

# Guide for experts

CLEAR-Doc

Université Gustave Eiffel



CITY LAB EDUCATION  
AND RESEARCH  
DOCTORAL PROGRAMME

This guide has been designed to support CLEAR-Doc's experts during the selection process of the future Early Stage researchers (ESRs) at Université Gustave Eiffel.

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## WHAT IS CLEAR-Doc?

The **CLEAR-Doc** project aims at attracting **30 Early Stage Researchers (ESRs)** from around the world in order to strengthen their research capacity and soft skills through high standards and fair selection, as well as supervision. It includes **6-month mandatory secondments** (with at least 3 months as an international mobility), as means to facilitate their professional integration.

**2 worldwide open calls** for 2 cohorts, in 2022 and 2023

**30 promising ESRs** for a 36-months PhD fellowship in the best working conditions with specific trainings

Excellence in selection, supervision and research through **3 cross disciplinary challenges**

**Intersectorial, international and interdisciplinary (3i)** in research, training, mobility and career development

The major aim of the **CLEAR-Doc's** programme towards excellence is to build a strong community that will gather and share a common knowledge on Urban Studies. **CLEAR-Doc** will promote an approach through cross-disciplinary challenges shared at international level and aligned with several [UN Sustainable Development Goals](#) and the [Green Deal](#).

With two cohorts of 15 ESRs each and with the support of its academic and non-academic partners, the ambition of the **CLEAR-Doc** will be to contribute significantly to the training of tomorrow's actors in urban research and innovation.

**CLEAR-Doc** will offer:

- ▶ The opportunity to explore **urban scientific challenges** of tomorrow entailing **innovative and disruptive knowledge production** that anticipates complex urban metamorphoses and proposes breakthrough solutions.
- ▶ The **multidisciplinary capabilities**, the **complementary skills and environments** (academic and applied research, innovation, education) from the funding partners in their respective fields, providing a fully adapted framework to address the challenging topic of **continuous transformation of cities**.



## COMPOSITION OF PANELS

The evaluation panels are composed of a pool of **experts**, divided in 5 specialized panels:

- “Social Sciences and humanities” (SSH)
- “Environmental Sciences” (ES)
- “Mathematics, Computer Sciences & Communication Technologies” (MCSCT)
- “Engineering” (ENG)
- “Sciences and Technologies” (ST)

Each panel is composed of **international academic experts** and **non-academic experts** knowing the local context and targeted job market.

*The composition of the panels will be adjusted according to the number of applications per panel.*

The experts will sign an **Engagement Form** to ensure participation in the panels for the 2 stages of the evaluation and to **avoid any potential conflict of interest** with applicants and their supervisor(s) during the selection process: the **minimum requirement** is to have **neither joint publications nor joint research projects in the 5 years preceding the application**.

The **CLEAR-Doc** selection process will start **from March 8<sup>th</sup> to May 30<sup>th</sup> 2023**.

