Doctoral Admissions Process

PROCEDURE DOCUMENT ADOPTED BY THE BOARD OF THE COLLEGE OF DOCTORAL STUDIES AT ITS 12 OCTOBER 2016 meeting.

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2 Qualification and Selection

Enrolment may be sought via one of two tracks: qualification or selection. Applications must be reviewed in a manner that guarantees consistency between the decisions made and the track chosen.

2.1.1 Application

A first-time **application** to enrol in a doctoral programme at Université Paris-Saclay includes all of the following components: applicant personal details, academic background, experiences and achievements; a defined doctoral project and the supervision conditions around it; the positive opinion of the research unit director.

2.1.2 Qualification

Once applications have been reviewed by the doctoral school, those applicants deemed capable of bringing the doctoral project they are submitting to a successful close are referred to as qualified. The qualification procedure for doctoral applicants is relevant to **all first-time applications for a doctoral programme at the Université Paris-Saclay without exception**. The criteria and implementation procedures are established and made public by each doctoral school, and apply to all doctoral students at the doctoral school.

Candidates who qualify for the doctoral project presented may then be enrolled in the doctoral programme, provided that the material and financial conditions guaranteeing the smooth advancement of the doctoral project have been met, and that the applicant holds either a French or European Master's Degree, or a French degree conferring the title of Master or has been granted an exemption from the condition according to which a degree is required for enrolment in a doctoral studies programme.

2.1.3 Selection

The selection procedure applies **only to those seeking funding** as offered via competitive examination. The term funding includes that set aside for doctoral contracts under the payroll budget held of institutions of higher learning and research, subject to State thresholds set by the Ministry of Education, Higher Learning and Research, and where applicable, other funding which the institutions wish to make subject to competitive examination. As selected applicants must have been qualified, the selection procedure includes an applicant qualification stage.

Once the selection process has been completed, the doctoral school may offer:

- **enrolment in a doctoral studies programme** by the Université Paris-Saclay (qualification)
- **recruitment by the employing or financing establishment on funding** available in **limited numbers, leaving** open**, the choice of the** candidate **and** thesis director (selection).

During the selection procedure, the doctoral school specifies **furthermore** the **ranking or relative placement** of candidates deemed to have **qualified**.

3 Selection Procedure - General Principles

3.1 "Firm" Doctoral Contracts

Some of the institutions have developed a method by which they allocate in advance a set number of doctoral contracts to each of the doctoral schools to which they contribute. They inform each doctoral school of the number of doctoral contracts to be filled, listing restrictions for instance on the host research units and possibly earmarking certain themes, then leave them responsibility for selecting the best candidates for the positions offered.

These doctoral contracts are then said to be "***firm".***

Following the selection procedure, the doctoral school must provide a list of applicants selected from the **main list of "firm" contracts.** It is neither necessary nor even advised that this list be rank-order.

The doctoral school must also provide a **supplemental rank-order list** of applicants who may be offered a doctoral contract, in the event of withdrawal on the part of a main-list candidate.

3.2 Doctoral Contracts "Subject to Reservations"

Another group of institutions do not allocate the doctoral contracts at their disposal in advance. These institutions pre-allocate their doctoral contracts so that the doctoral schools may "size" their selection panels accordingly, but do not make the final allocation of doctoral contracts between doctoral schools until they learn of the results of the competitive examinations held by the doctoral schools to which they contribute.

These doctoral contracts are then said to be "***subject to reservations".***

This has two major and concrete implications:

The first is that all doctoral schools with "conditional" doctoral contracts to grant shall be expected to announce the results of their competitive examination as at the date of the meeting during which the relevant heads of institutions or their representatives establish the allocation of their doctoral contracts between the doctoral schools, based on the results of the examination panel deliberations at each doctoral school.

The second is that the doctoral schools shall be expected to draw up three lists,

- a main list of **"firm"** acceptances - it is not necessary that this list be rank-order,
- The doctoral school must also provide a **supplemental rank-order list** of applicants who may be offered a **"firm"** doctoral contract, in the event of withdrawal on the part of a **main-list** candidate.

