



GUIDELINES FOR EVALUATORS

MSCA COFUND DOC2AMU

3I Doctoral Programme



2nd Call for Candidates- Stage 3

CONTENT

1. INTRODUCTION	1
2. CODE OF CONDUCT FOR EVALUATORS	2
3. HANDLING OF CONFLICTS OF INTEREST	3
4. SELECTION OF EVALUATORS	5
5. EVALUATION AND SELECTION	6
Before the evaluation	6
INDIVIDUAL INTERVIEWS OF CANDIDATES	7
Selection committee meeting	9
Outcome of consensus	10
6. ADDITIONAL INFORMATION	10
ANNEX I: declaration OF NON-DISCLOSURE/CONFIDENTIALITY AND CONFLICT OF INTEREST / <i>DECLARATION SUR L'HONNEUR DE CONFIDENTIALITE ET D'ABSENCE DE CONFLIT D'INTERET</i>	11
ANNEX II: EVALUATION GRID	14

1. INTRODUCTION

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 Evaluators 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 DOC2AMU Final Selection Committee carries out the evaluation of candidates. This Committee is composed of **independent external experts**, the **director of the Doctoral College (coordinator of the programme)**, the **five**

GUIDELINES FOR EVALUATORS

MSCA COFUND DOC2AMU

3I Doctoral Programme



2nd Call for Candidates- Stage 3

interdisciplinary and intersectoral Research Poles (PR2I) coordinators of AMU, a representative of the PACA Regional Council, an external MSCA expert, a representative of the programme's non-academic partners, and the European Project Manager. 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

2. CODE OF CONDUCT FOR EVALUATORS

By agreeing to become an expert-evaluator for the DOC2AMU Selection Committees, experts agree to abide by the following rules:

- Before being granted access to applications and commencing their work, evaluators will have to read and accept a **declaration of confidentiality and of impartiality** (Annex I of these Guidelines for Evaluators). This agreement requires experts to maintain strict confidentiality with respect to the entire evaluation process, during and after the evaluation. Under the terms of this agreement, the experts must disclose beforehand any known conflicts of interest, and immediately inform the DOC2AMU Project Management Team (PMT)¹ if such conflicts become apparent during the course of the evaluation. The DOC2AMU PMT and the DOC2AMU Selection Committee will take whatever action is necessary to eliminate such conflicts, as described in section 3 of the present Guidelines.
- The evaluator will be held personally responsible for **maintaining the confidentiality** of any documents or electronic files sent.
- Under no circumstance may an evaluator attempt to **contact a candidate** on his/her own account, either during the evaluation or afterwards. No application may be modified after the closing date of the call for applications (April 10th, 2017).

¹ The DOC2AMU PMT is composed of the Project coordinator, the European Project Manager and the Financial Manager.

GUIDELINES FOR EVALUATORS

MSCA COFUND DOC2AMU

3I Doctoral Programme

2nd Call for Candidates- Stage 3

- All eligible candidates are evaluated **against the criteria established by the DOC2AMU Guidelines for Candidates**. Evaluation is performed during interviews, according to the Evaluation Grid in Annex 2 of the present Guidelines.
- The task of an evaluator is to participate in the confidential, fair and unbiased evaluation of each candidate according to the criteria of the DOC2AMU programme. The evaluator 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.
- The evaluator works as an **independent person**. Such a person is deemed to work in a personal capacity and, in performing the work, does not represent any organisation, employer, country or any other entity.
- Evaluators may not **discuss any application with others**, including other evaluators, before the Final Selection Committee meeting. All members of the Final Selection Committee will attend the interviews in person.
- Evaluators **may seek further information** (i.e.: on the internet, specialized databases, etc.) for completing the examination of applications. Evaluators must not disclose the contents of applications or information on candidates to third parties (i.e.: colleagues, students, etc.).
- Evaluators 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.

3. HANDLING OF CONFLICTS OF INTEREST

After reading and accepting the code of conduct for evaluators, and after reviewing the applications, the evaluator will notify the DOC2AMU PMT of any possible conflict of interest.

In Stage 3 of the DOC2AMU selection process, three individuals submit an application: the PhD candidate, the thesis director and the thesis co-director. Conflicts of interest can occur about either three persons.

Conflict of interest can be **direct** or **indirect**.

