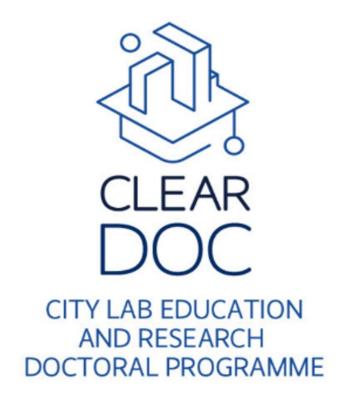# Guide for applicants

CLEAR-Doc

Université Gustave Eiffel

This guide has been designed to help you throughout your application to the CLEAR-Doc MSCA-COFUND programme at Université Gustave Eiffel (UNI EIFFEL).

Before you apply, please check that you meet the entry requirements and have all the supporting documents ready.

The Call Deadline for the second call is
January 31st 2023 at 5:00 pm (Paris Time).

The recruitment date will be November 1st 2023.

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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**.

ELIGIBILITY RULES

In order to be eligible, applicants must comply with all the following rules:

❑ At the **time of the deadline**, applicants must be in possession or finalizing their Master's degree or equivalent/postgraduate degree.

❑ At the **time of recruitment**, applicants must be in possession of their Master's degree or equivalent/postgraduate degree which would formally entitle to embark on a doctorate.

❑ At the **time of the deadline**, applicants must be in the **first four years** (full-time equivalent research experience) of their research career (career breaks excluded) and **not yet been awarded a doctoral degree**. Career breaks refer to periods of time where the candidate was not active in research, regardless of his/her employment status (sick leave, maternity leave etc). Short stays such as holidays and/or compulsory national service are not taken into account.

❑ Applicants must fulfil the transnational mobility rule: applicants must not 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 call deadline.

❑ Applicants must be available to start the programme in November 2023.

There are no restrictions concerning the age, gender or nationality of the candidates. Applicants with career breaks or variations in the chronological sequence of their career, with mobility experience or with interdisciplinary background or private sector experience are welcome to apply.

At the end of the call and after verification, applicants will be informed of their eligibility. Once the eligibility check is done, the applicants will be evaluated. Applicants not meeting the eligibility criteria will not be evaluated.

WHY SHOULD I APPLY?

a) Work Environment

Université Gustave Eiffel's offer and environment for ESRs		
22 research labs and 5 international laboratories 1 200 academics, 13 doctoral schools 25% of the French research and training efforts on "Cities"	50 active European projects 1000 international peer-reviewed publication per year (130 in the top 10% Leiden ranking) Over 200 international partners	7 campuses in France 17 000 students 500 PhD students (45% of international students)

▸ **CLEAR-Doc** community of excellence will be built through the connections between you, your fellow ESRs and the experts providing the supervision and close follow-up of the thesis.

▸ You will benefit from an **outstanding environment**, under the supervision of an excellent network of researchers.

▸ A **6-month mandatory secondment during the PhD** (including at least 3 months abroad), will place you in the centre of an excellent programme with regular opportunities to learn from and with others.

▸ You will have access to remarkable word-class research equipment.

b) Work Conditions

Application rules are enforced by the French doctoral system, which specifies a **standard duration of 3 years for a full-time PhD** together with the MSCA standards and the OTM-R European rules.

Scientific supports of high quality will be provided:

o Access to all online subscriptions (Elsevier, Springer-Nature, IEEE, Web of Science; Scopus, etc.) and all campuses' libraries;

o Access to the unique entrepreneurial ecosystem of UNI EIFFEL (hackathons, co-working spaces, incubators, fab-labs, and private chairs).

o Access to a dedicated training programme (foreign language courses, personal development trainings, career development trainings, technical skills, etc.).

As a full time PhD within **CLEAR-Doc**, you will have the opportunity to:

o Properly **communicate** and **disseminate** you research results

o Publish your results in **high profile open access journals** and **conferences**
o Elaborate, with the help of your supervisor, your **Personal Career Development Plan** (PCDP)
o Learn about the **research context** (such as Intellectual Property Right and Code of Ethics of Research

c) Salary and employment contract

You will have an **employment contract from UNI EIFFEL**.

