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Document 2.3

Project Logo

**PhDs Recruitment - Call for applications**

**Applicant Guide**

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The hereby guideaims at providing applicants with detailed explanations about the application and selection processes: timeline, application file, submission process, eligibility criteria, evaluation process and criteria, redress procedure, etc.

# Timeline for application and evaluation





**Project selection**:



**Application process**:



**Evaluation process:**



**PHD candidate’s arrival :**

# Application procedure

## Application file

Please follow the procedure described below in order to apply to one of the PhD topics:

1. Identify the PhD topic you wish to apply to, from the list above
2. Submit the following documents:

* The application form collecting personal information (name, address, country of residence, place(s) of activity/place(s) of residence in the 5 years previous to the deadline), basic, synthetic and factual details on your training and skills, on their academic and non-academic experience, on the envisioned supervising team, host laboratory and research project.
* a cover letter describing your motivations and professional project
* a curriculum vitae
* an abstract for the project you are applying for
* grade transcripts for your Bachelor’s and Master’s degrees
* Bachelor’s and Master’s diplomas
* Scientific production (if any)
* Contact information of 2 references

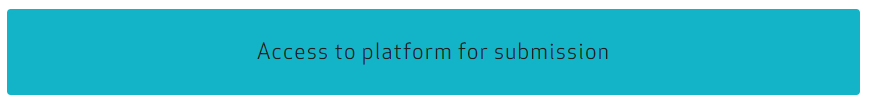
All the documents required in the checklist must be submitted, otherwise, the file is considered incomplete and your application will be rejected.

**Important information**:

* All documents must be sent in English or an English translation has to be provided.
* All documents must be gathered in one file and converted as a PDF. The file should be named: ……..

## Submission process

The documents must be sent via the [online submission platform](https://glpi.univ-cotedazur.fr/plugins/formcreator/front/formdisplay.php?id=134)

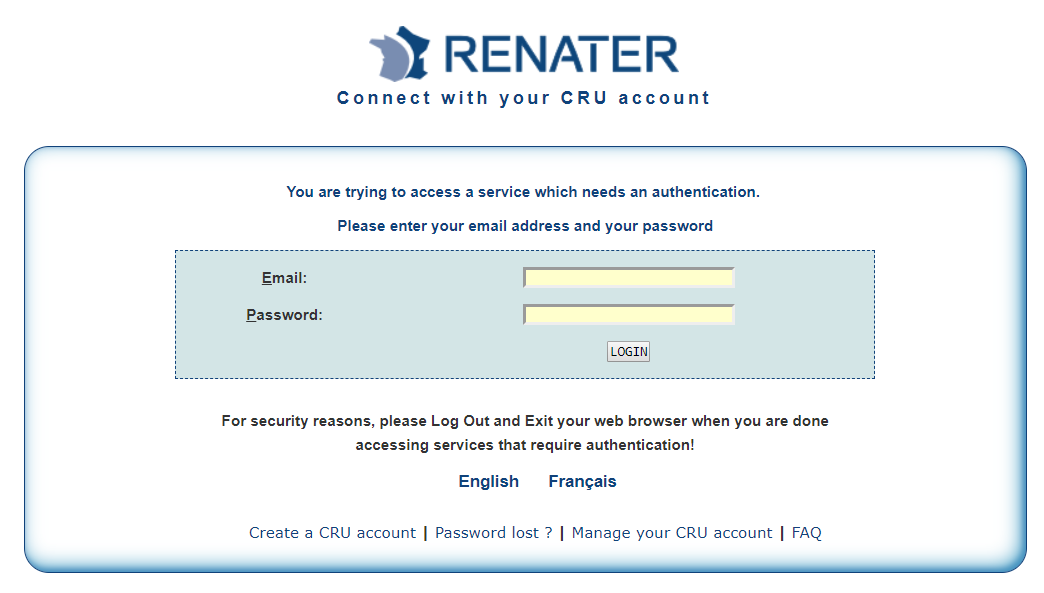
**Steps:**

Click here to apply !

1. Click on the tab :
2. Chose from the scroll bar the option you see in the image below, and click **Sélection**:



1. You will be redirected to the RENATER platform.Please **Create a CRU account** (link at the bottom left of the page) for an authenticated connection.



Follow the steps indicated and activate your account via email. Check your Spam box in case the activation email was directed there.

1. Once your account activated, return to the [“online platform”](https://glpi.univ-cotedazur.fr/plugins/formcreator/front/formdisplay.php?id=134)

Access the platform, enter your credentials and log in.

1. Once connected you will be able to send the application file. It will be transmitted automatically to the recruitment committee.

In case you experience technical problems with the online submission, please contact us at […………………….](mailto:applicationsboosturCAreer@univ-cotedazur.fr)

# Evaluation procedure

## Eligibility check

After the deadline, the programme office will check applications eligibility.

Applicants must have a master’s degree or an international equivalent.

## Evaluation steps

* Academic screening

After the administrative check, relevant applicants will be pre-selected by the recruitment committee. 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.

* Interviews

Every applicant passing the academic screening will be invited for an interview, 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 4 criteria. All candidates will be ranked according to their interview score and the 7 (1st cohort) and 8 (2nd cohort) applicants with the top grades will be selected for the programme fellowships. In addition to the selected candidates, the recruitment committee will also decide on a reserve list in the case a selected candidate would end up refusing to come or not obtaining the agreement of the French consulate in his country.

## Evaluation criteria

The principles used in the applicant selection process rely on three pillars: the applicant excellence (from academic, autonomy and creative viewpoints), the appropriateness of his/her background with the project and his/her professional career plan. These criteria for the academic screening are specified and organised according to the following items:

|  |  |
| --- | --- |
| **Motivation (50% of the overall grade)** | **Academic excellence (50% of the overall grade)** |
| Applicant’s motivation and his/her 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 |

The threshold to be allowed to move on to step 4 is 14/20. During the interview (step 4), the following aspects will be assessed:

|  |  |  |
| --- | --- | --- |
| **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 skills (applicants need to have at least a C1 level in English) |
| Potential of the researcher to reach professional maturity/independence after the fellowship | Quality of the responses given during the Q&A session |  |

The jury will receive a detailed list of the evaluation criteria and how to assess the applicants.

## Notification of decision

No later than two weeks after the last interview, the office in charge of the recruitment process 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.

## Redress procedure

In accordance to French legislation, in the feedback sent to applicants, the programme office will send personal emails explaining why the application was not supported and how to appeal the decision. Still in accordance with the French legislation (article R421-5 of the French code of administrative justice), unfortunate candidates will have 2 months to send a formal appeal to the steering committee. The claim will be assessed by the Academic Council of the University which will confirm or not the recruitment committee’s decision.

## Equal opportunities

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 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 Step 2. 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. The latter is then in charge of examining, auditing and making propositions on the equal-opportunity policy.

UCA has implemented a plan for disability (Schéma Directeur Handicap) to better support staff with disabilities. So students with disabilities will have their working station adapted to their needs. UCA has a dedicated disability officer who can be contacted at any time by the students.