  • a list said to be **"subject to reservations"** - applicants placed on this list must be informed that their doctoral contract is not definite and will depend on the allocation of doctoral contracts between doctoral schools. An important indication for those institutions wishing to be informed of the results of the competitive examination to allocate their

contracts is provided by the **applicant rankings** on the main list of acceptances "subject to reservations", compared to **all of the applicants on the main list of "firm" acceptances and the supplemental list of "conditional" acceptances**. This indication may be provided as a broader statement, i.e., "in the first quartile", "in the second quartile", etc.

3.3 Selection Procedure Indicators

The selection panels called upon to make the selection draw up a formal record during their first session (selection based on application) and another during the second stage (oral).

The records are kept in the doctoral school's archives.

A PDF copy of each record is sent to the College of Doctoral Studies for yearly review purposes.

The College of Doctoral Studies, using the formal records left by each doctoral school examination panel, establishes the main competitive examination indicators, which specify:

- The number of firm contracts and number of contracts subject to reservations available at each doctoral school, for each member establishment,
- the meeting dates and membership of each examination panel,
- For each examination panel, the number of complete applications received, specifying the number of women and men, the number of applicants from an institution of higher learning in France, and the number of applicants from an institution of higher learning abroad,
- For each examination panel, the application review results: number of applicants invited to present the oral examination and the number of applicants not having gone to the end of the procedure, specifying in both cases, the number of men and women, the number of applicants from an institution of higher learning in France, and the number of applicants from an institution of higher learning abroad,
- For each examination panel, the oral examination results: number of applicants presenting the oral examination placed on the main list and on the supplemental list to be offered firm contracts, the number of applicants placed on the list "subject to reservations", and lastly, the number of and the number of applicants not qualified after the oral examination, specifying in all cases, the number of men and women, the number of applicants from an institution of higher learning in France, and the number of applicants from an institution of higher learning abroad,
- Any points found significant which the doctoral school deems of benefit to pass on,

The College of Doctoral Studies will compile the doctoral schools' indicators and report on them to the Council of the College of Doctoral Studies and relevant schooling institutions at the session closing the competitive examination process, as well as within the context of the review report which it is expected to present annually to the Academic Council.

3.4 Announcement of nominative results on competitive examination, as specific to "firm" doctoral contracts

Each doctoral school shall provide a main nominative non-rank-order list and a supplemental nominative rank-order list to **the employing institutions** and to the **College of Doctoral Studies** immediately upon conclusion of its competitive examination process, in accordance with the template provided by the College of Doctoral Studies.

Those applicants placed on the main list shall be informed by the relevant doctoral school that they have been selected for the main list and invited to make contact with the employing institution's offices in charge of all administrative procedures required to draw up the work contract. The doctoral school informs them of the deadline by which they are expected to make their response known (allow at least one week). Failure to respond within a reasonable timeframe shall denote withdrawal on the applicants' part.

Applicants included on the main list are clearly informed by the doctoral school that these are admissibility phase results, that the admission decision is made by the heads of institutions, and that final admission remains subject to successful completion of a Master's or equivalent programme, as required for enrolment in doctoral studies, or if applicable, consent on the part of the high civil servant for security and defence (ZRR), visa, etc.

Upon receiving confirmation that an applicant has accepted the doctoral contract, the doctoral school provides information about the enrolment procedure to come.

Candidates placed on the supplemental list are informed by the doctoral school that they have qualified, but have been placed on the supplemental waiting list.

Candidates deemed qualified but kept on the supplemental list shall be quickly directed toward other financing options. All doctoral school research units may inquire about qualified applicants without financing to whom they will be able to offer an alternative.

Important: Once the competitive examination process has come to an end, all applicants must be personally informed of their status by the doctoral school (selected for main list, qualified but on waiting list, non-qualified, etc.) as must their thesis supervisor. Under no circumstances may they be provided information, whatever its nature, of the status or situation of other applicants. Public nominative information displays (lists of applicants, results by name) are also not advised.

