



MARTÍ i FRANQUÈS COFUND  
DOCTORAL PROGRAMME  
Universitat Rovira i Virgili



# URV'S PIs GUIDE FOR PARTICIPATION IN THE MFP-COFUND PROGRAMME CALL 2021

Valid only for the **COFUND EDITION** of the  
Martí i Franquès Programme

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## 1. URV'S PIs GUIDE FOR PARTICIPATION IN THE MFP-COFUND PROGRAMME

1. The PIs are required to provide the EOI including the description of the project before the call opening
2. During the duration of the call the PIs are advised to disseminate the MFP-COFUND project proposed to possible interested candidates
3. All the necessary information can be found in the [Guide for applicants](#) and the [MFP COFUND webpage](#)
4. **CALL DURATION (01/07/2021-06/09/2021)**
5. **SELECTION PROCESS (01/07/2021-27/02/2022)**

## 2. DESCRIPTION OF THE SELECTION PROCESS

The selection process designed for the MFP-COFUND programme is based on the **OTMR** (Open, Transparent and Merit-Based Recruitment) defined by the European Union. URV adheres to the principles of the [European Charter for Researchers](#) and the [Code of Conduct for the Recruitment of Researchers](#). Therefore, fellows will be selected on the basis of academic and research excellence of the candidates and their match with the chosen research project.

The selection process is comprised of three stages:

### Stage 1: Pre-eligibility check (01/07/2021-29/10/2021)

If the candidates contact you directly, please inform them of the [eligibility criteria](#):

– **Comply with the MSCA mobility rule:**

The candidate must not have resided or carried out their main activity in Spain for more than 12 months in the 3 years immediately before call deadline (06/09/2021). (07/09/2018-06/09/2021)

– **Comply with the ESR eligibility criteria:**

- Early-stage researchers (ESR) shall at call deadline (06/09/2021) be in the first 4 years (**full-time equivalent research experience**) of their research careers and **have not been awarded a doctoral degree**. (07/09/2017-06/09/2021)
- **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.
- If you hold more than one Master's degrees (or equivalent), **the first one** counts for complying with the ESR rule.

– **Comply with the conditions for PhD enrollment at URV**

- Hold a Spanish Bachelor's degree, or equivalent, and a Master's degree, or equivalent, and have achieved a minimum of 300 ECTS summing up both degrees
- **OR** Hold a degree from another country in the EEES which grants access to a Master's degree and have achieved a minimum of 300 ECTS credits in university studies of which at least 60 must be at Master's level
- **OR** Hold of a qualification obtained in accordance with foreign educational systems without the need for official recognition, having previously confirmed with the university that this qualification accredits a level of training equivalent to the official Spanish university Master's degree and that it would serve as a means of access to a PhD in the country in which it was awarded.

**All documentation must be uploaded in **ENGLISH** and the application is done fully online here:**  
<https://www.sgr.urv.cat/cgi-bin/programes/mfpcofund/inici.cgi?conv=2021MFP-COFUND-&idioma=ENG>

All the applications will be checked for eligibility and those not fulfilling all the criteria will be rejected. Incomplete and/or ineligible applications will be also discarded at this stage.

**Upon request, the PIs will be provided with information on the eligible candidates from each position.**

### **Stage 2: Evaluation stage (external to URV) (03/11/2021-10/12/2021)**

All evaluations of the submitted applications will be done by external evaluation committees (EECs).

**The external evaluators indicated in the EOI will not evaluate the candidates of the PhD position in the EOI, but a pool of evaluators will be formed on each PhD programme, and afterwards the external evaluators will be appointed randomly to each candidate from the projects included in the same PhD programme.**

These EECs will be formed by 3 evaluators per submitted application, and will rate the applications based on the following criteria:

#### **1. Academic profile – 40 %**

The following aspects will be considered when assigning an overall score for this criterion:

- Do the courses taken during the Bachelor and/or Master\* studies make the candidate a better match for the project?
- How would you evaluate the quality of the courses received during the Bachelor and/or Master\* training?
- How would you evaluate the candidate's academic grades from Bachelor and/or Master\* studies?

(\* if applicable)

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## 2. Other merits (including professional experience) – 30%

The following aspects will be considered when assigning an overall score for this criterion:

- How would you evaluate, apart from the academic record, the candidate's previous research/professional experience? Has the candidate been involved in any research/professional activities that would make him/her a better match for the project?
- Has the candidate demonstrated interdisciplinary experience?
- Has the candidate performed internships, either in the non-academic or in the academic world?
- Did the candidates publish their research results in journals, book chapters, conference proceedings, etc.?