GUIDELINES FOR EVALUATORS

MSCA COFUND DOC2AMU

3I Doctoral Programme

2nd Call for Candidates- Stage 3

In a **direct** conflict of interest, an evaluator is involved in at least one of the following or similar situations, regarding at least one of the thesis projects for which evaluation is requested:

- A person is a team member, or a consultant in one of the thesis projects, or was involved in the preparation of such a thesis project.
- A person is in a kinship relation with any of the persons submitting the application.
- A person has a personal interest or direct financial gain and would therefore benefit from one of the applications being funded or not funded.

A person in a direct conflict of interest cannot participate in the evaluation process.

In an **indirect** conflict of interest, an evaluator is involved in at least one of the following or similar situations:

- A person has some other professional/business relation with at least one of the applications
- A person is a competitor to an application in a scientific or business sense
- Persons 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 person who has co-authored publications with the project bearer in the last 5 years.
- A person that may have any other relationship with a candidate affecting his/her impartiality.

A person in an indirect conflict of interest cannot evaluate the application to which the conflict of interest relates.

Members of the DOC2AMU PMT and the DOC2AMU Selection Committee, and their families may not compete in the frame of the DOC2AMU Calls for Applications. In case of other forms of personal relationships between a member of the DOC2AMU PMT and/or the DOC2AMU Selection Committee and the candidate, the DOC2AMU Selection Committee member and/or the DOC2AMU PMT member must disclose such possible conflicts of interest on one or more applications as soon as possible.

The DOC2AMU PMT or Selection Committee member who is involved in a conflict of interest regarding a specific application must remain neutral when a decision on financing is being made;

GUIDELINES FOR EVALUATORS

MSCA COFUND DOC2AMU

3I Doctoral Programme

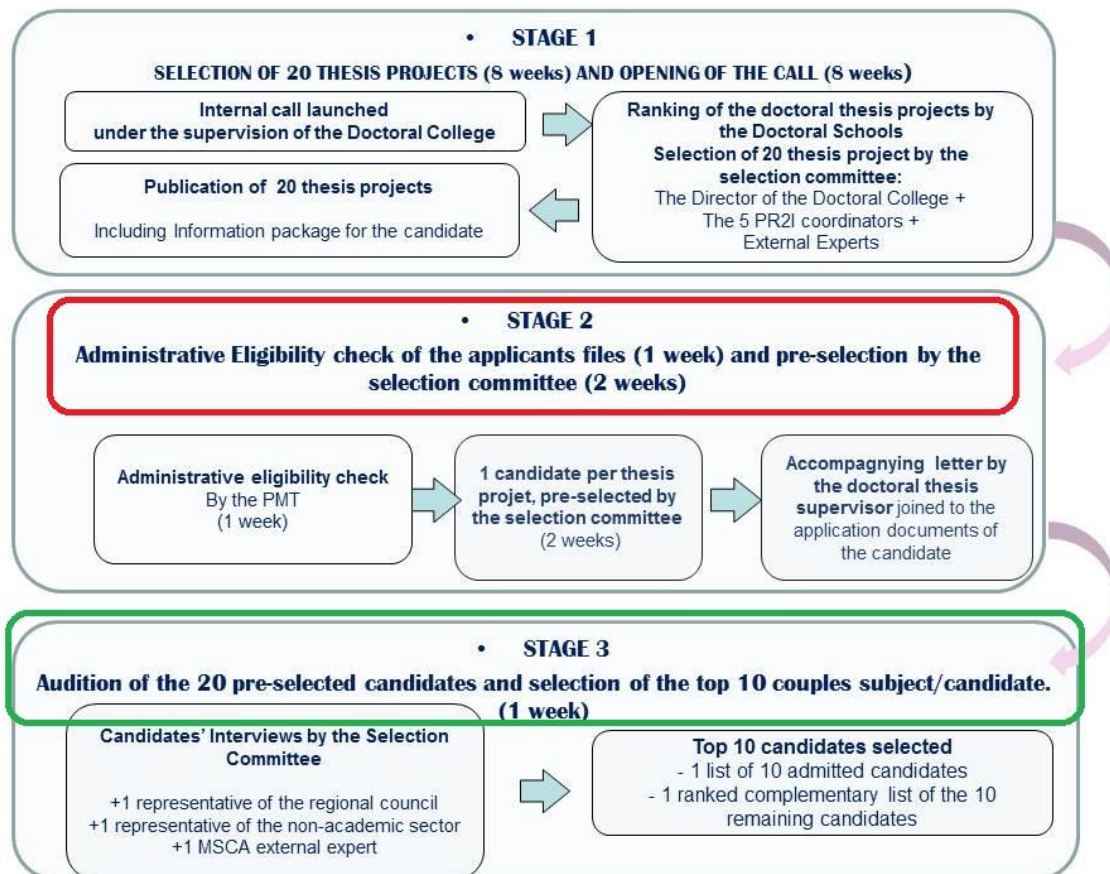


2nd Call for Candidates- Stage 3

must leave the premises while a discussion concerning the selection of a candidate is in progress; must not comment on the evaluation process results or disclose information that might influence the DOC2AMU Selection Committee's decision on selection. If the member in question is in a conflict of interest with regard to any of the applications, he/she will not participate in the selection of the application in question.