In the event of withdrawal, if the applicant informs the doctoral school first, then the latter informs the College of Doctoral Studies and the employing institution of the withdrawal decision, also indicating the name of the applicant consequently moving from the supplemental list to the main list. The doctoral school also informs the applicant from the supplemental list, the thesis supervisors and the research unit involved, and the College of Doctoral Studies. Should another party (employer, College of Doctoral Studies) be informed first, that party immediately informs the doctoral school, which then manages the withdrawal. It is important to note that no withdrawal can be registered unless a document so requesting is received from the doctoral candidate (and not another person), or in the event that no response is received by the deadline specified to the applicant.

3.5 Announcement of nominative results on competitive examination, as specific to doctoral contracts "subject to reservations"

Before the Council of the College of Doctoral Studies meets, each doctoral school sends the College of Doctoral Studies **its main list "subject to reservations"** specifying how applicants have placed with respect to all applicants heard by the doctoral school's examination panel, in accordance with a template provided by the College of Doctoral Studies.

The College of Doctoral Studies consolidates the nominative results provided by the doctoral schools **by 13 June 2016** (evening) and collates them in such a way as to be able to draw up nominative lists by institution.

The consolidated results are then provided to the Council of the College of Doctoral Studies by the College of Doctoral Studies, prior to the said Council's meeting, along with the lists by doctoral school and the lists by institution.

At the meeting of the Council of the College of Doctoral Studies **(on 16 June 2016)**, the directors of doctoral school and representatives of institutions draw up the main and supplemental lists, including rankings, by institution. At the end of the meeting, the College of Doctoral Studies consolidates the results and sends the consolidated data to the institutions and doctoral schools.

Those applicants placed on the main list shall be informed by the relevant doctoral school that they have been selected for the main list and invited to make contact with the employing institution's offices in charge of all administrative procedures required to draw up the work contract. The institution informs them of the deadline by which they are expected to make their response known (allow at least one week). Failure to respond within a reasonable timeframe shall denote withdrawal on the applicants' part.

Applicants included on the main list are clearly informed by the establishment that these are **admissibility phase** results, that the admission decision is made by the heads of institutions, and that final admission remains subject to successful completion of a Master's or equivalent programme, as required for enrolment in doctoral studies, or if applicable, consent on the part of the high civil servant for security and defence (ZRR), visa, etc.
Upon receiving confirmation that an applicant has accepted the doctoral contract, the institution informs the doctoral school, which then provides selected applicants with information about the enrolment procedure to come.

Candidates placed on the supplemental list are informed by the institution that they have qualified, but have been placed on the supplemental waiting list.

Candidates deemed qualified but kept on the supplemental list shall be quickly directed toward other financing options. All doctoral school research units may inquire about qualified applicants without financing to whom they will be able to offer an alternative.

Important: Once the competitive examination process has come to an end, all applicants must be personally informed of their status by the institution (selected for main list, qualified but on waiting list, non-qualified, etc.) as must their thesis supervisor. Under no circumstances may they be provided information, whatever its nature, of the status or situation of other applicants. Public nominative information displays (lists of applicants, results by name) are also not advised.

In the event of withdrawal, if the applicant informs the institution first, then the latter informs the College of Doctoral Studies and the doctoral school of the withdrawal decision, also indicating the name of

the applicant consequently moving from the supplemental list to the main list. The institution also informs the applicant from the supplemental list, the thesis supervisors and the research unit involved, and the College of Doctoral Studies. Should another party (doctoral school, College of Doctoral Studies) be informed first, that party immediately informs the institution, which then manages the withdrawal. It is important to note that no withdrawal can be registered unless a document so requesting is received from the doctoral candidate (and not another person), or in the event that no response is received by the deadline specified to the applicant.

