

GUIDE FOR APPLICANTS

DIRS- COFUND CALL 2016



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1. About DIRS-COFUND

1.1. Summary

Supported and co-funded by the European Commission through the Horizon 2020 Marie Skłodowska-Curie COFUND Programme and other 42 partners, the [University of Deusto](#) (UDEUSTO) provides 16 three-years positions offered in two calls: first to be launched in February 2016 and second in February 2017.

The [Deusto International Research School](#) (DIRS) aims at attracting qualified international Early Stage Researchers for high quality PhD training. The aim of the programme is to **increase the international, inter-sectoral and inter-disciplinary mobility of researchers**, in line with the principles set out in the [European Charter for Researchers](#) and the [Code of Conduct for the Recruitment of Researchers](#) and with the [EU Principles for Innovative Doctoral Training](#). Selected researchers will enrol in an **attractive and highly internationalised, inter-disciplinar and inter-sectoral research and training eco-system**. Selected candidates will enrol in one of the seven existing doctoral programmes around four research foci: Health and Wellbeing; Human Rights, Peace and Conflict Resolution; Sustainable Development and Innovation; and Education and Lifelong Learning. Furthermore, the programme will provide **transnational and cross-sectoral mobility opportunities** as well. Besides, the wide set of academic and non-academic partners institutions participating in the project (see Annex 1) will provide **hosting and secondment opportunities to be decided with PhD tutor and set in the Personal Career Development Plan and training in research and T-shaped skills**.

There is a choice of [30 selected topics for recruitment](#). From all candidates applying to these topics, **8 researchers will be recruited in the 2016 Call**.

Following high quality European Commission's requirements, the candidates will be selected via an **open, transparent, merit-based, impartial, equitable and internationally advertised procedure**, in order to avoid any kind of inequality or discrimination, guarantying a fair selection process.



Regarding terms and conditions, the selected candidates will sign an **employment contract** and they will benefit from a shared supervision and mentoring process formally inscribed in the **Doctoral Agreement** and the **individualized Personal Career Development Plan**.

1.2. Why to apply to a DIRS-COFUND position?

Over the last decades, and as a result of the UDEUSTO's international recognition for its robust and innovative educational structure, a **dynamic ecosystem** has been generated among the University's main stakeholders both locally and internationally. The ecosystem represents a network connecting outside institutions with internal structures to promote cooperation, co-creation, and interdisciplinarity among different doctoral programmes, research centres, research teams and interdisciplinary research platforms.

The research training programme is structured around a threefold dimension composed of international, inter-sectoral, and interdisciplinary components: the **triple "I"**. Deusto International Research School (DIRS) collaborates with numerous foreign partners since it is part of international reference networks, and leads projects in several research focus areas. Cooperation with these partners, set up through formal agreements, allows early stage researchers to move to other centres and enhance their international experience during the training process. Likewise, the programme has a strong inter-sectoral component. DIRS programmes' orientation and responsiveness to societal needs and challenges have resulted in well-established partnerships with several enterprises and institutions which co-fund research projects in each of the research focus areas. These projects are carried out by integrating the cultural, productive, and social spectrum, through an interdisciplinary approach from the four research foci.



1.3. Who can apply to a DIRS-COFUND position? Eligibility of candidates

To be eligible, applicants must, **at the time of the relevant deadline for submission of proposals**, fulfil the eligibility criteria of the COFUND programme as well as the requirements to be admitted to a [UDEUSTO PhD programme](#). The eligibility criteria of the COFUND programme are the following:

a) **Early Stage Researchers rule:** Applicants shall be in the first four years (full-time equivalent research experience) of their research careers and not yet have been awarded a doctoral degree.

Full-Time Equivalent Research Experience is measured from the date when a researcher obtained the degree which would formally entitle him or her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited or seconded, irrespective of whether or not a doctorate is or was ever envisaged.

b) **Mobility rule:** At the time of the relevant deadline for submission of proposals, researchers shall not have resided or carried out their main activity (work, studies, etc) in the country of their host organisation for more than 12 months in the 3 years immediately prior to the reference date. Compulsory national service and/or short stays such as holidays are not taken into account.

c) An **official Master's degree in a field relevant to the PhD programme**;

d) An **excellent academic record** (grades of B or higher);

e) **Advanced command of English (minimum C1 or equivalent)**; and

f) **Adequate command of Spanish** when required for the feasibility of the research project proposed by the applicants.