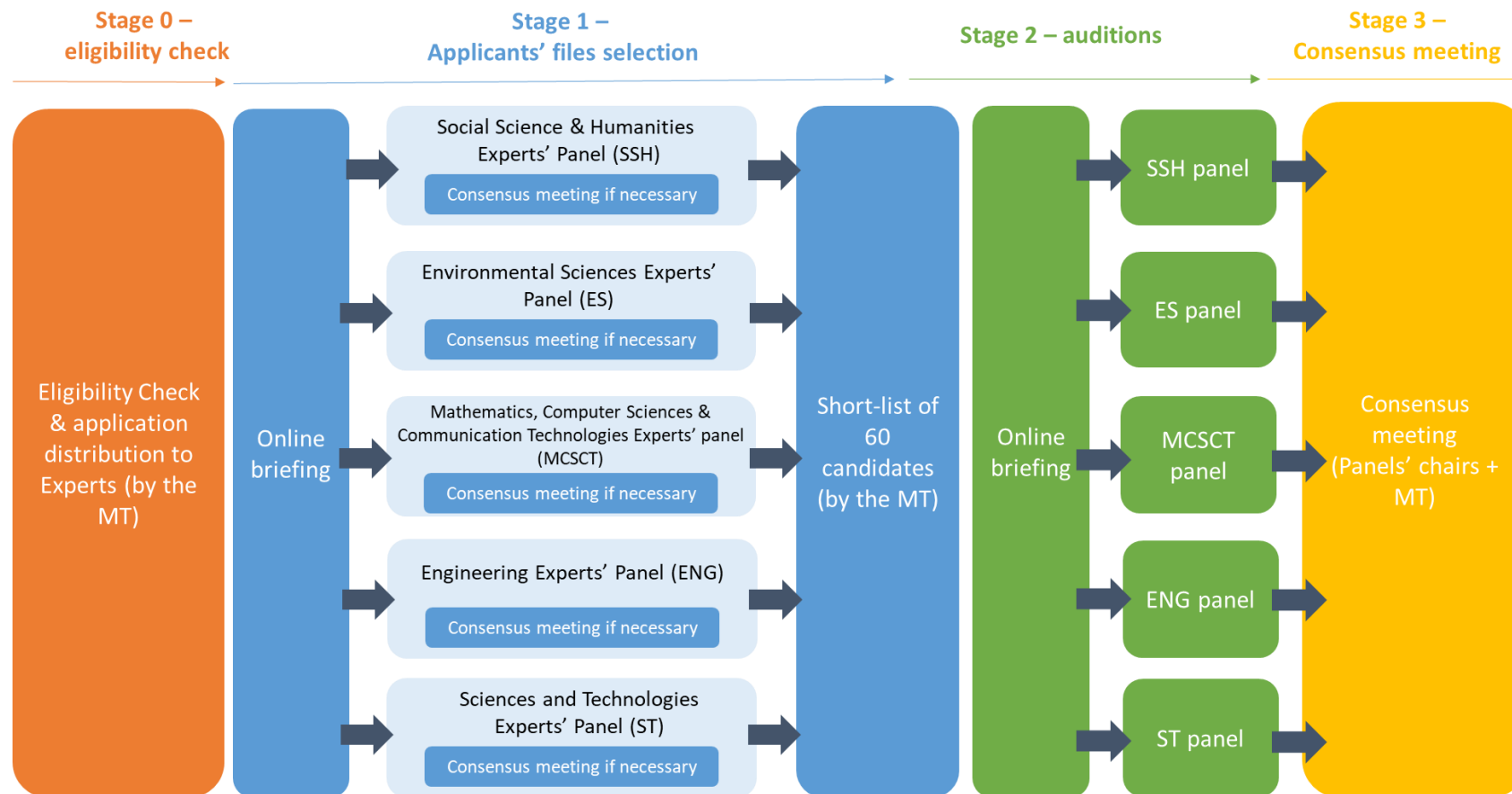
Each expert will receive an **appointment letter** describing the expected missions and activities. Experts will be paid on a “number of evaluated applications” basis.

They will have to participate to **2 online trainings** organized by the Management Team prior to the selection phase, in order to introduce Stage 1 ([Candidate’s files selection](#)) and Stage 2 ([Auditions](#)) of the selection process.

The appointed chairs of each panel will moreover have to attend a final consensus meeting.



## OVERVIEW OF THE CLEAR-DOC ESR'S SELECTION PROCESS





## STAGES OF THE SELECTION PROCESS

**CLEAR-Doc**'s selection process is designed to select the best combination of candidates, topics and supervisors in line with the principles of the [European Charter for Researchers](#) and the [Code of Conduct for the Recruitment of Researchers](#).

### a) Stage 0: Eligibility check by the Management Team

The eligibility will be checked immediately after the application deadline of **CLEAR-Doc** Early Stage Researchers. **CLEAR-Doc**'s Management Team will complete this stage of the selection process in line with the eligibility criteria.

**Only eligible application files will enter the next stage of the selection process.**

### b) Stage 1: The Candidates' files Selection

At the beginning of this stage, an **online mandatory training** will be set up **on March 6th p.m or March 7th a.m** by the Management Team for experts in order to review the process and expectations for Stage 1 of the evaluation and answer all questions.

