**Autorisation à diriger des recherches (ADR)**

**Application form**

**(*Version 1.6, as adopted in the Rectorate meeting of 12/02/19, incl. administrative editing on 01/12/2019, 02/11/2020; modification of table /new disciplines 05/01/2022, editorial edits 10/04/24*)**

**LEGAL BASIS**

1. Art. 21., Loi du 27 juin 2018 ayant pour objet l’organisation de l’Université du Luxembourg (UL)
2. Titre IV, Section1, du règlement d’ordre intérieur [ROI] de l’Université du Luxembourg

**Instructions**

We invite you to read the instructions below for information regarding each section of the form prior to filling it out. Once completed, please save the form as PDF before sending it.

**Applications will only be accepted in PDF format**.

**Required attachments:** Please attach a **recommendation letter** from the

* Dean of your UL faculty if you are affiliated to a faculty,
* Head of interdisciplinary centre if you are affiliated to an interdisciplinary center
* Head of your department if you are affiliated to an external institute/

This letter should clearly state their support of your application. The letter also needs to confirm that the department, faculty, or institute will reimburse the costs incurred at UL for your current application (for applications from inside UL, please provide a budget code).

**1. Personal details**: please provide relevant information in the designated fields. Please note that parts of this data will not be shared with the evaluators.

**2**. **Self-assessment and motivation:** please provide relevant information in the designated field (not more than 500 words)

* **Evidence of competences in line with the “R3 Established Researcher” profile of the European Framework for Research Careers sub-section:** please provide any additional information demonstrating mastery of both “necessary” competences as well as any relevant “desirable” competences in line with the “R3 Established Researcher” profile of the European Framework for Research Careers. The R3[[1]](#footnote-2) profile describes researchers who have developed a level of independence.

**3. Association and doctoral award discipline**: Please indicate your desired association to the Faculty/Interdisciplinary Centre, Doctoral Programme and the scientific discipline, in which you would like your future doctoral candidates to graduate.

**4. Employment and Professional Record:** please provide relevant information in the designated fields for your current position. For the “Employment History Record” please provide the title of any appointments or memberships, institution, and start and end dates (month and year).

**5. Educational Background and Awards**: please indicate, from most recent to earliest, all academic degrees obtained including name, level, (BA, BS, MBA, LLM, M.Sc., Ph.D., etc.), discipline(s), awarding institution, and date. We also invite you to provide any information regarding distinctions, awards or prizes received in relation to studies.

If you already hold supervision rights for doctoral candidates from another academic institution, please provide the title of the rights, awarding institution, date of award (month and date), and names and institutions of members of the committee awarding the rights. Please attach the report if available. Finally, you may provide any explanation supporting the grant of equivalent rights at the University of Luxembourg.

**6. Scientific Achievements:** please provide an overview of the nature of your research to date (research profile) as well as future planned research activities. In addition:

* **Publications sub-section:**  please provide information regarding the number of publications by type as well as references for papers published in internationally recognised peer-reviewed journals, and other publications. No particular referencing style is required. If your publishing activity was interrupted during the last five years, you may choose to provide details under the relevant sub-section.
* **Grants awarded sub-section**: please provide relevant information regarding project name, amount of award, date(s), co-investigators (if applicable) for each type of funding applicable.
* **Technology transfer subsection**: please provide relevant information regarding patent applications, patents awarded, and other commercialisation of research findings.

**7. Research Supervision Experience:** please provide information regarding supervisory experience for research projects at bachelor and degree level (sub-section) as well as doctoral or post-doctoral level including project/thesis name and candidate name. For doctoral candidates supervised, please indicate in addition start and end dates (month and year) as well as the type of supervision duties you may have covered. You are also invited to provide any information regarding:

* Activities in support of doctoral education or doctoral supervision: this may include, but is not limited to participation in supervision committees, teaching in transversal skills, summer schools, and mentoring; and
* Relevant training undertaken: this may include but is not limited to workshops on doctoral candidate supervision, research project supervision, research project management, and people management.

**8. Contribution to the University of Luxembourg:** You are invited to indicate any contacts within the University or a doctoral school, as well as any activities that you already undertake or plan to undertake. Please indicate the name of the person who is providing the support letter. Furthermore, please outline, how you would contribute to Doctoral Education and Training at UL aside the supervision of doctoral candidates.

**Additional information**

The University of Luxembourg collects and processes your personal data for the purpose to fulfil the legal requirements for the award of supervision rights as laid down in Art. 21. of the *Loi du 27 juin 2018 ayant pour objet l’organisation de l’Université du Luxembourg*. The UL processes your personal data only to the extent necessary to fulfil the purpose stated above. Providing UL the requested information is voluntary.

