



## GUIDELINES FOR EVALUATORS

MSCA COFUND DOC2AMU

3I Doctoral Programme

Call for Applications- Stage 2



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## 1. GENERAL

The DOC2AMU 3I Doctoral Programme is an innovative doctoral programme coordinated by the Doctoral College of Aix-Marseille University (AMU) and managed by Protisvalor Méditerranée. DOC2AMU receives funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No713750, and is cofinanced by the Regional Council of Provence-Alpes-Côte d’Azur and by the A\*MIDEX Foundation.

The present Guidelines for Supervisors are published, as DOC2AMU is compliant with the Code of Conduct for the Recruitment of Researchers, the European Charter for Researchers and with the ethical procedures and regulations of the Commission. The thesis projects’ supervisors and co-supervisors carry out this stage of the evaluation of candidates. The evaluation and selection process will comply with the Guide for Candidates – Marie Skłodowska-Curie actions, Co-funding of Regional, National, and International Programmes (COFUND):

([http://ec.europa.eu/research/participants/portal/doc/call/h2020/msca-cofund-2015-dp/1652606-guide-for-candidates-2015\\_en.pdf](http://ec.europa.eu/research/participants/portal/doc/call/h2020/msca-cofund-2015-dp/1652606-guide-for-candidates-2015_en.pdf) )

## 2. CODE OF CONDUCT FOR SUPERVISORS



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When evaluating applications for their thesis projects in the DOC2AMU programme, supervisors agree to abide by the following rules:

- Before being granted access to applications and commencing their work, supervisors will have to read and accept an **agreement of absence of conflict of interest and of impartial evaluation**. Under the terms of this agreement, the supervisors must disclose beforehand any known conflicts of interest, and immediately inform the DOC2AMU Project Management Team<sup>1</sup> if such conflicts become apparent during the course of the evaluation. The DOC2AMU Project Management Team will take whatever action is necessary to eliminate such conflicts, as described in section 3 of the present Guidelines.
- The supervisor will be held personally responsible for **maintaining the confidentiality** of any documents or electronic files sent.
- All eligible candidates are evaluated **against the criteria established in this document**. Evaluation is performed according to the Evaluation Grid in Section 4 of the present Guidelines.
- The task of a supervisor is to participate in the **confidential, fair and unbiased** evaluation of each candidate according to the criteria of the DOC2AMU programme. The supervisor must invest her/his best efforts to do so, and subsequently deliver **a high quality work**. They are expected to be **independent, impartial and objective**, and to behave in a professional manner throughout the process.
- Supervisors **may seek further information** (i.e.: on the internet, specialized databases, etc.) for completing the examination of applications. Supervisors must not disclose the contents of applications or information on candidates to third parties (i.e.: colleagues, students, etc.).
- Supervisors are required to comply strictly with any rules defined by the DOC2AMU Selection Committee to ensure confidentiality of the evaluation. Failure to do so may result in the exclusion from current and future evaluation processes.

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<sup>1</sup> The DOC2AMU Project Management Team is composed of the Project coordinator, the European Project Manager and the Financial Manager.



### 3. HANDLING OF CONFLICTS OF INTEREST

After reading and accepting the code of conduct for supervisors, and after reviewing the applications, the supervisor will notify the DOC2AMU Project Management Team of any possible conflict of interest.

In a conflict of interest, a supervisor is involved in at least one of the following or similar situations regarding at least one of the applications for which evaluation is requested:

- A supervisor is in a kinship relation with the candidate.
- A supervisor has some other professional/business relation with at least one of the applications
- Supervisors who have been in a student/professor relationship with the person involved in the application, having less than 5 years of scientific autonomy or in any other professional relationship in the last 3 years.
- A supervisor who has co-authored publications with the applicant in the last 5 years.
- A supervisor that may have any other relationship with a candidate affecting his/her impartiality.