This contract will fall under French public law, which includes **full social coverage** (including sick and maternity leave), starting from day 1.

The salary is composed of:
o 2700€/month gross salary base
o 90€/month Travel allowance
o 160€/month Personal mobility allowance to join one's family punctually

If applicable, a family allowance (80€/month gross)will be added.

HOW TO APPLY?

a) Stage 1 - Online application

Click here to access the Online application platform

The **application must be written in English**. In order to be considered and examined, the **candidate's application package must be complete and submitted strictly before the application deadline: January 31st 2023, 5:00 pm (Paris time)**.

Once the application is submitted, you will receive an **electronic receipt of your application by e-mail**. After the deadline, **you will be notified by email of your status during the selection process** as soon as a new stage has been reached.
All data will be protected and processed with confidentiality rules.

Important:
Before starting the Online Application process, it is mandatory to contact the PhD supervisor.

Only applications that have received the approval of the supervisor from Université Gustave Eiffel will be examined (letter of acceptance signed in the application file).

Application package includes:

✓ **The online application form**:
- Personal information
- Eligibility check
- Information about the PhD topic (chosen among th list of topics).
- Training **project and career plan** (to be filled online, 4 000 characters limit)
    - 3-year personal goals.
    - Skills to be developed (scientific and non-scientific skills).
    - Interdisciplinary, intersectoral and international (3i) aspects (personal aims, planned international mobility during your thesis).
- Education background
- Work Experience
- Research and teaching merits (if applicable)

✓ **Supporting documents** (to be uploaded online in separate pdf documents): documents with * are mandatory.

- CV* (Europass format mandatory) including a description of the academic and non-academic background and research activities. Europass Format is mandatory (click here for more information).

- Master's degree certificate* or last official transcripts of records if you have not yet been graduated.

- **Cover letter*** (3 pages max to be uploaded in .pdf format) with:
    o Motivation and detailed research objectives linked with thesis topic.
    o Appreciation of the proposed research compared to the state-of-the-art.
    o Proposed methodology.
    o Output plan and target dissemination activities.

- An Acceptance letter* from the PhD supervisor including a language certification (download template here)

- Photocopy of the passport*

- Ethical issues Form* (download template here)

- A letter of recommendation from your Master's supervisor, if you are still enrolled for the academic year 2022-2023 (download template here).

- Other recommendation letters can also be uploaded but are not mandatory.

b) Stage 2 - Auditions

If you are selected for stage 2, you will be auditioned by a panel of scientific experts, through videoconference (see the "selection process" section below).

The audition (30min) will include:

- ▸ A 15 minutes oral presentation.

- ▸ A 15 minutes discussion with the jury.

Your presentation during the audition must include the following aspects:

✓ **Academic Excellence & Motivation**

- Qualifications, coherence of the resume

- Knowledge of the state-of-the-art of the topic, match between candidate's profile and PhD topic

- Personal, professional and scientific motivation

✓ **Appropriation of the PhD project**

- Explanation of the problem and hypotheses

- Description of the objectives and methodology

- Feasibility (scientific agenda, dissemination plan)

✓ **Communication skills and maturity of the applicant**

- Quality and clarity of the presentation.

- Quality of answers given to reviewers' question.

- Fluency in English.

Powerpoint presentation (or equivalent) is allowed during your presentation, but you will not be allowed to use any supporting documents during the session of questions.

CLEAR-DOC'S SELECTION PROCESS

CLEAR-Doc's selection process is designed to select the best candidates, in line with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

> Selection process will run from:
>
> "Eligibility Check" and preparation of evaluations: February 1st to March 7th 2023
>
> **Stage 1** Evaluations based on application files: March 8th to April 21st 2023
>
> **Results from Stage 1 to be announced around April 24th 2023**
>
> **Stage 2** "Audition": May 9th to May 22nd 2023
>
> **Final decision:** Principal list (16 candidates) / reserve list (16 candidates) May 31st 2023
>
> PhD contracts will start on 1st November 2023.