4 The Selection Procedure Step by Step

No.	Who	When	What
1	The College of Doctoral Studies	Mid-Octol	The Council of the College of Doctoral Studies establishes the procedure by which doctoral students are to be recruited in the academic year to come and circulates it widely.
2	The doctoral schools	Mid-Octol	The doctoral schools so desiring may issue calls for thesis topics. They approve the selected topics and post them as promptly as possible on the Université Paris-Saclay website.
3	The College of Doctoral Studies	Novembe	As soon as the range of thesis topics is deemed of adequate breadth, the College of Doctoral Studies engages in far-reaching communication about its campaign to recruit doctoral students at the national and international levels, based on the previous year's consolidated indicators. A day dedicated to the recruitment of doctoral students is held **on 3 December**.
4	The institutions	Novembe	The institutions specify in which doctoral schools they are likely to place doctoral contracts and whether there are chances of doctoral contracts subject to reservations being allotted.
5	Doctoral Schools	Decembe	The doctoral schools organise and size their examination panel taking into account the number of doctoral contracts granted the previous year. They determine the dates and membership of their selection panels and circulate the relevant information. • Where even one of the institutions contributing to the doctoral school lists contracts as "subject to reservations" specifically, the outcome of the competitive examination, the deadline by which the examination panel's decision must be announced is mandatory (13 June 2016). • Where all institutions contributing to the doctoral school announce "firm" contracts for the competitive examination, the deadline by which the ranking is to be available becomes 15 July of the year in progress.

6	Doctoral Schools	January	The doctoral schools shall specify the detailed procedures used for their examination process (specific expectations for the application files), time-line (date of application review meeting, date of hearings or interviews, deadline for responding to accepted applicants), membership of the examination panel(s) or commission(s), duration of hearings or interviews, mandatory or optional prior ranking by research units, etc.) They shall publish the above procedures (via web site) as well as provide them to each doctoral school with a view toward preparing the review. The procedures adopted for the selection process shall also be adopted for the qualification process (general principles adopted regarding examination panel membership, application review followed by hearing or interview, duration of hearings or interview, form and expectations for application file).
7	All	January	The doctoral schools, institutions, college of doctoral studies, and Université Paris-Saclay shall communicate about their openness to a wide variety of applications and issue a very broad call for applications, via their respective channels, at the regional, national and international levels.
8	Doctoral Schools	February to May	The doctoral schools take in applications (applicant details, topic, thesis supervisor, research unit)
9	Université Paris-Saclay Member Institutions	Early-May	The institutions (including university bodies if they so desire) shall inform the college of doctoral studies of provisional number of doctoral candidates whom they plan to recruit on contract and the provisional breakdown by doctoral school at Paris-Saclay. If applicable, they shall also specify the provisional number of doctoral contracts which they prefer to allocate only after being informed of the applicants' ranking by the doctoral schools' selection panels (contracts "subject to reservations"). They shall specify, where applicable, additional information about the institution's scientific policy (earmarking for a specific research team, thematic earmarking for the thesis subject, subject identified as interdisciplinary, etc.)
10	College of Doctoral Studies	Mid-May	The college of doctoral studies shall inform the doctoral schools of the updated number of **"firm"** contracts.

			Where applicable, the college of doctoral studies shall also inform the doctoral schools of the number of contracts **"subject to reservations".**
11	Doctoral Schools	From May to mid-June	The doctoral schools make their selection in line with the procedure announced and provide their selection panels' results to the College of Doctoral Studies and employing institutions **by 13 June**.
12	College of Doctoral Studies	Mid-June	The College of Doctoral Studies collates the review reports from each doctoral school, along with the nominative lists of selected applicants (main lists without rank order, and rank-order supplemental lists) for the firm contracts and the nominative lists of applicants selected for contracts "subject to reservations" specifying their placement with respect to all applications received. The College of Doctoral Studies consolidates the results and draws up proposed main and supplemental lists by establishment.
13	Meeting of the Council of the College of Doctoral Studies **Admissibility Phase Closing Meeting**	16 June	The representatives of the heads of Université Paris-Saclay member institutions that have issued contracts "subject to reservations" decide upon how the doctoral contracts are to be allocated, based on the results of the competitive examinations run by the doctoral schools to which they contribute, as well as make a decision on the supplemental rank-order lists by establishment, should any applicants withdraw.
14	Doctoral schools or institutions	July - August - September	Withdrawal management
15	College of Doctoral Studies and institutions - Admissions and enrolment	Late September	The selected applicants then enrol as doctoral students at the Université Paris-Saclay. The employing institutions officially hire them. The doctoral schools return the competitive examination indicators to the College of Doctoral Studies in order to draw up the report for the Academic Council. Follow-up is instituted for those deemed qualified but not selected for a doctoral contract.

