How do you submit the self-evaluation files?

Evaluation campaign 2020-2021 (group B)

Self-evaluation files are submitted via the PELICAN joint exchange platform (https://www.collecte.evaluation-contractualisation.fr) established by Hcéres and the French Ministry of Higher Education, Research and Innovation. The information entered and transmitted by institutions and organisations is used by Hcéres and experts to perform the evaluations.

The application period will begin in April-May 2020 to enable institutions to start submitting their files prior to the deadline for submissions. Access to the application procedure is secure and requires a username and password. These will be issued by Hcéres after receipt of the generic email address that will be used as the username, which must be transmitted by each institution to aide.pelican@collecte.evaluation-contractualisation.fr, by 6 March 2020. Hcéres will also use this address to send institutions information about the half-day presentations on the PELICAN platform, the start of the application period, and the transmission of the institutions’ evaluation reports.

Evaluation files are submitted in 2 stages:

1. Checking and addition of information to the pre-entered data on the forms. The online forms are used to provide a description of each evaluated entity (managers, contact details, parent institutions and bodies, disciplines, etc.). Certain data are pre-entered according to the lists of entities to be evaluated that are sent to Hcéres, and/or standards known to the Ministry (RNSR, etc.). For the best results, institutions are strongly advised to complete these forms as soon as the PELICAN platform is launched. This will save time when it comes to the final submission of the documentation included in the self-evaluation files.

2. Submission of different files followed by confirmation of the submission.

Until the submission of the files has been confirmed, changes can still be made to the files and the evaluation cannot begin. Users requiring any additional information about the PELICAN platform can consult the online user guides which require no prior authentication, and the guides to the submission of files for each type of evaluation (territorial coordinations, institutions, research, study programmes and doctoral schools). The files must not exceed 50 MB in total, which means that the number of logos, images and copies of Web pages must be minimised.

If you encounter problems

- concerning the content of the files to be submitted: consult the list of contacts for each type of evaluation;
- of a technical nature (e.g. login issues, problems locating your file): please email aide.pelican@collecte.evaluation-contractualisation.fr.