By filling in the form below and submitting it to the University of Luxembourg, you agree to the above stated.

**Evaluation procedure**

Your application will be assessed by a committee composed of internal and external members (the external evaluation is managed via the European Science Foundation). You will be notified by the Rector/Vice-rector’s decision by email. Please note that the evaluation reports are confidential documents and will not be shared with the applicants. The duration of the procedure is about 12 weeks (applicants will be informed of any delays).

1. PERSONAL DETAILS

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| **Last name:** | Click here to enter text. | **First name:** | Click here to enter text. |
| ***Date of birth (only UL external candidates)[[2]](#footnote-3):*** | Click here to enter text. | **Gender:** | Male [ ] Female [ ] Prefer not to say [ ]  |
| ***Place of birth (only UL external candidates)2:*** | Click here to enter text. | ***Country of birth (only UL external candidates) 2:*** | Click here to enter text. |
| ***Private address (only UL external candidates): 2*** | Click here to enter text. |
| **Personal webpage:** | Click here to enter text.  |
| **Budget Code to be charged for costs of external evaluators (only UL intern)** | Click here to enter text.  |
| **Date of completion of this application form**  | Click here to enter text.  |

1. SELF-ASSESSMENT AND MOTIVATION

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| **Please outline briefly (max 500 words) your qualification and motivation to supervise doctoral candidates**, **in line with the “R3 Established Researcher” profile of the European Framework for Research Careers** |
| Click here to enter text. |

1. ASSOCIATION AND DOCTORAL AWARD DISCIPLINE

Please indicate your desired association to the Faculty/Interdisciplinary Centre, Doctoral Programme and the scientific discipline, in which you would like your future doctoral candidates to graduate.

* The choice of FC/IC will have an influence on the makeup of your evaluation committee. You can choose **only one FC or one IC**.
* The choice of the Doctoral Programme will have an influence on the makeup of your evaluation committee. You can choose **one Doctoral Programme**. Multiple programme affiliations are possible after the award of the ADR.
* You can choose **one award discipline**.

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| **DS** | **FC/IC** |  | **Doctoral Programme** |  | **Discipline** |
| **DSSE** | [ ] **FSTM** [ ] **SnT** [ ] **LCSB** |[ ]  DP Systems and Molecular Biomedicine |[ ]  Sciences Exactes et Naturelles |
|  |  |[ ]  DP Physics and Material Sciences |  |  |
|  |  |[ ]  DP Maths and Applications |  |  |
|  |  |[ ]  DP Doctoral Programme in Complex Systems Science  |[ ]  Sciences Exactes et Naturelles |
|  |  |  |  |[ ]  Sciences de l’Ingénieur  |
|  |  |[ ]  DP Computer Science and Computer Engineering |[ ]  Informatique |
|  |  |[ ]  DP Engineering |[ ]  Sciences de l’Ingénieur  |
| **DSHSS** | [ ]  **FHSE** [ ]  **C2DH** |[ ]  DP Psychology |[ ]  Psychologie |
|  |  |[ ]  DP Education |[ ]  Sciences de l’Education |
|  |  |[ ]  DP Humanities |[ ]  Sciences Humaines |
|  |  |  |  |[ ]  Sciences du Langage |
|  |  |  |  |[ ]  Histoire |
|  |  |  |  |[ ]  Philosophie |
|  |  |  |  |[ ]  Lettres |
|  |  |[ ]  DP Social Sciences |[ ]  Géographie |
|  |  |  |  |[ ]  Architecture |
|  |  |  |  |[ ]  Sociologie |
|  |  |  |  |[ ]  Sciences Politiques |
|  |  |  |  |[ ]  Sciences Sociales |
| **DSEFM** | [ ]  **FDEF** |[ ]  DP Economics and Management |[ ]  Sciences Economiques |
|  |  |  |  |[ ]  Gestion |
|  |  |[ ]  DP Finance |[ ]  Finances |
| **DSL** |  |[ ]  DP Law |[ ]  Droit |

SECTION 4: EMPLOYMENT AND PROFESSIONAL RECORD

|  |  |
| --- | --- |
| **Current position (Exact job title):** | Click here to enter text. |
| **Institution, Department:** | Click here to enter text. |
| **Institution address:** |  |
| **Contact phone**(professional): | Click here to enter text. | **Contact email**(professional): | Click here to enter text. |
| **Date appointed to current position:** | Click here to enter text. |
| **Work contract type: permanent or fixed-term** | Click here to enter text. |
| **In case of fixed-term work contract: end-date:** | Click here to enter text. |
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| **Employment History Record:** (list most recent first) |
| Appointment | Start date | End date | Institution |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| Memberships (boards, committees…) |  |  |  |
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SECTION 5: Educational background And Awards