5 The qualification Procedure Step by Step

The doctoral school undertakes to complete the examination review process within a set time-frame and informs the relevant employing institution immediately upon receiving a prospective thesis subject or immediately upon receiving an application. All parties must be informed of a doctoral candidate's potential arrival and have reviewed the related application at least **two months** prior to the said candidate's recruitment.

Who	When	What
Doctoral Schools	January	The doctoral schools shall specify the detailed procedures used in their doctoral candidate qualification process, time-line and deadlines (application review, orals or interviews), principles applied in determining membership of the examination panel or commissions running the interviews, duration of orals or interviews, etc.) They shall publish the above procedures (via web site) as well as provide them to each doctoral school.
Research Unit	As information becomes available	The directors of research units shall provide applications to the doctoral school for enrolment in a doctoral studies programme.
Doctoral Schools	As information becomes available	The director of the doctoral school ensures that all procedures applied to application review are in line with the doctoral school's expectations (the said expectations are published on the web-site, and must be consistent with the procedures applied in for the competitive examination track). The procedures shall specify whether the Director of the Doctoral School forms in advance the examination panel responsible for considering applications, or whether he ensures after the fact that the examination panel formed by the thesis supervisor or research unit director is indeed in compliance with expectations.
Doctoral Schools	As information becomes available	The doctoral school shall state whether a candidate is **qualified or not qualified** for enrolment in a doctoral studies programme. The doctoral school shall also indicate, in the event of a negative response, where the doctoral project's weaknesses lie, and may offer, if applicable, to re-review the application, subject to changes in the doctoral project. Where an applicant has been qualified for a specific doctoral project, the said applicant remains qualified thereafter for the same doctoral project if more than one request for funding has been filed on the said project.

6 References and recommendations

6.1 Excerpts from the 25 May 2016 Ministerial Order establishing the national framework on doctoral training and procedures for issuance of the national doctoral degree

By virtue of **Article 3** of this Ministerial Order, which describes the **remit of doctoral schools in France**, "*doctoral schools apply an admissions policy by which applicants are selected for doctoral studies in their institution, based on* ***explicit and publicly-disclosed criteria****, inform students of the conditions for admission, skills required, financing for which they may become eligible, and nature, quality and degree of professional activity which they are likely to enjoy upon having earned their doctorate. They contribute to identifying sources of financing, and* ***issue proposals as to how these shall be granted*** *in order to enable doctoral students to prepare and defend their thesis under the best possible conditions".*

Furthermore, by virtue of **Article 8** "each institution head issues a proposal to the research commission of the academic council or equivalent body as to how that institution's funding can be allocated to doctoral students enrolled at the institution. Each year, the director of the doctoral school provides the doctoral school's council with a list of doctoral students receiving funding and inform the research commission of the academic council, or equivalent body, at the relevant institutions of the same. "

The Council of the College of Doctoral Studies, on which each institution and each doctoral school is represented, is the decision-making body at Université Paris-Saclay that issues proposals as to the allocation of own-financing for member, associate and partner institutions, for those working toward a doctorate at Université Paris-Saclay. Each year, the director of the doctoral school provides the doctoral school's council with a list of doctoral students receiving funding and addresses the same list to the Director of the College of Doctoral Studies, who consolidates the information received from the doctoral schools and submits the synoptic review thereof to the academic council of the Université Paris-Saclay.

6.2 Excerpt from the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers

The Université Paris-Saclay has adopted the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers, doctoral students being researchers in training. This Charter stipulates that:

"Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as **external expert assessment** and **face-to-face interviews**. Members of selection panels should be adequately trained. "

6.3 Doctoral Charter Enforcement

Admission to the doctoral programme is based on **explicit and public** criteria and is run in accordance with transparent, open and fair procedures, **defined by the Université Paris-Saclay** in application of **principles recognised at the international level**, in particular those stated in the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers.

