# Document 4.1

**PhDs Recruitment**

**Evaluation Guide**

**PROJECT LOGO**

**BoostUrCAreer**

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The hereby guideaims at providing evaluators with detailed explanations about the evaluation criteria and processes regarding PhD applications.

# Project Timeline





**Project selection phase**:



**Application phase**:



**Evaluation phase:**



**ESRs appointment :**

# Evaluation process and criteria

## Administrative eligibility check

The applicants were asked to submit an online application file that included the following documents in English :

* the application form
* a cover letter describing their motivations and professional project
* a curriculum vitae
* an abstract for the project they are applying for
* grade transcripts for their Bachelor’s and Master’s degrees (when possible)
* Bachelor’s and Master’s diplomas (when possible)
* Scientific production (if any)
* Contact information of 2 references

## Academic screening – evaluation criteria and scoring

After the administrative check, relevant applicants will be pre-selected by the recruitment committee on the basis of:

* Academic background (applicants must have a master’s degree or an international equivalent)
* Curriculum vitae
* Appropriateness between the candidate background and the project
* Applicant’s motivation and professional project

The criteria that the recruitment committee will rely on for the academic screening are specified and organised according to the following principles:

|  |  |
| --- | --- |
| **Motivation (50% of the overall grade)** | **Academic excellence (50% of the overall grade)** |
| Overall motivation and Mobility experience (disciplinary, professional and/or geographic and/or potential career breaks) | Quality of the academic curriculum and records |
| Motivation for an inter-disciplinary and inter-sectoral programme | Appropriateness between the candidate background and the project and as well as the applicant’s career plan |

The recruitment committee will review each application file as described above (M3). To support the evaluators in their task and guarantee full transparency in their evaluation, the programme office will provide them an audit grid evaluators will have to follow.

Applicants with mobility experience(s) (international and/or intersectoral and/or interdisciplinary) will be favoured and receive 2 extra points per mobility experience.

Each criterion will be marked from 0 to 5. To be eligible for an interview, applications must have a minimum of 14/20.

The President of the recruitment committee will distribute the applications received to two distinct evaluators who must return the audit grid completed.

## Interviews – evaluation criteria and scoring

Each interview will be conducted in English, they will last 30 minutes maximum and consist in a presentation of the project by the applicant followed by a session of questions and answers by the recruitment committee (as defined in the previous step). Interviews will be marked out of 20 following the same scoring system that during the academic screening.

|  |  |  |
| --- | --- | --- |
| **Motivation (40% of the overall grade)** | **Academic excellence (40% of the overall grade)** | **Personal skills (20% of the overall grade)** |
| Professional project after graduation | Candidate appropriation of the subject (theoretical knowledge of the research theme and the considered methodology and the overall research environment) | Communication and interpersonal skills |
| Potential of the researcher to reach professional maturity/independence after the fellowship | Quality of the responses given during the Q&A session | English language proficiency (applicants need to have at least a C1 level in English) |

Applicants with mobility experience(s) (international and/or intersectoral and/or interdisciplinary) will be favoured and receive 2 extra points per mobility experience.

All candidates will be ranked according to their interview score and the 7 applicants with the top grades will be selected for the programme fellowships and notified of the decision.

The other applicants will be put on a reserve list, in case one of the top candidates no longer wishes to join the programme.

The recruitment committee will set up an evaluation report for each applicant.

## Notification of decision

No later than two weeks after the last interview, the programme office will send a personalised notification of decision to all applicants. Every applicant will also receive his or her evaluation report.

Candidates selected for funding will be contacted separately to inform them of the procedures ahead (registration at the Doctoral Schools, tuition fees, immigration requirements and procedures for EU nationals and non-EU nationals, accommodation possibilities, healthcare system registration, bank information, and more generally all services offered by UCA Welcome centre to be expected, etc). They will also receive an official job offer by mail.

# Ethics and deontology

The programme will enforce a strong equal-opportunity policy to foster the selection of candidates from background that are underrepresented in academic and industrial research. These include women, disabled persons, displaced persons, communities stemming from immigration, nationals of developing countries. A particular effort will be made to ensure that all applications are treated similarly and fairly, independently of the social, cultural and geographical origin of the applicant.

Everyone involved in the selection process of the projects and the PhD fellows will have to respect the EU Code of Conduct for Recruitment. They will be briefed on potential bias (cultural, gender, etc.) by the UCA ethics officer prior to the Call for applications.

A member of the UCA ethics committee will supervise the whole recruitment process to make sure that there is no conflict of interest in the nomination of the reviewers. All members of the recruitment committee (internal and external) will have to sign a non-disclosure agreement and a statement on the absence of conflict of interest.

The ethics officer is responsible for observing that the selection process has been fair.