Stage 1: The Candidates' files Selection:

1. Each application file will be evaluated individually by international experts-evaluators of the following panels (Social Sciences & Humanities (SSH); Environmental Sciences (ES) ; Mathematics, Computer Sciences & Communication Technologies (MCSCT); Engineering (ENG) & Sciences and Technologies (ST)).

2. The output of the evaluation of each application file will be a summary report and score average between the experts-evaluators.

3. For each panel a remote consensus meeting will be set. The experts-evaluators will agree on a short-list of maximum 60 admissible candidates.

Evaluation criteria in Stage 1 – Candidates' application file	Scores
1: Academic background and excellence of the applicant: (a) Originality of appropriation of the research, clarity of the objectives, (b) Research experience, (c) Education, qualifications, academic marks	**max = 35**
2: Strength and relevance of the topic: (a) Feasibility within 3 years based on former experience, (b) Capacity to carry out the project and preliminary career plan, (c) Communication and Dissemination plan	**max = 35**
3: Professional references: (a) Ability to work independently, (b) Quality of previous work performed and scientific curiosity, (c) Soft skills	**max = 15**
4: Career development of the applicant: (a) Past and planed diversity of research agenda, (b) Past and planed international experience, (c) Past and planed non-academic experience	**max = 15**
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	**Total = 100**

Stage 2: The Auditions

> ### *Preparation of Auditions for the candidates on the short-list:*
>
> The short-list of 60 candidates will be invited by e-mail to participate to the audition.
>
> In order **to get prepared for this audition, it is important to get in touch with the PhD supervisor and to organize several videoconference meetings.**

Each candidate will be **evaluated through a web-based audition (Zoom),** by a jury composed of the **experts** from the candidate's respective panel (Social Sciences & Humanities (SSH); Environmental Sciences (ES) ; Mathematics, Computer Sciences & Communication Technologies (MCSCT); Engineering (ENG) & Sciences and Technologies (ST)).

A member of the **Quality and Ethics Board** is also attending each audition.

The **thesis supervisor(s)** will be invited to participate but their attendance is not mandatory.

The **thesis supervisor(s)** will not be allowed to interact with the applkicant or with the experts-evaluators and will not be allowed to take part on the decisions or ranking.

They might be consulted by the evaluators after the audtion.

At the end of the audition, the jury will have to reach a consensus to award a mark according to the following criteria :

Evaluation criteria in Stage 2 – Auditions	Scores
1: Academic Excellence & Motivation: (a) Qualification, coherence of the resume, (b) Knowledge of the state of the art of the topic, match between candidate's profile and PhD topic, (c) Personal, professional and scientific motivation	**max = 40**
2: Appropriation of the PhD project: (a) Explanation of the problem and hypotheses, (b) Description of the objectives and methodology, (c) Feasibility (scientific agenda, dissemination plan)	**max = 35**
3: Communication skills and maturity of the applicant (a) Quality and clarity of the presentation, (b) Quality of answers given to reviewers' question, (c) Fluency in English	**max = 25**
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 1st stage will prevail.	**Total = 100**

The top 16 successful candidates will be contacted and required to communicate their acceptance by email to clear-doc@univ-eiffel.fr within **2 weeks** after receiving the confirmation of the success of their applications.

Failure to do so will result in the position being offered to the candidates best ranked on the reserve list.

Redress procedure

For each stage, the applicants will have the possibility to request for redress no later than 2 weeks after email notification of rejection of their application.

The request can be done by email to clear-doc@univ-eiffel.fr after each stage of the selection process. The Management Team will give an Evaluation Summary Report. The processing of the requests for redress will only deal with procedural aspects of the selection process, also meaning that **the scientific evaluation shall not be questioned**.

SUPPORTS AND CONTACTS

CLEAR-Doc Helpdesk

Support service is available during every step of the application process by email: clear-doc@univ-eiffel.fr
Please mention the PhD topic (starting by #CD-22-XX) in the object of the email (replace "XX" by the topic number).