**Each application file will be evaluated individually by 2 international experts** The evaluation criteria applied for stage 1 will be the following (Table 1):

Evaluation criteria in Stage 1 – Candidates' application file	Scores
<b>1: Academic background and excellence of the applicant (based on CV):</b> (a) Originality of appropriation of the research, clarity of the objectives, (b) Research experience, track record, (c) Education, qualifications	<b>max = 35</b>
<b>2: Strength and relevance of motivation (based on cover letter):</b> (a) Feasibility within 3 years based on former experience, (b) Capacity to carry out the project and preliminary career plan, (c) Dissemination & exploitation plan	<b>max = 35</b>
<b>3: Professional references:</b> (a) Ability to work independently, (b) Quality of previous work performed and scientific curiosity, (c) Soft skills	<b>max = 15</b>
<b>4: Career development of the applicant:</b> (a) Past and planed diversity of research agenda, (b) Past and planed international experience, (c) Past and planed non-academic experience	<b>max = 15</b>
<i>Rejection under 75/100 threshold. In case of equality, criteria 1 will prevail on criteria 2, then criteria 3 and then 4. The 60 best applications will be kept for the Auditions (20 per panel max.)</i>	<b>Total = 100</b>

Table 1: evaluation criteria for Stage 1: the candidates' files selection

The template of the evaluation grid to be used is available in Annexe 1.

Once the evaluation completed for all eligible candidates' files, experts are invited to send their evaluation to [clear-doc@univ-eiffel.fr](mailto:clear-doc@univ-eiffel.fr). The score will be calculated by the chair for each file resulting of the average score between the t experts.

Based on the scores, the Management Team will establish a short-list of maximum 60 admissible candidates. In case of important disparities between evaluations, virtual meetings with concerned experts will be organised.

The candidates will be informed by the Management Team of the results by e-mail on **April 24th**.

In case a rejected candidate requires a feedback on his/her evaluation, the chair will synthetize the evaluations' general remarks written by the experts.

**Only admissible application files will enter the next stage of the selection process.**

### c) Stage 2: The Auditions

The 60 short-listed candidates will be invited by e-mail to participate to an audition.

An **online mandatory training** will be organized **on May 2nd a.m and May 3rd p.m** by the management team for the experts in order to review the process and expectations for Stage 2 of the evaluation and answer all questions.

The auditions will take place online from **May 9<sup>th</sup> to May 22<sup>nd</sup>**.

During the audition, each candidate will be evaluated by a jury composed of the experts from the panel.

A member of Quality and Ethics Board will attend to ensure that the panel respects the evaluation rules. The PhD supervisor will be invited to attend to auditoon, but will not be allowed to interact with tha applicant or take part on the decisions or ranking.

The auditions will be organized as follow:

- 15 minutes oral presentation by the Applicant.
- 15 minutes questiona and answers between the jury and the Applicant.
- 5 minutes deliberation for the expert.

Applicants' presentation during the audition must include the following aspects:

#### **Academic Excellence & Topic understanding**

- Qualifications, experience, and research presentation.
- Originality and clarity of the objectives & overall scientific understanding of the topic.
- Methodological framework.

#### **Motivation and professional project**

- Past and planed diversity of research agenda.



- Past and planned international experience.
- Past and planned non-academic experience.

### Communication abilities and maturity of the applicant

- Quality and clarity of the presentation.
- Fluency in English.
- Quality of answers given to reviewers' question.

Powerpoint presentation is allowed during the applicant's presentation but not mandatory. The applicant will not be allowed to use any supporting documents during the session of questions.

Note: auditions will be organized remotely in order to reduce costs and CO<sub>2</sub> emissions and the auditions will be recorded.

At the end of the audition, experts will have to reach a consensus to award a mark according to the following criteria (Table 2):

Evaluation criteria in Stage 2 – Auditions	Scores
<b>1: Academic Excellence &amp; Topic understanding:</b> (a) Qualifications, experience, and research presentation, (b) Originality and clarity of the objectives & overall scientific understanding of the topic, (c) Methodological framework	<b>max = 35</b>
<b>2: Motivation and professional project (oral):</b> (a) Past and planned diversity of research agenda, (b) Past and planned international experience, (c) Past and planned non-academic experience	<b>max = 40</b>
<b>3: Communication abilities and maturity of the applicant:</b> (a) Quality and clarity of the presentation, (b) Fluency in English, (c) Quality of answers given to reviewers' question	<b>max = 25</b>
<i>Rejection under 75/100 threshold. In case of equality, criteria 1 will prevail on criteria 2, then criteria 3. In case of equality, the score in the 1<sup>st</sup> stage will prevail.</i>	<b>Total = 100</b>

Table 2: evaluation criteria for Stage 2: the audition

A template of the evaluation grid for the audition is available in Annexe 2.

