A4: Proposal for the examination board and the rapporteurs of the  
HDR defence

Proposal for the examination board and the rapporteurs of the  
HDR defence of **[Applicant’s first name and surname]**.

Date and place of the defence: …………………………………………….

Title of work: ……………………………………………………………………………………

Is the work of a confidential nature? Yes/No

**Opinion of the HDR advisor**

I, the undersigned **[HDR advisor’s first name and surname],** in agreement with the applicant, propose the following list of rapporteurs, who I have checked are qualified to direct research or equivalent. At least two are university professors or equivalent and are external to Université Paris-Saclay, the research unit to which the applicant belongs and the institution to which the applicant is attached and have not co-published with the applicant in the last five years.

* First name, title, affiliation, telephone and email and postal addresses of rapporteur 1
* First name, title, affiliation, telephone and email and postal addresses of rapporteur 2
* First name, title, affiliation, telephone and email and postal addresses of rapporteur 3

**I propose the following list of members to complete the examination board,** who I have checked are qualified to direct research or the equivalent. In total, at least half of the proposed examination board members will be comprised of professors or the equivalent. At least one member of the examination board is a professor or equivalent from Université Paris-Saclay. Over half of the members proposed for the examination board are external to Université Paris-Saclay, the research unit to which the applicant belongs and the institution to which the applicant is attached and have not co-published with the applicant in the last five years.

* First name, title, affiliation, telephone and email and postal addresses of examiner 4
* First name, title, affiliation, telephone and email and postal addresses of examiner 5
* First name, title, affiliation, telephone and email and postal addresses of examiner 6

|  |  |
| --- | --- |
| At , on: | *Signature of the HDR advisor* |
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**Decision**

The President of Université Paris-Saclay, **Estelle Iacona,** having regard to the Decree of 23 November 1988 on the HDR, and having considered the opinion of the HDR advisor, accepts these proposals and appoints the rapporteurs and the examination board mentioned above to examine the work of **[applicant’s first name and surname],**

*The President of Université Paris Saclay,*

|  |  |
| --- | --- |
| *Gif-sur-Yvette, on:* | *Signature* |
|  |  |

### Documents for the application file

* For each rapporteur proposed, please attach a short text(maximum one third of a page for each) stating the reasons why they have been proposed.

These persons must have given their agreement to be appointed as a rapporteur for the HDR.

In the documentation, their titles and affiliations should be sufficient to determine whether they are internal or external to Université Paris-Saclay, whether they have a HDR and whether they are university professors or equivalent.

* For each examiner proposed, please attach a short text (maximum one third of a page for each) stating the reasons why they have been proposed.

These persons must have given their agreement to be appointed as a member of the examination board for the HDR defence.

In the documentation, their titles and affiliations should be sufficient to determine whether they are internal or external to Université Paris-Saclay, whether they have a HDR and whether they are university professors or equivalent.

### Submission of the request

Until a dedicated section is available on Adum, please send the application file with the completed, dated and signed rapporteur proposal form to the Registrar’s address that was indicated when the authorisation to apply was given, at least two months before the planned defence date.

Please use the following format for the subject line: **[HDR] Proposal by the examination board and by the rapporteurs of the HDR for [Applicant’s first name and surname].**

The request can then be forwarded to the President of Université Paris-Saclay or her representative.

### Please CHECK the form before sending it to ensure that everything is correct.

Each form must be sent in PDF format: only one form to be signed per PDF file.

When additional documents are requested, please place them **BEFORE** the form so that the President's signature can be placed in the appropriate place.

The President’s signature is generated electronically and the signature certificate is attached to the end of the document. Please ensure that each form sent for signature ends with a signature box for the President. **Do not leave any text after the signature box for the President.**