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 evaluator may participate in the evaluation procedure or not, and whether to accept the evaluation report.

4. SELECTION OF EVALUATORS



GUIDELINES FOR EVALUATORS

MSCA COFUND DOC2AMU

3I Doctoral Programme

2nd Call for Candidates- Stage 3

Stage 3 of the DOC2AMU Selection process (see figure above) includes the same evaluators as Stages 1 and 2², with the addition of:

- a representative of the PACA Regional Council, formally designated by his/her elected peers;
- an external MSCA expert, invited by the DOC2AMU PMT;
- a representative of the programme's non-academic partners, elected by his/her peers during the DOC2AMU General Assembly held in the spring;
- the European Project Manager.

A representative of the A*MIDEX Foundation will also act as an observer during the proceedings.

5. EVALUATION AND SELECTION

BEFORE THE EVALUATION

After the Stage 2 Selection Committee meeting, selected candidates are notified that their application can proceed to Stage 3. Arrangements are made so that external experts and candidates can travel to Marseilles on June 1st and 2nd to attend the interview sessions in person. For candidates from countries requiring visas to travel to France, interviews will be held through secured Visio conference. Financial resources are planned to ensure a 2-day stay for the external experts and the candidates who have the possibility to come to Marseilles.

Prior to the interviews, members of the Final Selection Committee receive all complete application files, composed of:

- The thesis project, as submitted and selected during Stage 1 of the selection process;
- The PhD candidate's application, as submitted and selected during Stage 2 of the selection process;
- A support letter from the thesis project's main supervisor to the selected candidate, produced after Stage 2.

² Independent external experts, the director of the Doctoral College, the five interdisciplinary and intersectoral Research Poles (PR2I)' coordinators of AMU.

GUIDELINES FOR EVALUATORS

MSCA COFUND DOC2AMU

3I Doctoral Programme

2nd Call for Candidates- Stage 3

INDIVIDUAL INTERVIEWS OF CANDIDATES

Based on the scientific quality of the doctoral thesis topics, on the match between the candidate's profile and the doctoral thesis project, and the motivation of the candidate, the Final Selection Committee will select up to 12 candidates. The rejected applications will be ranked in a complementary list and a detailed evaluation of their application will be provided to them.

The 24 candidates will be interviewed over the two-day selection process. Interviews will consist in a 10-minute presentation given by the candidate about his/her background, previous and recent research experience and his/her professional project and motivation for the thesis project of his/her choice among those proposed by DOC2AMU 2016 Call for Candidates. The presentation will include a PowerPoint-type support, which must be sent to the DOC2AMU Project Manager up to 48 hours before the interview date. The presentation will be followed by 15 minutes of questions concerning the material presented by the candidate. During the interviews, the candidates will be evaluated on the following criteria:

Evaluation criteria STAGE 3	
<p>Criterion 1:</p> <p>Profile of the candidate and quality of the academic background</p>	<p>✓ Scoring: 30%</p>
<p>Criterion 2:</p> <p>Motivation (including appropriation of the proposed work plan) and professional project</p>	<p>✓ Scoring: 30%</p>
<p>Criterion 3:</p> <p>Interview (candidate's appropriation of the subject, oral presentation, performance during the question period, time management during the presentation and willingness to work in an interdisciplinary environment)</p>	<p>✓ Scoring: 40%</p>

Evaluation scores will be given for each of the three criteria. Each criterion will be scored out of five. A score of zero means that the candidate failed to address the criterion under examination or cannot be judged due to missing or incomplete information. **One** means **poor** and, therefore, that the criterion is addressed in an inadequate manner, or there are serious inherent weaknesses. **Two**

GUIDELINES FOR EVALUATORS

MSCA COFUND DOC2AMU

3I Doctoral Programme

2nd Call for Candidates- Stage 3

means **fair** and, therefore, that while the candidate broadly addresses the criterion, there are significant weaknesses. **Three** means **good** and, therefore, that the candidate addresses the criterion well, although improvements would be necessary. **Four** means **very good** and, therefore, the candidate addresses the criterion very well, although certain improvements are still possible. **Five** means **excellent** and, therefore, that the candidate successfully addresses all relevant aspects of the criterion in question.