**A supervisor in a conflict of interest cannot evaluate the application to which the conflict of interest relates. If the case presents, the experts of the DOC2AMU Selection Committee will evaluate the application concerned by the conflict of interest.**

Members of the DOC2AMU Project Management Team and the DOC2AMU Selection Committee, and their families may not compete in the frame of the DOC2AMU Calls for Candidates. In case of other forms of personal relationships between a member of the DOC2AMU Project Management Team and/or the DOC2AMU Selection Committee and the candidate, the DOC2AMU Selection Committee member and/or the DOC2AMU Project Management Team member must disclose such possible conflicts of interest on one or more applications once information of the applications is presented.



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In case a conflict of interest is not fully described in this document, the DOC2AMU Selection Committee will make the final decision as to whether the particular supervisor may participate in the evaluation procedure or not, and whether to accept the evaluation report.

## 4. EVALUATION AND SELECTION

### BEFORE THE EVALUATION

Eligibility criteria for each application are checked before the evaluation begins. Applications that do not fulfil these criteria will not be included in the evaluation. An application will **only** be considered eligible if it meets these criteria:

- Doctoral School requirements in terms of marks, experience, or any other matter that is a prerequisite to enrolment to the doctorate programme (not all Doctoral Schools have specific requirements; they will be indicated in each call for candidates if appropriate),
- Be **in the first four years** (full-time equivalent research experience<sup>2</sup>) of their research careers (career breaks excluded<sup>3</sup>) and **not yet been awarded a doctoral degree**,
- Be at the time of recruitment, **in possession/or finalizing the master degree** or equivalent degree which would formally entitle to embark on a doctorate,
- Be **available** to engage in the programme,
- At the time of recruitment, **not to have resided or carried out their main activity** (work, studies, etc.) **in France for more than 12 months in the 3 years immediately prior to the reference date (doctoral thesis starting date)**. Compulsory national service and/or short stays such as holidays in France are not taken into account.

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<sup>2</sup> Full-time research experience as defined by the European Commission is calculated from the moment a diploma allowing to embark on a doctorate (e.g., Master's degree) is obtained.

<sup>3</sup> Career breaks are defined as any period where the researcher did not partake in research activity, (research activity includes working on papers, being employed in the field of research and/or in a field related to the subject of research, partaking in summer school or other programs, etc.) Career breaks can take the form of parental leave, sick leave, unemployment without research activity, etc.



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All applicants will receive a receipt of application. Applicants who do not pass the eligibility check will be informed by email and the reason(s) for rejection will be concisely stated.

**INDIVIDUAL EVALUATION OF APPLICATIONS**

After the closing date of this call for applications, the Project Management Team dispatches eligible applications to their respective thesis supervisors via the online portal. The supervisors will carry out an evaluation of applicants and will select and support **one** candidate per thesis project. The selection criteria for this selection stage are:

| <b>Evaluation criteria</b>   |  |
|--|--|
| <p>Criterion 1: University curricula, academic background matching with the research project, and academic records at master level or equivalent degree level: scoring 35%</p>   | <ul style="list-style-type: none"> <li>✓ How does the academic background correspond to what is asked for in the thesis project?</li> <li>✓ Rate the quality of the academic curriculum.</li> <li>✓ Rate the candidate’s academic records.</li> </ul>  |
| <p>Criterion 2:<br/>Previous experience in interdisciplinary research or interdisciplinary character of his/her academic education, Internships in an academic or non-academic environment, experiences in foreign countries ; scoring 15%</p> | <ul style="list-style-type: none"> <li>✓ Does the candidate have experience in interdisciplinary research, and/or is there an interdisciplinary component to his/her academic training?</li> <li>✓ Has the candidate performed internships, either in the non-academic or in the academic world?</li> <li>✓ Does the candidate have international experience?</li> </ul> |
| <p>Criterion 3:<br/>Creative and innovation potential, ability to go beyond expected paths; scoring 15%</p>  | <ul style="list-style-type: none"> <li>✓ Based on the information provided by the candidate in the application (cover letter and recommendation letter are good sources for this criterion), rate the creative and innovative potential of the</li> </ul>  |