There are no nationality restrictions, but the award of the position will be conditional on a visa and work permit being secured from the corresponding Spanish Authority.

We are fully committed to eliminating discrimination and actively promoting equality of opportunity for our staff and students in line with our University Strategy.



2. DIRS-COFUND Call 2016

We advise you to read the [Instructions to fill in the application form](#), as it provides essential information for the successful delivery of your application form.

2.1. Topics for recruitment

The DIRS-COFUND project offers 8 three-years positions within the pool of applicants in the following [topics](#):

Besides, applicants are allowed to suggest their own idea for a research project, in case they have an excellent idea that does not fit exactly with any of the DIRS-COFUND published research positions. These applicants' proposed ideas should be in the same focus area and PhD programme than the selected DIRS-COFUND published research position. These ideas should meet the criteria of excellence, interdisciplinarity and intersectoriality, and should be consistent with the UDEUSTO research focuses, and interdisciplinary research platforms and/or research teams.

2.2. Timeline

- Opening of call: 15 February 2016
- Deadline for applications: 8 April 2016 at 05.00 pm CET
- Preliminary Assessment: 18 April 2016
- Two-level Evaluation: 3 June 2016
- Selection Committee Meeting: 6-10 June 2016
- Communication to applicants: 17 June 2016
- Enrollment: 1 October 2016

2.3. Content and submission of the application

The online application form and all required annexes must be submitted online via the [online application form](#) by the candidate. The application should contain all the compulsory documents. **Only complete applications by the time of the deadline will be taken into consideration.**



The following documents should be uploaded in the online application form (PDF or JPG files):

- Passport/ID
- Proof of advanced command in English
- Proof of adequate command in Spanish (when required for the feasibility of the research project proposed by the applicants)
- Motivation letter (maximum 800 words)
- Curriculum Vitae
- Master's Degree or equivalent and Bachelor's Degree or equivalent
- Academic Transcript of Master's Degree or equivalent and Bachelor's Degree or equivalent
- Two letters of reference
- Proposed research project

2.4. Closing date

The closing date for applications to the DIRS-COFUND Call 2016 **8 April 2016 at 05.00 pm CET.**

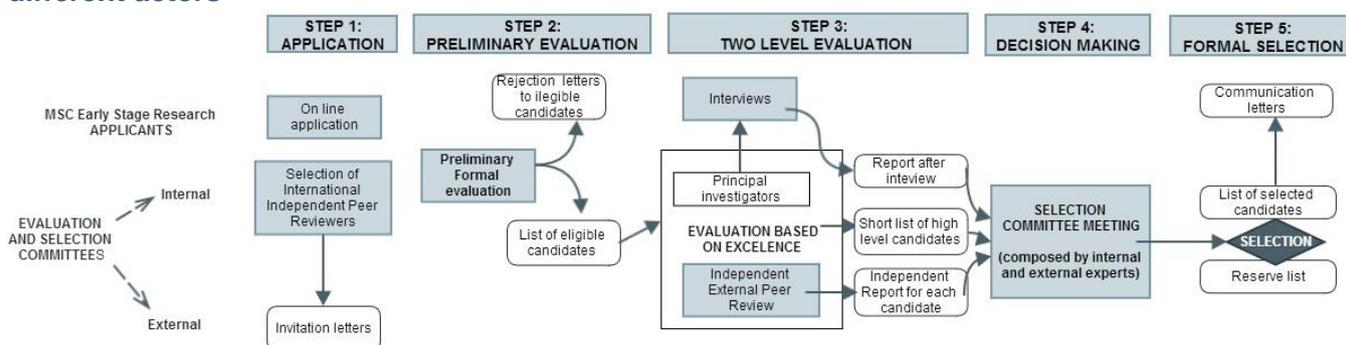


3. Selection and evaluation process

3.1. Stages of the selection and evaluation process

The selection process will be arranged in five stages (see graphic below) to ensure the quality and transparency of the process and the recruitment of the most qualified candidates. Research excellence and gender parity will be guaranteed.

