SPECIFICATIONS - Candidates
Use of telecommunications media for interview

REFERENCE texts:
- Article L. 952-6-1 of the French Education Code
- Articles 9 and 9-2 of amended decree no. 84-431 of 6 June 1984 setting common statutory provisions applicable to research professors and placing special emphasis on bodies of university professors and lecturers.
- Decree no. 2008-333 of 10 April 2008 on selection committees for research professors (official journal of 12 April 2008)
- Ministerial decree of 17 November 2008 setting the means of using telecommunications media (official journal of 25 November 2008)

As provided in the text

The text from November 2008 for the operation of selection committees allows the use of telecommunications media, particularly video conferencing. Both committee members and candidates may request to use this medium. The sole reason to refuse a candidate’s request to use video conferencing is “the impossibility of respecting the technical guarantees given in Art. 5 at the time of the request”. Refusal based on any other grounds would be illegal.

Universities deciding to provide this option must create a specific set of specifications.

Methods put in place by the University of Clermont-Auvergne

I. Technical constraints

- Authorised forms of telecommunication
  The use of video conferencing alone is authorised to the exclusion of all other media.
    - Equipment: compatible IP-type video conferencing
    - Software: absolutely excludes Skype and all other communication software

- Equipment available to UCA.
  In order to respond to all requests (therefore for security purposes), operating sites have each identified a local IT engineer.

- The standards to respect
  In all cases, UCA equipment makes it possible to carry out video conferencing using IP protocol (in accordance with standard h323).
• **Guarantees to provide** (Art. 5 of the decree of 17 November 2008)

To guarantee the effective participation of selection committee members, it should be possible to identify persons at all times and ensure that only those who are authorised are present in the video conferencing rooms.

Institutes must ensure:
- a continuous output of image and sound
- the security and confidentiality of data transmitted
- the reliability of the equipment used and the technical staff who are likely to become involved;
- authentication of the people present at the meetings

II. **Remote institutes are likely to host candidates in the competitive exam who will choose this option** :

Articles 3 and 4 of the decree of 17 November 2008 on “the establishment of a ministry for higher education, Local Education Authorities, other foreign research organisations or higher education institutes, diplomatic missions and overseas French consulates”.

In the event that a candidate requests to use video conferencing, a person belonging to and with responsibility within the remote institute must accept being the contact person who will ensure that the required conditions are met for an interview as part of the competitive exam in a recruitment process (identification of candidate, reliability and confidentiality of the host venue for the candidate and the data sent).

III. **Time constraints**

The sessions must be held from Monday to Friday between 9 a.m. and 4 p.m. in local French time.
I. How to submit a request.

Upon receipt of his/her invite, the candidate must make an explicit request in writing to the president of the selection committee that explains his/her particular constraints.

E-mails will be accepted.

Without delay, they will provide the possible times for the scheduled interview date.

The president shall ensure that the room is available.

In the event that the candidate is unable to attend at any of the times proposed by the president of the selection committee due to external limitations (e.g. time difference, unavailable remote location, etc.) and in the event that using video conferencing is not possible for technical reasons, the candidate’s request must be rejected with justification.

The president of the selection committee shall keep records of all correspondence with the candidates.

II. Formalising the request and acceptance by UCA

The president of the selection committee shall send to the candidate the UCA form outlining the methods for using video conferencing (cf. document “Candidate request form”). The candidate shall send back the signed form at least five working days before the interview date given on the form.

III. Interview process

- Opening of the session
- attendance of the candidate and the sole contact person at the remote site.
- the contact person shall confirm
  - his/her identity,
  - the identity of the candidate
  - and that no-one else, other than the candidate, is present in the room and guarantee that the conditions are the same for all other candidates.
- Tests of the specific technical equipment requested by the candidate (e.g. projectors) may be repeated.
- the president of the selection committee shall remind the candidate of the rules to be respected: he/she must not leave and must speak in French.
- Confirming that the physical conditions are met:
  - good sound and image on both sides,
  - the candidate can see all committee members
  - and there is a wide view of the candidate for the committee,

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1 Someone who is a member of the remote site must be indicated on the candidate’s request form. He/she shall undertake to ensure the conditions for conducting an interview by a competitive exam panel.
• the president of the committee shall inform the candidate of the time that he/she has and the time in France at the start of the interview. The candidate shall also be told the interview duration and receive a signal when the interview is finished.

• The interview shall start once the external person has left the hall.