Doctoral schools appoint doctoral programme admission commissions or selection panels to implement the common admission policy, in accordance with procedures set out in their internal by-laws. They may also delegate, in the internal by-laws, the implementation process to doctoral programme admission commissions or selection panels appointed by other entities, provided that they fulfil all the required conditions.

The doctoral programme admission commission or selection panel assesses **each applicant's research aptitudes** as well as **understanding of the innovative nature of their selected area of research**, ability to establish it within the international scientific context and presentation skills. The doctoral programme admission commission or selection panel advises as to the applicant's ability to carry out the full intent of the proposed doctoral project under the conditions provided, in particular within the host research unit or team and with the stated doctoral supervision.

The doctoral programme admission commission or selection panel also verifies whether the applicant's language skills and aptitudes[1] are adequate for integration into the research unit and due completion of the research planned. Where the applicant does not hold a degree conferring the title of Master, the commission or selection panel indicates whether the skills and degrees already earned by the applicant warrant a waiver of the degree pre-requisite for enrolment in the doctoral programme.

6.4 Excerpts from the Internal By-Laws of the College of Doctoral Studies at the Université Paris-Saclay

The College of Doctoral Studies draws up a general admission procedure, adopted by the Council of the College of Doctoral studies and applicable to all doctoral schools.

This procedure is based on the principles set out in the Doctoral Charter of the Université Paris-Saclay and in the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers

The general admission procedure for doctoral applicants is provided in the procedure handbook of the College of Doctoral Studies at the Université Paris-Saclay and made publicly available at the website of the Université Paris-Saclay. The criteria and procedures specific to each school are set out in their internal by-laws and made publicly available on their own websites

[1] The national-level "Master's" Degree and conditions for Master's Degree issuance.

6.4.1 Principles

In developing the doctoral programme admissions policy, care was taken to ensure that the following principles apply under all circumstances:

- clearly establish the rules for selecting doctoral applicants, as regards the Council of the College of Doctoral Studies, both upstream (admission procedure adoption) and downstream (formal record of admissions activities), and as regards the doctoral school council, upstream (approval of selection panel membership, procedures and processes, etc.) and downstream (formal record of admissions activities);

- take into due account the scientific policy of the Université Paris-Saclay, the scientific policy of the member and associate institutions, and the needs stemming from the national research and innovation policy;

- be **transparent, open, equitable, non-discriminatory** and conducted in line with the principles recognised at the international level, in particular those set out in the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers; be based on explicit and publicly-disclosed criteria and procedures, made known to the host teams, potential doctoral programme applicants, and employers of doctoral students;

- **aim for excellence** and encourage **originality** and **scientific risk-taking**, **international and inter-disciplinary outreach**, the development of new areas;

- take into due account the supervision capabilities of the research units or teams; provide **personally-tailored supervision** to doctoral students;

- take into due account **the career prospects** open to doctoral students;

6.4.2 Criteria and Procedures

Personally-tailored supervision: A thesis supervisor may, so as to reliably offer availability, serve in this capacity to no more than **five doctoral students**.

A **number lower than five doctoral candidates** may be set for a specific discipline or doctoral school, by the Academic Council of the Université Paris-Saclay, having sought the opinion of the Council of the Doctoral School. The maximum number of doctoral candidates allowed shall then be stated in the doctoral school's rules and regulations.

Where scientific guidance for doctoral projects is shared, or in the event of international joint supervision of thesis or exceptional circumstances, the Council of the Doctoral School may grant **waivers** following review of each individual situation by the Council of the Doctoral School, in line with the procedures set out in each doctoral school's rules and regulations;

Determining the Doctoral Project: The thesis supervisor sets out the doctoral project in coordination with the applicant seeking enrolment in the doctoral programme. The project presentation must address the following aspects:

- the scientific context and, in particular, the current state of knowledge in the relevant area of research;

- the doctoral project's aims and aspects that might be original to the scientific research to be undertaken;

- the tools and methods to be implemented, the provisional project timeline, as well scientific cooperation planned with outside parties, where applicable;

