

# **EDBSL Rules of Procedure**

## **Entrance Exam for Doctoral**

### **Contracts**

**26 and 27 May 2021**

Applicants for doctoral contracts are eligible to take the entrance exam on condition that they:

1. hold a Masters of Research, having obtained (or subject to obtaining) an average grade of 13/20 or a final ranking in their second year in the top two thirds of their class, and are able to provide a certificate of the grade obtained, the ranking and the number of graduates from the Master's degree programme (if the information is available).
  - The doctoral contract will be definitely awarded once the grades and results of the Masters are final.
  - The applicant must provide all necessary information to allow the DS to assess the quality of a "research" syllabus (internship: location, subject, report, dissertation, etc).
2. contact the person in charge of the proposed research topic before submitting their application.
3. apply for only one research topic and submit only one application.

EDBSL website: [www.edbsl.net](http://www.edbsl.net)

## Article I. Registration Procedure

The registration period and deadline for applications are set each year by the DS Board.

### Section I.1 Creating an online account

Applicants should create an online account on the ADUM platform during the application period on a research topic chosen from the list offered on the Doctoral School of Biology and Health website.

### Section I.2 Submitting the application

The application is only considered final after receipt by electronic means, within the deadline, of the following items contained in a single file:

- a Curriculum Vitae including an email address and telephone number enabling the applicant to be contacted rapidly;
- an application letter, specifying the applicant's training and its relevance to the research topic, enabling significant progress to be made in the research project;
- a reference from the second year (*Master 2*) tutor;
- a reference from another researcher or research professor from the *Master 2*;
- a reference from the prospective thesis supervisor about the applicant that also certifies interaction with the applicant;
- the Master's transcripts as well as the final *Master 2* ranking (if available, if not the timetable for awarding final marks in the current degree); and
- the research proposal (5 pages maximum, using Arial 11 font, single spaced) which will be presented to the Doctoral School jury.

The applicant must explain:

- the methodology and means they intend to use for the research work entrusted to them within the regulation deadlines;
  - the skills acquired in line with the research topic;
  - arguments demonstrating their ability to carry out this research work.
- **a summary page of the *Masters 2* project or dissertation once it has been validated** (4,000 characters maximum, spaces included, using Arial 11 font, single spaced).

The requested documents must be submitted online via ADUM. No deadline extension shall be granted. The application must be submitted during the application period.

Applications will not be considered after the application deadline and no exceptions will be made.

The applicant must certify on their honour the accuracy of the information provided and declare that they have been warned that any inaccurate statement by them will lead to their disqualification from the entrance procedure.

The research project leader must approve the application in order for it to be examined by the Doctoral School.

### Section I.3 Reviewing applications

An email confirming eligibility or non-eligibility for the entrance procedure is sent after the application has been reviewed by the Doctoral School.

This eligibility may be invalidated up to the start of the entrance exam if missing documents are not produced between the application deadline and the date of the entrance exam (jury deliberation, research paper, etc).

The list of applicants eligible to take the exam is published on official notice boards (at the Doctoral School of Biology and Health, RDC Ouest, Faculty of Medicine, Research Branch) and on the Doctoral School's website.

## Article II. Examinations

### Section II.1 Convocation before the jury

The applicant shall be summoned to appear before the jury by email exclusively, a minimum of 10 days before the date of the exam. The interviews will be exclusively held remotely.

The convocation notice shall specify:

- the date, time and Zoom link for the exam;
- how the interview will be conducted;
- the timetable for the interviews;
- the jury composition;
- additional documents to be submitted during the interview.

The applicant must acknowledge receipt of the convocation notice by email.

The applicant must log on to the Zoom link at the date and time indicated on the convocation notice, with a photographic identity document (National Identity Card, passport, driving licence).

A provisional timetable for the exams is given to applicants via the Doctoral School's website.

## Section II.2 Jury composition

The jury for the award of doctoral contracts is composed of 4 sub-juries, made up of 8 to 10 members (excluding observers), sitting simultaneously.

## Section II.3 The Interview

**The jury's mission is to assess the applicant's ability to demonstrate their skills and capacity to carry out the proposed research project: the strength of their scientific background, definition of objectives, methodology used and the proposed timetable.**

### (a) Procedure

The Director of the Doctoral School and their coordinating assessors are responsible for the smooth running of the interview.

Any complaint from an applicant or thesis supervisor must, in order to be considered by the jury, be recorded in writing in the minutes by the jury coordinator, signed by them, specifying, in addition to information on the identity of the complainant, the subject and reason for the complaint. No appeal about the conduct of the interview shall be received after the end of the interviews.

The applicant presents their proposal on the topic chosen at the time of the application and no change can be taken into consideration on the day of the test. No change of sub-jury may be requested, either by the supervisor, or by the applicant.

Each applicant shall present themselves (one slide of personal presentation and then elements related to their M2 studies), they shall then present their research proposal. The applicant's presentation is limited to 10 minutes. The presentation will be followed by a 15 minute discussion, initiated by questions from jury members.

The criteria for assessment of the research project by jury members is mainly concerned with:

- the presentation and in particular the following elements:
  - strength of scientific background;
  - definition of objectives;
  - methodology;
  - proposed timetable;
- answers to questions.

The prospective supervisor(s) may attend the applicant's oral presentation and the discussion with the jury.

### (b) Applicant's behaviour

Despite the video-conferencing, each applicant must be alone during the presentation and must respect the allocated 10-minute time limit.

### (c) Jury's behaviour

Each jury member should assess the skills and competencies of the applicant and not make any value judgement that is not based on objective criteria, in particular with regard to the applicant's personality.

The discussion of jury members after deliberations must remain confidential.

#### (d) Minutes of the interview

Any incident or fraud reported or encountered by the applicants or any person authorised to be present at the interview during the exams shall be recorded in writing and signed at the end of the exam by the president(s) of the jury.

## Article III. Results

### Section III.1 Announcement

After deliberation, the jury ranks the applicants on merit.

The list of applicants selected for funding shall be established after discussion with the funding bodies.

No result shall be communicated by telephone.

The list of applicants proposed for a doctoral contract shall be set according to the decision on the number of contracts made available by the funding bodies.

The definitive list of contracts awarded shall be disseminated by the Doctoral School after the contract award meeting with the funding bodies.

The applicants shall be notified individually by email of the result.

The ranking of the applicants does not constitute a recruitment decision by the funding bodies, but allows them to obtain a contract for the academic year in question. The final award can only be made after successful validation of a Masters of Research in accordance with the conditions set out in the prerequisites on page 1.

### Section III.2 Appeals

The jury's decision is final and no appeal shall be admissible against the decisions taken in application of these regulations.

Only irregularities arising from legal or material errors can be rectified.