- Only candidates scoring a minimum of 12 points will be considered for selection.

- Up to 12 candidates can be selected by the Final Selection Committee. The Committee may select less than 12.

- Candidates who are not selected will be encouraged to apply for the next call, taking into account the evaluation and comments made by the Final Selection Committee

The candidates will be interviewed in the following order:

Date	Time	Project	Candidate
01/06/2017	08:30	Briefing	
01/06/2017	09:00	2017-5	Curcio
01/06/2017	09:30	2017-6	Cuperlo
01/06/2017	10:00	2017-10	Nikulin
01/06/2017	10:30	2017-13	Lévy
01/06/2017	11:00	Coffee break	
01/06/2017	11:15	2017-14	Ullah
01/06/2017	11:45	2017-18	Tilsley
01/06/2017	12:15	2017-19	Lacaria
01/06/2017	12:45	Lunch break	
01/06/2017	13:45	2017-20	Samantaray
01/06/2017	14:15	2017-25	Debnath
01/06/2017	14:45	2017-27	Costa Baptista
01/06/2017	15:15	2017-29	García Seyda
01/06/2017	15:45	Coffee break	
01/06/2017	16:00	2017-21	Astoveza
01/06/2017	16:30	2017-3	Benghouba
01/06/2017	17:00	2017-2	Clawson

GUIDELINES FOR EVALUATORS

MSCA COFUND DOC2AMU

3I Doctoral Programme



2nd Call for Candidates- Stage 3

01/06/2017	17:30	2017-16	Echeverri Correa
02/06/2017	08:45	Briefing	
02/06/2017	09:00	2017-28	Yang
02/06/2017	09:30	2017-31	Hassanpour
02/06/2017	10:00	2017-26	Hatem
02/06/2017	10:30	2017-15	Fuscione
02/06/2017	11:00	Coffee break	
02/06/2017	11:15	2017-7	Ivcevic
02/06/2017	11:45	2017-32	Perkhun
02/06/2017	12:15	2017-4	González Sánchez
02/06/2017	12:45	2017-23	Cotena
02/06/2017	13:15	Lunch break	
02/06/2017	13:45	Deliberations	
02/06/2017	16:00	Debriefing and conclusion	

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.

SELECTION COMMITTEE MEETING

A selection meeting of the DOC2AMU Final Selection Committee will follow on the afternoon of June 2nd, with the goal of reaching a consensus on selection. At the end of the Final Selection Committee Meeting, up to 12 candidates will have been selected.

The European Project Manager 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. She will record the agreed points and produce an evaluation consensus report detailing the decision of the DOC2AMU Final Selection Committee.

OUTCOME OF CONSENSUS

Selected candidates are given two weeks to accept or decline the position. In case of disengagement, candidates off the complementary list will be contacted in the order they were ranked. Selected early-stage researchers will be enrolled in the DOC2AMU programme on October 1st, 2017.

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-evaluators>

Please note that candidates are entitled to ask for anonymous copies of their evaluations.

Guidelines for Evaluators are also published for the Call for Proposals (Stage 1) and for the Call for Candidates (Stage 2).

6. ADDITIONAL INFORMATION

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

Email: sarah.ethier-sawyer@univ-amu.fr

Phone: + 33 04 91 99 85 95

GUIDELINES FOR EVALUATORS

MSCA COFUND DOC2AMU

3I Doctoral Programme

2nd Call for Candidates- Stage 3

ANNEX I: DECLARATION OF NON-DISCLOSURE/CONFIDENTIALITY AND CONFLICT OF INTEREST / *DECLARATION SUR L'HONNEUR DE CONFIDENTIALITE ET D'ABSENCE DE CONFLIT D'INTERET*

Acting as an evaluator in the framework of the doctoral program COFUND DOC2AMU, I, the undersigned, undertake to keep confidential all the information contained in the candidature files (hereinafter "the candidatures") submitted to my expertise, and made available to me based on confidence to select the laureates of the 2017 selection campaign.

The following shall not be considered confidential:

- Information I had previously held, with evidence that could be made by documents written and dated in an indisputable manner,
- Information in the public domain in the form of written documents, provided that they do not result from an improper disclosure on my part,
- Information communicated to me by a third party who is not held to secret and has the capacity to communicate them to me.

This information will be kept secret for a period of 5 years.

During this period, I will refrain from disclosing it in any form to third parties, including a company or an institution, unless the candidate and the project promoters agree in advance.