- the scientific, material and financial conditions brought together to guarantee that the doctoral project runs smoothly, in particular the financial terms offered to the doctoral candidate and the status planned for the latter;

- for a part-time doctoral project, the amount of time per week which the doctoral candidate will be able to dedicate to research work;

- the key skills (in the area of expertise, or transferable) that will or will need to be gained during the course of the doctoral student's research project and which can subsequently be capitalised upon by the doctoral student in a professional setting;

- the group training programmes being considered as a means of supporting the development of further skills, consolidating scientific culture, fostering openness to the international environment and contributing to the development of a professional project for doctoral students;

- the aims as concerns promoting and disseminating research findings (publications), possible confidentiality or open archiving requirements, instructions regarding publications, in particular publication signature;

- career prospects which can be or are already contemplated upon project completion;

6.5 Recommendations

6.5.1 To ensure clarity in the recruitment process for doctoral students

- Consequently, doctoral applicants are enrolled further to several levels of decision-making:

1. The thesis supervisor undertakes to **bear responsibility for the scientific guidance** for the doctoral project.

2. The Unit Directors commit **to host incoming doctoral candidates in their research units**. They give their opinion on the doctoral project's consistency within the unit they direct, **scientific policy** of the site and the needs set out in the national research and innovation policy. Where UMRs are concerned, they ensure that the agreements signed between the authorities in their research unit are upheld.

3. Where applicable, **the employer establishment gives an opinion about the doctoral candidate's recruitment**, subject to enrolment in the doctoral programme. The doctoral candidate's financing terms are an essential component in the application procedure, but can be further detailed, as necessary, at various points in the admission procedure.

4. The doctoral programme **admission commission or selection panel** gives its opinion on the applicant's ability to carry out the full intent of the doctoral project.

5. The doctoral school, **taking into account the opinion of the doctoral programme admission commission or selection panel, and that of the thesis supervisor and unit director**, shall decide on **the doctoral applicant's enrolment** and commit to organising the doctoral studies programme, provided that the material conditions guaranteeing the smooth advancement of the doctoral project have been met. It shall implement a plan such as to **guarantee the quality of the doctoral studies programme** up to the time the doctoral degree is awarded by the accredited establishment,

6. The **head of the relevant institution pronounces the enrolment decision**, accepting or rejecting the enrolment proposed by the doctoral school. The institution serves as guarantor (the doctoral diploma awarded bears its seal) to the quality of the doctoral studies programme.

- In order to guarantee that each party involved makes the decisions that fall within the scope of his/her responsibilities, and in order to ensure that each party's responsibility in the recruitment process, it is important that each player speak out, fully aware of the previous opinions, but also fully independent from other players.

6.5.2 To ensure consistency in decisions made

- The decisions made under both procedures must be consistent in all cases. Consequently:

  - an applicant **qualified** further to the **selection process**, but **not selected** to receive funding (kept on the supplemental list) must be able to enrol in the doctoral studies programme using other funding, provided that the material and financial conditions guaranteeing the smooth advancement of the doctoral project have been met.

  - an applicant **not qualified** further to the **selection procedure** (placed on the list of non-qualified applicants) may not enrol in the doctoral studies programme under the same application, even if the said candidate secures another source of funding. Applicants not qualified under either of the procedures, selection or qualification, shall be required to submit a new doctoral project, if they wish to have their application reconsidered with a view toward enrolment in the doctoral studies programme

  - applicants **qualified** via the **qualification procedure**, if choosing to later take the competitive examination track with the same doctoral project, may not be placed on the list of non-qualified candidates.

  - incomplete review of an application (for instance, an application not selected for a hearing during the selection procedure) may not be used to judge a candidate's qualification.

Moreover,

- each application is based on a doctoral project. A **single applicant** may file **more than one application** for several distinct doctoral projects. It is then the doctoral school's responsibility to determine, in its selection and qualification procedures, how many applications a single applicant may file, whether the applicant is in that case expected to specify an order of preference, whether he may file several applications in the same research unit, etc.