Workflow for the selection of fellows/researchers and powers entrusted to the different actors



First step - Application: Applicants will register online to complete an e-form to be submitted together with the required listed documents. Once the submission process is finished, the acknowledgment of receipt and date of call resolution will be automatically sent to the applicant. Incomplete or non-fulfilling applications will be deemed ineligible and applicants will receive formal communication.

Second step - Preliminary Assessment that will be focused on the formal requirements of the call. A board composed of a member of the DIRS and officers of the General Secretariat of the University will check the eligibility of the applications. Applicants may be contacted to provide additional documents in case further clarification is regarded necessary.

Those applicants who do not meet the eligibility criteria will receive a formal rejection letter communicating the non-eligibility status and the possibility to introduce a redress request. The applicant may submit a redress request if he/she considers that he/she can submit additional information that would allow DIRS to reconsider the eligibility of the application. Requests must be related to the eligibility check. Only one redress request per application will be considered.



Third step – Two-Level Evaluation that will be mainly focused on the excellence of the research project and the candidates and will be conducted in parallel by two different actors:

- 1) Independent external reviewers who will assess the suitability of candidates based on their academic record, research experience and skills, consistency with the corresponding research area and the quality and scientific value of the project. Gender, objectivity and impartiality will be safeguarded by selecting from a pool of academics that already collaborate in similar endeavours and by implementing protocols and hiring processes that ensure fairness and prevent conflicts of interest. These experts from academia, industry and other sectors such as NGOs, think tanks and policy makers will independently elaborate a report that will be sent to the Selection Committee.
- 2) UDEUSTO Research Team Principal Investigators will interview, either in person or by electronic means, candidates applying for their research teams to evaluate the suitability of the research project and the applicant to the team.

Fourth step - Selection Committee Meeting: The Selection Committee, chaired by the Vice Rector for Research and Transfer and composed of the Director of DIRS, a PhD Programme Coordinator, an External Scientific Advisor and an External Professional Advisor from the industrial sector will meet and resolve the call for applicants by considering their scores, the balance between research focus areas and gender equality. Those candidates who meet the requirements of the selection process but who ultimately are not selected due to the depletion of places may be entered onto a waiting list.

Fifth step - Communication: The University of Deusto will publish the list of selected applicants and the reserve list on the website and contact all applicants. Final acceptance from successful applicants will be required within two weeks. In case of resignation, the next candidate with the highest score will be granted acceptance and the enrolment procedure will start. Non-selected applicants will receive the communication letter.



3.2. Evaluation criteria

The preliminary criteria to be applied in the selection process are the general and specific formal and administrative requirements of the COFUND programme and the corresponding call for applicants. All applications that meet this first eligibility requirement will be assessed on the basis of the documents submitted together with the application form and the interviews according to the following criteria (weightings in brackets):

- a) **Excellent academic record** (weighting: 0-35 points) rating the academic undergraduate and postgraduate record; academic progress and study abroad; years of schooling; and awards and prizes received.
- b) **Research experience and skills** (weighting: 0-20 points) evaluated by means of the soundness of the application and research interests; publications; patents; presentations in conferences; research contracts in other centres; research conducted abroad; and letters of recommendation from previous supervisors.
- c) **Consistency of the proposed research project of the candidate with the research focuses and research topics of the team** (weighting: 0-10 points, minimum 6 points), assessed by the independent external peer reviewers and PIs.
- d) **Quality and scientific interest of the research project** (weighting: 0-25 points; minimum 18 points) rating the clarity of the scientific objectives; adequacy of the methodology; originality of the project; contribution to advancing knowledge in the field; interdisciplinary response to social needs; inclusion of the gender perspective; ethical adequacy.
- e) **Motivation, social involvement, leadership and communication skills** (weighting: 0-10 points; minimum 5 points) evaluated by the motivation articulated by the applicant and in the reference letters; former positions held; volunteering; previous experience in knowledge transfer; ability or potential to clearly and logically communicate scientific concepts; and interviews.