## 3. Reference letters – 10%

The following aspects will be considered when assigning an overall score for this criterion:

- Based on the information provided by the referees has the candidate demonstrated the ability to adapt to new environments, the potential to acquire new skills effectively, a creative and an innovative mindset?
- Are the reference letters written specifically for this position?

## 4. Motivation letter – 20%

The following aspects will be considered when assigning an overall score for this criterion:

- Did the candidate demonstrate how their academic and professional background and their previous acquired skills, relate to the requirements of the research project?
- Is the motivation letter written specifically for this position?

The scoring in the interview will be given on a scale from 1 to 5, with 0.1 increments and the minimum threshold is 3.

The evaluation committees will generate an **ordered list of candidates**, and an **evaluation summary report** for each application. The list will be used by the Selection Committees (see next point), to make the final decision. It is important to remark that the evaluation committees have an advisement role, not a decision role.

### Stage 3: Final selection (including the PIs participation) (13/12/2021-24/01/2022)

The Departmental Councils will form the Selection Committees (SCs) that have to evaluate the best candidates with applications submitted for each contract. These committees will have three full members and three substitute members belonging to the department's permanent teaching and research staff and who meet the URV's requirements to supervise doctoral theses. Apart

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from the three members, an independent external expert (indicated in the EOI), non-contractually related to URV will take part in the committee. In addition, a member of the Human Resources Service and the project manager will be present to ensure the correct implementation of Open, Transparent and Merit-Based Recruitment (OTM-R).

Applications for contracts that are governed by agreements between the URV and other institutions will be evaluated by the committees stipulated in the respective agreements.

**The ordered list of candidates from the external evaluation will be used in order to invite the candidates to the interview, maintaining the order of priority by score and without leaving out any candidate (for ex: if the candidate number 5 is invited to the interview, the first 4 candidates must be also invited to interview). At least the first 3 candidates from each project must be invited to interview.**

**If two candidates have the same score, both will be invited to the interview.**

**Also, in order to support the employability of researchers from underrepresented groups: women applicants with identical suitability as men applicants will be selected preferentially, in the research areas where women are underrepresented (the same applies for men applicants in the research areas where they are underrepresented).**

For the top candidates for each position (at least 3), the SCs will interview them in person, either on-site or remotely, and evaluate them based on the following criteria:

1. Academic profile – 30%
2. Professional profile – 30%
3. Personal profile – 30%
4. Knowledge about the PhD position and the university/group environment – 10%

The scoring in the interview will be given on a scale from 1 to 5, with 0.1 increments and the minimum threshold is 3.

**In order to pass the interview phase the obtained score must be higher than 3. If no candidate meets the minimum score, the position can be left vacant.**

Following the interviews, each committee will assign the contract in accordance with the following criteria:

1. Evaluation report from the external experts – 50%
2. Scoring at personal interviews – 50%

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### 3. POSITION RESERVED FOR RESEARCHERS WITH DISABILITIES

The candidates for projects **2021MFP-COFUND-11 through 2021MFP-COFUND-15** (reserved for researchers with disabilities) will go through the same selection process as all other candidates. After the evaluation process, the first highest ranked candidates from each different research project will be identified.

An appointed Final Selection Committee will select the highest ranked one, among all of them, as the winner of the PhD position and the project that the candidate chose will be financed.

In case of a tie (for different research projects, the candidates have the same evaluation score), the Final Selection Committee will be in charge of resolving the tie. In this case, if appropriately considered, the Final Selection Committee can invite the candidate to an additional interview.

### 4. INTERVIEW PROCESS

1. You can access the candidates' documentation by using the following link and entering your usual URV credentials. For external members, the access to the application is with the DNI/Passport and the password COFUND21.  
<https://www.sgr.urv.cat/cgi-bin/programes/avaluador/inici.cgi?conv=2021MFP-COFUND-&idioma=CAT>
2. An Excel document will be provided by the Project Management Team to facilitate the evaluation. After filling it in, this document must be sent to the Project Manager at [mfp.cofund@urv.cat](mailto:mfp.cofund@urv.cat)
3. After the interview, the minutes of the decision meeting (Acta, Annex IV) should be provided, and the members of the committee will include a description in English of the reasons for choosing the winner candidate. This document is redacted online and will be automatically generated as a PDF file. Afterwards it needs to be signed by all the participating members of the committee (not the alternate members) and sent to the Project Manager at [mfp.cofund@urv.cat](mailto:mfp.cofund@urv.cat)
4. After receiving both documents (Excel, Minutes) from the Selection Committee, the results of the position will be published [here](#) and the candidates will be informed of the decision.

After the interview process, the candidates have to provide the necessary documentation to the PhD School and Human Resources Service to finalize the enrollment in the PhD programme and the contract with URV.