### d) Stage 3: Final consensus meeting

Once the auditions are over, all 5 panels' chairs will meet for the **final consensus meeting** (date to be decided, **between May 22<sup>nd</sup> and May 25<sup>th</sup>**) to prepare the ranking scenario. The Management team will take into consideration the rating differences between the 5 panels.

Following the consensus meeting, the **Governing Board** of the CLEAR-Doc programme will meet in order to give its final approval.

Details concerning the consensus meeting will be communicated directly to the 5 panels' chairs.

The outcome will be a **main list of the 16 highest ranked applicants** and a reserve list of the 16 following best-ranked applicants.

In case a rejected candidate requires a feedback on his/her evaluation, the chair of the panel will synthesize the evaluations' general remarks written by the jury who auditioned the candidate.





## ENSURE EQUAL OPPORTUNITIES

During the selection process, experts will engage to **prevent any type of discrimination**, not only from the gender aspects but also taking into consideration age, physical disabilities and impairments, and return from a career break. **CLEAR-Doc** will guarantee, throughout the recruitment process of the fellows, that gender equality is respected by promoting genuine equal access opportunities between men and women, without, however, taking precedence over quality and competence criteria. Thus, gender equality will be promoted through a gender mainstreaming approach, with the following measures:

- **CLEAR-Doc** will consider career breaks in the evaluation of the applications. The reasons for career breaks can be due to a variety of personal reasons, including pregnancy, childcare, national service, temporary career change, unemployment, illness and travel. Candidates are therefore encouraged to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the position;
- Together with gender issues, the selection committee and supervisors will be attentive to the protection of equal opportunities at other levels, in order to make sure no discriminations occur because of nationality, age, or disability.

In order to prevent potential discrimination, the following information will be removed for each application:

- Photos of the applicant
- Date of birth
- Personnel data: email address and phone numbers

During the trainings, experts will be sensitized to recruitment bias. Therefore, while performing the evaluation work, experts are expected to comply with the following principles:

### 1. IMPARTIALITY

Experts-evaluators treat all proposal equally and evaluate them impartially on their merits, irrespective of their origin or the identity of the applicants.

### 2. OBJECTIVITY

Experts-evaluators evaluate each proposal as submitted and not based on its potential if certain changes were to be made.

### 3. ACCURACY

Experts-evaluators base your judgement on the official evaluation criteria the proposal addresses, and nothing else.

### 4. CONSISTENCY

Experts-evaluators apply the same standard of judgement to all proposals.

Should an expert disrespect those principles during the evaluations, an audit will be conducted by the Management Team to assess the gravity and penalty of such behavior.



## REMUNERATION

Considering the deliberation of the Executive Board related to the procedure for the remuneration of expert within the framework of the MSCA-COFUND CLEAR-Doc project (Agreement No. 101034248), the remuneration will be calculated as follows:

Tasks	Gross compensation in euros	Unit
<b>Evaluation of application files</b> <ul style="list-style-type: none"><li>- Completion of the evaluation grid</li><li>- Writing of the evaluation report</li></ul>	<b>90€</b>	<b>Per application file</b>
<b>Participation in auditions as a member of the jury</b> <ul style="list-style-type: none"><li>- Completion of the evaluation grid</li><li>- Writing of the evaluation report</li></ul>	<b>75€</b>	<b>Per audition</b>
<b>Participation in implementation meetings</b> <ul style="list-style-type: none"><li>- Training before file evaluations</li><li>- Training before the auditions</li><li>- Consensus meeting (chairs only)</li></ul>	<b>150€</b>	<b>Per meeting</b>

Please note that the compensations are indicated as GROSS compensation, which means that employer taxes will be applied.

The compensation will only be provided if all tasks are completed (including evaluation summary reports for each application).

Please note that due to internal financial procedures, payments will be made several months after completion of the evaluations.



## CLEAR-DOC HELPDESK

Support service will be available during the application period via the following email:  
[clear-doc@univ-eiffel.fr](mailto:clear-doc@univ-eiffel.fr)

## Annexe 1: template of the evaluation grid for Stage 1 of the selection process

Information of the application	
Applicant ID n°	...
Thesis Topic ID n°	...
Identity of the expert-evaluator	
Name of the expert-evaluator	...
Panel	...







Each score should be justified in the comment section.