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| **Academic degrees obtained (BA, BS, MA, M.Sc., MBA, Ph.D., LLM, etc.):** (name, level, discipline(s), institution, from most recent to earliest) | **Year of graduation** |
| Click here to enter text. | Click here to enter text. |
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| Click here to enter text. | Click here to enter text. |
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| **Other information (including prizes and awards):** (½ page maximum)  |
| Click here to enter text. |

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| **If applicable: supervision rights awarded by another academic institution:**(e.g. HDR (F), Habilitation (D), Abilitazione (IT), Habilitación (ES)) |
| **Title:** | Click here to enter text. |
| **Date granted -** | Click here to enter text. | **University:** | Click here to enter text. |
| **Committee members:** |
| Click here to enter text. |
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| **Report** (if available, please attach) |
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| **Justification for equivalence:** (10 lines maximum) |
| Click here to enter text. |

SECTION 6: SCIENTIFIC ACHIEVEMENTS

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| **Brief summary of research profile:** (½ page maximum) |
| Click here to enter text. |
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| **Brief summary of planned research fields or topics :** (½ page maximum) |
| Click here to enter text. |
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| **Publications** (please highlight your name in the bibliography where applicable) |
| 1. Number of publications by type
 |
| Type | Total | Last 5 years |
| Refereed journal publications | Click here to enter text. | Click here to enter text. |
| Authored books | Click here to enter text. | Click here to enter text. |
| Edited books | Click here to enter text. | Click here to enter text. |
| Book chapters | Click here to enter text. | Click here to enter text. |
| Refereed conference publications | Click here to enter text. | Click here to enter text. |
| Other scientific publications | Click here to enter text. | Click here to enter text. |
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| 1. List of refereed papers published in internationally recognised peer-reviewed journals:
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| Click here to enter text. |
| 1. List of other major publications, including authored and edited books, book chapters, refereed conference publications (last five years):
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| Click here to enter text. |
| 1. Conferences/Workshops: Invited talks
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| Click here to enter text. |
| 1. Organisation of Conferences/Workshops:
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| Click here to enter text. |
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| **Grants awarded to applicant as principal investigator (PI), co-PI or Work-package leader in the last five years** (please indicate: project name, amount of award, date(s), co-investigators (if applicable)) |
| 1. National Research Funds (FNR, L): (list)
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| Click here to enter text. |
| 1. Funding from EU, trusts or other sources: (list)
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| Click here to enter text. |
| 1. Funding from trade and industry and public authorities: (list)
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| Click here to enter text. |
| 1. Other funding: (list)
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| Click here to enter text. |
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| **Technology Transfer** (patents awarded, patent applications, and other commercialisation of research findings) |
| Click here to enter text. |

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| **Science communication to lay audiences and outreach to the general public** |
| Click here to enter text. |

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| **Extenuating circumstances which have impacted research output in the last five years:** |
| Click here to enter text. |

SECTION 7: Research supervision experience

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| **Research project supervision (Bachelor, Master level):** (last five years, if any) |
| Click here to enter text. |
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| **Doctoral candidates** and/or post-doctoral researchers **(please add more lines as needed):** |
| Candidate name | (Working) title of thesis/project | Type of supervision carried out[[3]](#footnote-4) | Institution | Start date | End date |
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| **Other involvement in doctoral supervision and educational activities/teaching (transversal skills, summer schools, mentoring, etc.; you may indicate the hours)** |
| Click here to enter text. |
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| **Relevant training undertaken (workshops on doctoral candidate supervision, research project supervision, research project management, people management, etc.):** (name, type, and dates) |
| Click here to enter text. |

SECTION 8: contribution to the University of Luxembourg

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| **Please indicate any UL doctoral school with which you have ties:** |
| Click here to enter text. |
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| **Application supported by:** (Please indicate the name and position of the author of the **annexed recommendation letter** - provide name, phone number and Email) |
| Click here to enter text. |
|  |
| **Please describe how you are planning to contribute to doctoral education and training at UL besides doctoral supervision:** (training, summer schools, teaching hours, public outreach, etc.) |
| Click here to enter text. |

1. https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors [↑](#footnote-ref-2)
2. Please note that data marked in orange will not be shared with the evaluators and is only requested for the University’s HR department. [↑](#footnote-ref-3)
3. This includes co-supervision, participation in supervisory committees, etc. [↑](#footnote-ref-4)