4. Enrolment

4.1. Appointment conditions of selected applicants

Once the selected researchers accept the offered position, registration and enrolment phase starts.

Researchers within the DIRS project will be recruited as pre-doctoral researchers by UDEUSTO under a regular **employment contract** for 3 years. As with all UDEUSTO employees, each researcher hosted by the DIRS project will be recruited under an employment contract with full social security coverage. All research staff members at the UDEUSTO have equal rights with respect to holidays, maternity leaves, permissions and licenses, as well as every other working right. The length of the working day and schedule, bank holidays, vacations and permissions will be fixed in the contract. In cases of maternity and adoption, the mother is entitled to sixteen weeks, which may be shared by the father. Researchers at UDEUSTO sign certain additional statutory clauses to the employment contract related to (1) confidentiality, regarding any secrets, work procedures, information, use of documents, rules and protocols; (2) exclusivity, related to duties and business competition; (3) IPRs; (4) teaching, related to teaching assignments for researchers; (5) the university's assets; and (6) personal data protection.

Workers are covered by **social security insurance**, and both the worker and his/her family have access to the Public Healthcare System. The Basque Country has an extensive healthcare infrastructure that meets citizens' needs from a universal perspective. In addition, UDEUSTO has signed an agreement with a private insurance company to have the opportunity to benefit from a full private healthcare system through agreements and discounts with the main private medical companies. Finally, regarding health monitoring at the University, all UDEUSTO staff have the opportunity to undertake an annual medical and analytical check-up.

UDEUSTO has a wide-ranging catalogue of **social benefits** available to all employees. There are discounts on all the university courses, not only for employees but also for their family members; discounts on publications and books; special prices for meals at



the cantinas on the campus and in the residence hall;; special agreements with banks and insurance companies; discounts on cultural and sport facilities; summer camps for children; and a long list of discounts at different shops

The **living allowance** to be paid to each researcher in monthly instalments will result from the addition of the financing provided by the European funding and the co-financing provided by UDEUSTO. The amount of €2.605 per researcher per month will include all compulsory deductions under national legislation in the context of the project. When the researcher travels to a partner institution in another country for a conference, a research stay or a secondment, the social security provision will also cover him/her during these periods.

DIRS-COFUND project researchers will also benefit from the resources budgeted annually to the research teams for mobility and research training costs. Besides, researchers within this project will benefit from the general free training programme offered to all employees of the UDEUSTO (e.g., courses on languages, information technology, communication skills, project management, etc.).

4.2. Institutional support through enrolment process

The General Secretary and the corresponding PhD coordinator will take care and guide the applicant through the administrative procedures for enrolling in the university. **Contractual issues**, such as getting the necessary residence permit and work permit, will be dealt by the Human Resources Management Department. Besides, for the smooth integration within the university life and the city, the researcher will be assisted by the Students Service Office and the International Relations Office on the side of accommodation and any other **required social support** (travel; schooling for children; support for spouses;...).



4.3. Resigning from the pre-doc position

Situations might occur in which the researcher is obliged to resign from his or her post-doc positions because of personal, family or professional reasons. Researchers are UDEUSTO employees with a fixed-term labour contract. The applicant should inform the DIRS and the Human Resources Management Department of his/her intention to resign from the position at the latest by the end of the month that precedes the desired resignation date. The researcher will immediately lose access to the allocated research, travel and mobility allowance.