Criteria 1 (35%)		Note :	/35
Academic background and excellence of the applicant (based on CV)			
<div><div>- (a) Originality of appropriation of the research, clarity of the objectives,</div><div>- (b) Research experience</div><div>- (c) Education, qualifications</div></div>			
Remarks/comments	...		
Criteria 2 (35%)		Note :	/35
Strength and relevance of motivation (based on cover letter)			
<div><div>- (a) Feasibility within 3 years based on former experience,</div><div>- (b) Capacity to carry out the project and preliminary career plan,</div><div>- (c) Dissemination &amp; exploitation plan</div></div>			
Remarks/comments	...		
Criteria 3 (15%)		Note :	/15
Professional references			
<div><div>- (a) Ability to work independently,</div><div>- (b) Quality of previous work performed and scientific curiosity,</div><div>- (c) Soft skills</div></div>			
Remarks/comments	...		
Criteria 4 (15%)		Note :	/15
Career development of the applicant			
<div><div>- (a) Past and planed diversity of research agenda,</div><div>- (b) Past and planed international experience,</div><div>- (c) Past and planed non-academic experience</div></div>			
Remarks/comments	...		
Final score		Note :	/100









*Rejection under 75/100 threshold. In case of equality, criteria 1 will prevail on criteria 2, then criteria 3 and then 4. The 60 best applications will be kept for the Auditions (20 per panel max.)*

<b>General remarks/comments (mandatory)</b>	...
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**The comments must be:**

-  Specific to the relevant criterion addressing each sub-criterion
-  Clear and substantial
-  Definitive and final
-  Consistent with the score awarded, balancing strengths and weaknesses
-  Of adequate length
-  Relative to the application as it stands

**The comments must NOT be:**

-  Too short, too long, inappropriate/incorrect
-  Categorical/general statements, not properly verified,
-  Assumptions: if the application is unclear on important aspects then this should be reflected in comments and scores
-  Aim at making recommendation and at providing advice on improving the application.
-  Referring to the same weakness under different criteria
-  Contradicting statements relative to strengths and weaknesses
-  Discriminating, politically incorrect
-  References to details that could easily be a factual mistake

## Annexe 2: template of the evaluation grid for the audition

Information of the application	
N° of the application	...
Composition of the jury	
Name of evaluator	...

- Please rename the file using the application number, example:  
**CD21-62\_APP08.docx**
- Each mark should be justified in the “comments” section.
- There is no size limit for the comments. Please put as many details as possible, to allow the management team to understand your quotation choices.

At the end of the audition, the jury will have to reach a consensus to award a mark according to the following criteria. Each note should be justified in the comment section.

The member of the Quality and Ethics Board and the applicant’s future supervisor are allowed to interact with the experts-evaluators but are not allowed to take part on the decisions or ranking.

Criteria 1 (40%)		Score:	/40
Academic Excellence & Motivation			
<ul style="list-style-type: none"> <li>- Qualifications, coherence of the resume, (/14)</li> <li>- Knowledge of the state-of-the-art, match between candidate’s profile and PhD topic (/14)</li> <li>- Personal, professional and scientific motivation (/12)</li> </ul>			
Remarks/comments	<p><b>Strengths:</b></p> <p><b>Weaknesses:</b></p>		
Criteria 2 (35%)		Score:	/35
Appropriation of the PhD project			
<ul style="list-style-type: none"> <li>- Explanation of the problem and hypotheses (/12)</li> <li>- Description of the objectives and methodology (/12)</li> <li>- Feasibility (scientific agenda, dissemination plan) (/11)</li> </ul>			
Remarks/comments	<p><b>Strengths:</b></p> <p><b>Weaknesses:</b></p>		

<b>Criteria 3 (25%)</b>		<b>Score:</b>	<b>/25</b>
<b>Oral presentation, Communication abilities and maturity of the applicant</b>			
<ul style="list-style-type: none"> <li>- Quality and clarity of the presentation (/9)</li> <li>- Quality of answers given to reviewers' question (/9)</li> <li>- Fluency in English (/7)</li> </ul>			
<b>Remarks/comments</b>	<b>Strengths:</b>  <b>Weaknesses:</b>		
		<b>Final score:</b>	<b>/100</b>
<i>Rejection under 75/100 threshold. In case of equality, criteria 1 will prevail on criteria 2, then criteria 3. In case of equality, the score in the 1<sup>st</sup> stage will prevail.</i>			
<b>General remarks/comments</b>	...		

**Evaluation summary report based on the feedback of the final consensus meeting (only by the appointed expert-evaluator):**

...