertake to support the applicant towards independence and to make myself available for advice and constructive feedback on doctoral supervision and research project management.

*[Mentor’s first name and surname], on , at signature*

**Opinion of the research unit**

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 request.

*[Lab director’s first name and surname], on , at signature*

**The doctoral school’s proposal**

I, the undersigned, **[DS director’s first name and surname]** the director of the doctoral school **[DS name]**, propose to authorise **[applicant’s first name and surname]** to supervise a PhD candidate without a HDR for the following reasons:

………………………………

………………………………..

*[DS director’s first name and surname], on , at signature*

**Opinion of the HDR advisor**

I, the undersigned, [HDR advisor’s first name and surname], declare that I have reviewed the applicant’s file and have made the following observations:

*[HDR advisor’s first name and surname], on , at signature*

**Opinion of the Academic Council’s Research Committee**

* in favour
* not in favour

of this request to supervise a PhD candidate without a HDR, with guidance from a mentor.

*On , at Gif-sur-Yvette signature of the Chairperson*

**Administrative authorisation**

The President of Université Paris-Saclay, **Estelle Iacona**,

* + - * + authorises
        + does not authorise

**[Applicant’s first name and surname]** to supervise a PhD candidate without a HDR, with guidance from a mentor.

*The President of Université Paris-Saclay,*

*On , at Gif-sur-Yvette signature*

### Documents for the application file

* The application form for authorisation to supervise a PhD candidate without a HDR, with guidance from a mentor, completed and signed by the applicant, the mentor, the director of the research unit, the director of the doctoral school and the HDR advisor.
* A CV containing:
* 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 PhD degree (e.g. link to www.theses.fr),
* presentation of the evidence supporting the application in terms of research (see. § 3.3. HDR policy - research),
* presentation of the evidence supporting the application in terms of the supervision of young researchers (see. § 3.3 HDR policy - supervision),
* A complete list of scientific publications, with a section dedicated, when available, to scientific publications with jointly supervised interns and PhD candidates,
* The presentation of the doctoral project for which this exception is requested (subject, applicant, supervision and hosting arrangements in the laboratory, planned financing of the thesis) (5 pages maximum).
* A CV of the mentor highlighting his/her experience in research and supervision of young researchers.

### Submission of the request

Until a dedicated section is available on Adum, please send your file with the completed, dated and signed application form for authorisation to supervise a PhD candidate without a HDR, with guidance from a mentor, to the following address:

* [HDR@universite-paris-saclay.fr](mailto:HDR@universite-paris-saclay.fr)

Please use the following format for the subject line: **[HDR] application form for authorisation to supervise a PhD candidate without an Accreditation to Supervise Research (HDR), with guidance from a mentor, for [Applicant’s first name and surname]**

This means that your application can be added to the agenda of the Research Committee’s meetings at Université Paris-Saclay.

1. The course is available online at the following address: **https://ecampus.paris-saclay.fr/course/view.php?id=120079** [↑](#footnote-ref-1)