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|  | <p>candidate.</p> <ul style="list-style-type: none"> <li>✓ Has the candidate shown creative thinking in the past?</li> </ul>   |
| <p>Criterion 4:<br/>Motivation of the candidate for research with interdisciplinary/inter-sectorial dimension; scoring 25%</p> | <ul style="list-style-type: none"> <li>✓ Based on the information provided by the candidate in the application (cover letter and recommendation letter are good sources for this criterion), rate the candidate's interest for interdisciplinary research.</li> <li>✓ Rate the candidate's interest for intersectoral research.</li> </ul> |
| <p>Criterion 5:<br/>Professional project after graduation ; scoring 10%</p>  | <ul style="list-style-type: none"> <li>✓ Rate the candidate's professional project after graduation: feasibility, planning, originality, etc.</li> </ul>   |

Evaluation scores will be given for each of the five criteria. Each criterion will be scored out of 5. A score 0 means that the application fails to address the criterion under examination or cannot be judged due to missing or incomplete information. A **score 1** means **poor** and, therefore, that the criterion is addressed in an inadequate manner, or there are serious inherent weaknesses. A **score 2** means **fair** and, therefore, that while the application broadly addresses the criterion, there are significant weaknesses. A **score 3** means **good** and, therefore, that the application addresses the criterion well, although improvements would be necessary. A **score 4** means **very good** and, therefore, the application addresses the criterion very well, although certain improvements are still possible. A **score 5** means **excellent** and, therefore, that the application successfully addresses all relevant aspects of the criterion in question.

- **Only applications scoring a minimum of 12 points will be considered for selection.**
- **One application will be selected per thesis project and considered for Stage 3 of the evaluation process.**



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- **Applications scoring above 12 but which are not selected will be placed on a wait list, and might be contacted should be selected candidate refuse the interview invitation.**

The selection process will take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence will also be considered. Career breaks or variations in the chronological order of CVs will not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, will be considered as a valuable contribution to the professional development of a researcher.

The evaluation of applications will be conducted through a specific online evaluation tool. Instructions and applications to be evaluated will be communicated to supervisors by the Project manager once the Call for Applications has closed.

### CONSENSUS MEETING

A selection meeting involving the DOC2AMU project management team and the internal experts will follow. This meeting will review the process to ensure that fairness has been displayed at all levels of the evaluation (on conflicts of interest, gender balance, career breaks, etc.) and in achieving consensus. The project manager will record the agreed points.

### OUTCOME OF CONSENSUS

Applicants that successfully pass the selection process and are shortlisted for final selection will be contacted and invited to come to Marseille for an interview, when possible for them to come to France without a visa. Funds are intended to allow the applicants to travel and lodge in Marseille for two days. Applicants unable to come to Marseilles for these two days will the interviewed on the same dates by videoconference. Supervisors will be encouraged to coach their candidate and to have them visit their laboratories during this stay (any stay longer than two days will not be covered by DOC2AMU).



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Selected applicants will have 7 days from the notification of selection to accept the invitation to the interviews. Should a selected applicant not give a positive answer within this imparted time, the next applicant on the list will be offered the interview invitation.

The DOC2AMU Redress Procedure Following the Decision of the Selection Committee can be found on the website at: <http://doc2amu.univ-amu.fr/en/application-information/overview-of-the-selection-process-and-guidelines-for-supervisors>

Please note that applicants will be entitled to ask for anonymous copies of their evaluations.

Each doctoral supervisor will prepare a letter of introduction on the selected applicant that will be added to the application documents for the third stage of the selection process.

Interviews are Stage 3 of the Selection process. The 22 preselected candidates will be invited for an interview in Marseille, and the Final Selection Committee will choose up to 11 project/candidate pairs.

Guidelines for Evaluators are also published for the Call for Proposals (Stage 1) and for the Final Selection Committee (Stage 3).

## 5. ADDITIONAL INFORMATION

All inquiries should be addressed to the DOC2AMU Project manager, Ms. Sarah SAWYER:

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Phone: + 33 04 91 99 85 95