5. Research and Training Development of DIRS-COFUND researchers

5.1. Personal Career Development Plan

The researcher is assigned a thesis supervisor (two when the project has an interdisciplinary and/or intersectoral dimension) who will help in the development of the doctoral thesis, as well as provide support and guidance for the professional development of the researchers. For each recruited researcher, a Personal Career Development Plan (PCDP) will be elaborated by the researcher together with his/her supervisor. The PCDP will inform the trajectory and training of researchers by describing their duties and benefits as programme participants. It will be implemented according to a timeframe designed by the researcher in agreement with his/her supervisor, indicating milestones and deliverables to be produced in line with the objectives of the research programme. The PCDP will contain three main elements:

- 1) A **Research Plan** to monitor progress over the course of the research project;
- 2) A **Professional Development Plan** for acquiring new skills and improving existing skills, which may include seminars, publications, training in organisations, periods abroad, etc.; and
- 3) A **Monitoring Record** of the researcher's progress and accomplishments that will take place after the first 6 months and a formal review at the end of every academic year. The supervisors will continuously monitor the progress of the candidates, and the academic board of each doctoral programme will periodically evaluate the research plan and training of candidates. Thus, continuous monitoring and mentoring of the researcher's progress will be guaranteed to make the necessary adjustments to the PCDP and make a timely and informed decision on the possible offering of a tenured-track position once the PhD is achieved.

5.2. Doctoral Commitment

At the time of enrolment into the doctoral program, a Doctoral Commitment is established. The Doctoral Commitment includes the rights and responsibilities of the candidates, advisor and supervisor, regulations with respect to intellectual property and ethical issues in research and a mechanism for conflict resolution when required.



Early Stage Researchers' grants require additional indicators of excellence, such as the publication of research results, which constitute a critical factor in the research career. Researchers are provided with courses and valuable information on how to publish and the use of e-resources, along with the development of excellent research skills and CVs, meaning that they are better qualified to obtain new jobs in the future.

5.3. Reporting

In addition to the PCDP, that is updated periodically, at the end of the research training activities the researcher will have to complete and submit the **evaluation questionnaire** and, two years later, the **follow-up questionnaire** provided by the Research Executive Agency.

5.4. Publications

Every publication released or event held during the researcher's stay at UDEUSTO must:

- 1) Display the UDEUSTO logo and EU emblem
 - 2) Include the following text: "This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement N° 665959. In addition, a number of institutions back and co-finance this project."
 - 3) Indicate that it reflects only the author's view and that the Research Executive Agency is not responsible for any use that may be made of the information it contains.
- The researcher is required to abide by UDEUSTO policy guidelines regarding the way to refer to UDEUSTO and the programme in publications or communications.



6. Additional available services

Researchers within the DIRS project will be full members of UDEUSTO research teams. As such, they will have access to the following support services:

- The **Human Resources Management Department**, which addresses everything related to employees' labour issues and general support services;
- The [Research Results Transfer Office](#), which is in charge of attracting, promoting, managing and transferring research and its results.
- The [International Research Projects Office](#), which aims to foster the UDEUSTO's participation in international research projects. In addition, the University Ombudsman ensures respect for the rights and freedoms of all staff and students in all university services.
- The [Accommodation and Orientation Service](#), which assists staff in settling into the city, with special attention to foreign workers, and helping them plan their lodging while in UDEUSTO (e.g., talent houses, off- and on-campus residence halls).
- The [Resource Centre for Research and Learning](#), which houses over one million volumes and more than seventy thousand journals, and common facilities such as a thousand places for individual researchers, as well as multiple seminar rooms for team work and group debate.
- [Deusto Language Centre](#), which provides language courses for staff, with special emphasis in training in Spanish for those researchers who need to acquire communication and writing skills in Spanish.
- [Deusto Campus](#), which fosters the integration of students and employees by promoting activities in these four fields: faith, solidarity, culture and sport.
- [Deusto Alumni](#), which comprises a Job Placement Centre that works to put students in contact with graduates, public institutions and private companies.
- The **travel agency** operating on campus that provides special rates for all travel arrangements, either to conferences or for research stays or secondments.

In addition to these internal services, the University has signed partnership agreements with external entities that aim at improving the professional and personal experience of the people who work with us. In particular, UDEUSTO cooperates closely with [Bizkaia:Talent](#) and [Talent House](#), which foster and facilitate the implementation of the



necessary conditions for attracting, connecting and retaining in the Basque Country highly qualified researchers.



7. Further information

Should you wish to discuss matters relating to the DIRS-COFUND Programme in general please contact Ms. Izaskun Urien ([iurien\(at\)deusto.es](mailto:iurien(at)deusto.es)).

