



Research Evaluation Department

# GUIDELINES FOR THE WRITING OF A RESEARCH UNIT'S SELF-ASSESSMENT DOCUMENT

—  
**EVALUATION CAMPAIGN 2022-2023**  
GROUP C

October 2021



The self-assessment file of the research unit, to be submitted on the Pelican application, includes **four elements**:

- 1- **a self-assessment document (DAE)**: framework downloadable from the Hcéres website ;  
Two types of framework are available depending on the structure of the unit: one for a single-team unit and one for a multi-team unit.  
Each type of framework is available in French and English.
- 2- **an Excel file « Données de caractérisation »** (Characterisation data): table downloadable from the Hcéres website ;
- 3- **an Excel file « Données de production et d'activités »** (Production and activity data): table downloadable from the Hcéres website ;
- 4- **a portfolio** representative of the unit's production and activities (see appendix of the DAE): framework downloadable from the Hcéres website. The unit is requested to create a zip file containing the introduction to the portfolio and its constituent documents. For documents larger than 50 MB, the unit can create a link and insert it in the portfolio introduction document.

You will find below advices on how to complete the document, based on the review of the past period.

The unit submits a self-assessment document corresponding to its structuring on December 31, 2021, accompanied by a single "Characterisation data" file, a single "Production and activity data" file and a single portfolio, regardless of any restructuring that may have taken place during the current contract.

In the case of a merger of 2 units during the current contract, the resulting unit submits a self-assessment file, comprising the 4 elements, each of which includes the compiled data of the 2 merged units.

In the event of a split into two units during the current contract, each of the two new units submits a self-assessment file comprising the 4 elements, each of which includes only the data of the new unit concerned.

### Assessment level

Domains 1 and 2 are assessed at the unit level, domains 3 and 4 at the level of each team. Only the team structure is evaluated. Consequently, the axes and themes are not considered for the evaluation.

### Period covered by the evaluation

The results and self-assessment of the research unit will be presented for the January 1, 2016 to December 31, 2021 period, ie six years (or since the creation of the research unit, if it took place after January 1, 2016).

### Document size

The self-assessment document, including the PDF self-assessment document and the 2 Excel files, should not exceed 50 MB. The portfolio can exceed 50 MB.

### Writing language

The unit can choose to write the self-assessment document in French or English.



2 rue Albert Einstein  
75013 Paris, France  
T. 33 (0)1 55 55 60 10  
hceres.com

High Council for evaluation of research and higher education