- Reciprocally, a **single source of funding** may be made the focus of **multiple applications**. It is then the doctoral school's responsibility to determine, in its selection and qualification procedures, whether the number of applications per thesis supervisor or research unit is limited, and if so, whether the application rankings are to be provided by the recommended thesis supervisor or research unit director.

6.5.3 To contribute to the formation of professional experience in research

For a significant proportion of future doctoral students, institutions entrust the doctoral school with many of the procedures required on the way to hiring a doctoral student as institution employee. This also holds true for the selection procedure, in that applicants are then hired as doctoral students with contracts, but can also be the case with the qualification procedure, for instance, when the doctoral student is hired by the establishment on nominative funding or in connection with a research contract on which the applicant is the sole requesting party.

For this reason, the qualification and selection procedures must include **all standard recruitment components for young researchers**, application review and an oral examination or interview with the applicant. According to the European Commission, doctoral students are researchers in the training phase, and the code of conduct for recruitment applies to them in the same way as it does to permanent researchers.

6.5.4 To ensure that doctoral students are recognised as researchers in the training stage

A well-organised qualification procedure also contributes to promoting the doctoral training programme and doctoral students participating in it, including when there is no recruitment by one of the employing institutions at the Université Paris-Saclay, as it is run alongside the usual recruitment procedures of researchers or professor-researchers. It thus forms **initial experience of being hired as a** young researcher and is, in this sense, beneficial and education for the doctoral candidate. E

It is thus highly recommended that the procedures used for both tracks (qualification and selection) by the doctoral school are the same in that they are composed of two stages, a pre-selection based on previous records, and an oral examination or interview, with a commission (qualification) or selection panel (selection), the membership and organisation of which will have been set out explicitly (procedures for appointing members, minimum number of members, quality of members, duration of oral examination or interview) and will apply the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers. It is also recommended that the thesis supervisor and research unit director not be members with a deliberating voice, in that their opinion is already part of the application file.

Under the qualification procedure**,** doctoral schools may designate commissions charge of qualifying or selecting applications, or leave to the prospective thesis director or research unit director responsibility for organising the commissions, ensuring (based on the commissions' reports) that they have been properly formed and run in line with the procedures set out by the doctoral school.

6.5.5 To promote the doctoral training programme as project-based learning

Doctoral studies first and foremost provide education through a project.

Asking that applicants for enrolment in the doctoral programme defend their project (presenting the theme of the doctoral project, presenting the planned approach for conducting research and the main stages) to a commission or selection panel external to the doctoral project is an essential stage in initiating project-based training. This gives applicants the opportunity to be placed in a situation of responsibility, and even responsibility for their own future, prior to the start of the thesis.

6.5.6 To contribute to structuring sites

When the applicant is required to present the project to an audience outside the hosting supervisory team, and if circumstances allow, outside the hosting research unit, this also contributes to structuring the sites, in that it fosters contact between members of research teams within a single doctoral school participating jointly in orals or interviews.

It is also an initial experience in scientific exchange for the doctoral student and an opportunity to make initial contact with established researchers.

6.5.7 Other Recommendations (RH, ZRR)

In the event of application for recruitment with salaried worker status, where the institution prospectively serving as the doctoral candidate's employer so requires, the application must have been approved by the head of that institution, or the person given signing authority for this purpose.

When the doctoral school's opinion is required for a call for projects, or by the organisation determining whether the doctoral student is to receive funding (for instance, ANTR/CIFRE), that opinion will be established upon completion of the qualification process. The doctoral programme admission commission's substantiated opinion as to an applicant's qualification may be attached to the application in order to improve the applicant's chances.

In the event of application for a research unit found in a "restrictive regime zone" (ZRR), the application must have been approved by the civil servant in charge of security and defence at the research unit's host institution located in a restrictive regime zone, who shall take responsibility for seeking the consent of the high civil servant for security and defence with a view toward hosting the doctoral candidate in the research unit.

A template application file shall be provided to the doctoral schools, which will be free to adapt it, if necessary, and specify for which research units or employer institutions approval may be needed from institution heads or civil servants responsible for security-defence.