I undertake to evaluate the candidates in a confidential, fair and impartial manner according to the evaluation criteria of the DOC2AMU doctoral program. I therefore declare and undertake to:

- Evaluate candidates fairly and objectively, without discrimination of gender, age, origin, disability, nationality or any other socio-economic criteria
- Inform the DOC2AMU program team in advance of any known conflicts of interest, and inform them immediately if such conflicts arise during the evaluation.

I commit myself to take all necessary measures to respect the above-mentioned obligations.

In two original issues.

GUIDELINES FOR EVALUATORS

MSCA COFUND DOC2AMU

3I Doctoral Programme

2nd Call for Candidates- Stage 3

Date:

Signature:

Je, soussigné,

Agissant en qualité d'évaluateur dans le cadre du programme doctoral COFUND DOC2AMU, m'engage à tenir pour confidentielles toutes les informations contenues dans les dossiers de candidature (ci-après « les candidatures ») soumis à mon expertise, et mises à ma disposition sur la base de la confiance en vue de sélectionner les lauréats de la campagne de sélection 2017.

Ne seront pas considérées comme confidentielles les informations :

- que je détenais auparavant, preuve pouvant être faite par des documents écrits et datés de façon indiscutable,*
- qui font partie du domaine public sous forme de documents écrits, et sous réserve que ces derniers ne résultent pas d'une divulgation abusive de ma part,*
- qui me sont communiquées par un tiers non tenu au secret et ayant la capacité de me les communiquer.*

Ces informations seront maintenues secrètes pour une durée de 5 ans.

Je m'abstiendrai durant ce délai de les divulguer sous quelque forme que ce soit à des tiers, y compris à une société, un établissement, sauf accord préalable du candidat et des porteurs de projet.

Je m'engage à évaluer les candidatures de manière confidentielle, juste et impartiale en fonction des critères d'évaluation du programme doctoral DOC2AMU. Dès lors, je déclare et m'engage à :

- Evaluer les candidatures équitablement et objectivement, sans discrimination de sexe, d'âge, d'origine, de handicap, de nationalité ou de tout autre critère socio-économique ;*



GUIDELINES FOR EVALUATORS

MSCA COFUND DOC2AMU

3I Doctoral Programme



2nd Call for Candidates- Stage 3

- *Informer au préalable l'équipe du programme DOC2AMU de tout conflit d'intérêt connu, et l'informer immédiatement si de tels conflits apparaissent au cours de l'évaluation.*

Fait à

le

en deux exemplaires originaux.

Le soussigné,

GUIDELINES FOR EVALUATORS

MSCA COFUND DOC2AMU

3I Doctoral Programme

2nd Call for Candidates- Stage 3

ANNEX II: EVALUATION GRID

CANDIDATE IDENTIFICATION	
PROJECT TITLE AND ID NUMBER	

Note on marks: the lowest is zero and the highest is five. Refer to section 5 of the Guidelines for Evaluators for a detailed description of possible marks and their meanings.

Criterion 1: Profile of the candidate and quality of the academic background (scoring 30%)	Mark
A) How does the academic background correspond to what is asked for in the thesis project?	
B) Rate the quality of the academic curriculum.	
C) Rate the candidate's academic records.	
Total Mark for Criterion 1	$(A + B + C)/3 =$
Comments (strong and weak points):	

Criterion 2: Motivation and professional Project (scoring 30%)	Mark
A) Rate the candidate's professional project after graduation: feasibility, planning, originality, etc.	
B) Rate the candidate's motivation for the thesis project	
Total Mark for Criterion 2	$(A + B)/2 =$
Comments (strong and weak points):	

Criterion 3: Interview (candidate's appropriation of the subject, oral presentation, performance during the question period and willingness to work in an interdisciplinary environment) (scoring 40%)	Mark
A) Rate the candidate's appropriation of the subject.	
B) Rate the overall quality of the oral presentation.	
C) Rate the candidate's performance during the question period	

GUIDELINES FOR EVALUATORS

MSCA COFUND DOC2AMU

3I Doctoral Programme



2nd Call for Candidates- Stage 3

(preparation, responsiveness, etc.)	
Total Mark for Criterion 5	$=(A+B+C)/3$
Comments (strong and weak points):	

Please note that weightings per each criterion are different. Based on the scores per criterion and the corresponding weighting, the DOC2AMU PMT will calculate the final mark.

GENERAL COMMENTS TO THE DOC2AMU SELECTION COMMITTEE	
--	--

NAME OF PROJECT EVALUATOR	
DATE	
SIGNATURE	