

DEPARTMENT OF EDUCATION THROUGH RESEARCH AND DOCTORAL STUDIES – FEDORA

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PROCEDURE RELATING TO THE ACCREDITATION TO SUPERVISE RESEARCH COURSE

1. Registration Authorization

The procedure for authorizing registration in HDR is governed by a text voted by the Scientific Council (SC) of the INSA. The text is available on the INSA website by following this link <https://fedora.insa-lyon.fr/en/page/habilitation-supervise-researches>

2. Registration (when submitting the defense)

Registration for the HDR is managed by the FEDORA department. When submitting their defense file, the candidate must provide (preferably in digital format):

- a) The registration form (see Appendix " Rules for the constitution of the HDR jury" and on <https://fedora.insa-lyon.fr/fr/page/inscription-et-soutenance>
- b) A copy of the identity document
- c) A copy of the certificate of achievement or the diploma(s) allowing registration for the HDR (e.g. doctoral diploma)
- d) A copy of the HDR dissertation, including the title of the work
- e) A summary of the work (1 to 2 pages)
- f) The letter of authorization to enroll in the HDR issued by the CCED (see copy in Appendix)
- g) The completed HDR registration form (document accompanying the letter of authorization for registration and also available on the FEDORA website; copy in Appendix).

3. Registration fees

Following the submission of their defense file, the candidate will have to pay the registration fees to the HDR in the amount of €397 to the accounting officer of INSA Lyon.

The registration fees must be paid personally by the HDR candidate in accordance with the regulations in force.

4. Procedure and deadlines for defense

A period of 8 weeks (excluding the period of administrative closure of the institution) is required to trigger the HDR defense, with the complete file. All requests for defense follow the following procedure:

- a) Submission of the file (see paragraph 2 "*Registration (when submitting the defense)*")
- b) The FEDORA department verifies and sends the Jury Proposal to the candidate and the candidate requests validation from the Head of the Doctoral School.
- c) In the event of a favourable opinion on the composition of the Jury, the FEDORA department issues the nomination letter to the reviewers, inviting the candidate to send a copy of the HDR thesis to each of the reviewers.
- d) The reviewers send their assessment review directly to the FEDORA department. The FEDORA department forwards them to the head of the Doctoral School for their opinion.
- e) According to the favourable opinions of the reviewers and the Doctoral School, the Head of the FEDORA department authorizes the presentation of the work in defense.
- f) The FEDORA department sends to the candidate the defense documents (Poster, Minutes, Defense Report). These documents, once completed and signed by the Jury, will be returned to the FEDORA department within 8 days after the defense.

5. Issuance of the Certificate of Achievement and the Diploma

After the favourable opinion of the Jury and validation of the file, the FEDORA department is responsible for establishing the Certificate of Achievement.

The delivery of the diploma is awarded by INSA Lyon, in conjunction with the University of Lyon 1. Final degrees are usually available the following year.

APPENDICES

Rules for constituting the HDR jury :

The number of members of the jury is between 5 and 8, "*chosen from among the teaching staff authorized to supervise research in public higher education establishments, the Directors and Senior Researchers of public scientific and technological establishments*" (extract from Article 6 of the Decree of 23 November 1988).

- At least half of whom are full professors or equivalent
- At least half of whom are personalities from outside INSA Lyon and UCBL,
- Including 1 representative from INSA Lyon and 1 teacher-researcher from UCBL (at least holder of HDR)
- The presence of at least one woman on the jury is required.

At least two of the three rapporteurs must:

- Be authorized to direct research (HDR),
- Be external to the teaching staff of INSA Lyon and UCBL, to the candidate's doctoral school, to all Research Units of INSA Lyon and UCBL are supervisors,
- Not have a recent and sustained research activity with the candidate,
- Be excluded from thesis supervisors of the candidate and personalities who have actively collaborated with the applicant within the 10 years preceding the application.

ATTENTION: This is a COPY, please download the blank document from the FEDORA website

**THE REGISTRATION IS ONLY VALID FOR TWO YEARS FROM THE DATE OF AUTHORISATION
ISSUED BY THE ADVISORY COMMITTEE ON DOCTORAL STUDIES (C.C.E.D.)**

I.N.S.A. DE LYON

FEDORA DEPARTMENT

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INSA DOCTOR : YES ☐ NO ☐

SEAC Date :

REGISTRATION FORM
ACCREDITATION TO SUPERVISE RESEARCH

Registration fee: €397 (to be paid to the INSA Lyon 1 accounting officer)

The registration fee must be paid personally by the HDR candidate in accordance with the regulations in force.

MARITAL STATUS	Name:
	First name:
	Nationality:
Date of birth:	(Day, Month, Year)
Place of birth (city): INSA	Country (for France put the department):
staff:	YES No
If NO INSA hosted EPST staff:	YES No
Other (specify):	
HOME ADDRESS:	
Professional Phone: Email	

DOCTORATE:
PLACE & DATE OBTAINED:

Date and place:

SIGNATURE OF THE PERSON CONCERNED:

¹For any payment questions, you can contact the service via ac-recettes@insa-lyon.fr

Copy Letter Authorization of Registration



**DEPARTEMENT FORMATION
PAR LA RECHERCHE
ET LES ETUDES DOCTORALES
FEDORA**

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Villeurbanne,
Director of the FEDORA Department of
Education through Research and
Doctoral Studies

Objet : Votre demande d'inscription à l'Habilitation à diriger des Recherches

J'ai le plaisir de vous informer que le Comité Consultatif des Etudes Doctorales de l'INSA, réuni le xxx, vous autorise à vous inscrire à l'INSA-LYON pour l'Habilitation à Diriger des Recherches. L'inscription est valable deux ans à partir de la date de l'autorisation délivrée par le CCED.

Vous trouverez ci-joint :

- une fiche d'inscription à remplir et à remettre au Département FEDORA lors de votre dépôt de soutenance.

La procédure de soutenance est disponible sur <https://fedora.insa-lyon.fr/fr/content/inscription-et-soutenance>.

**Directeur du Département FEDORA
Formation par la Recherche et des Etudes Doctorales**

PJ : 1