



MARTÍ i FRANQUÈS COFUND
DOCTORAL PROGRAMME
Universitat Rovira i Virgili



EVALUATORS' GUIDELINES MFP COFUND CALL 2021

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MARTÍ FRANQUÈS COFUND DOCTORAL PROGRAMME 2021 CALL EVALUATORS' GUIDELINES

Dear experts,

This document is meant as a tutorial for our evaluation process and the use of the online platform. It gives a brief explanation of the different windows you have access to, in order to successfully complete the evaluation of all the candidates assigned to each of you.

We are also presenting the general guidelines for the evaluation, as well as an explanation of the different criteria you will be required to evaluate. The purpose of this evaluation is to provide us with a score for each of the candidates, so that we will be able to generate a ranked list of applicant at the end of the process.

The **deadline** for submitting your evaluations is **December 3, 2021**, through the online application.

We would like to take this opportunity to thank you for your contribution and remind you that we are always at your disposal, with any questions you might have about the process.

We are very grateful for your participation in our programme and your help in ensuring an **Open, Transparent and Merit-based** evaluation process!

Kind regards.

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1. Process information

1. *We aim to achieve a gender balanced pool of evaluators. In order to ensure it, expert evaluators from the underrepresented gender group in each research area will be selected preferentially.*
2. Before starting the evaluation, check the required candidates' profile at the end of each of the [projects](#) advertised.
3. All candidates have passed the eligibility stage, however if you encounter any issues regarding the Marie S. Curie programmes' mobility or Early-Stage-Researcher rules please inform us. Details of the MFP COFUND programme can be found in the [Guide for Applicants](#) and [our webpage](#)
4. You will have to declare that there are no conflict of interest between you and the evaluated candidates
5. Inform us as soon as possible if the evaluation will not be done in time
6. Certificates of participating as evaluators will be issued upon request
7. A training on **Mitigating bias in academic recruiting** will be organized and you are required to participate. Certificates of attendance the will be issued upon request

2. Evaluation report

This section is a reproduction of the criteria you will find in your online application profile. It provides further explanation of the evaluation criteria, and what is expected of you during this process. You are not required to fill in the information in this document, it only acts as a guide for what you will find on the inline profile.

Each criterion will be scored between 0 and 5, with 0.1 increments. The scores indicate the following, for each of the criterion under examination:

- 0** – the application fails to address the criterion or cannot be assessed due to missing or incomplete information
- 1 – POOR** – the criterion is addressed in an inadequate manner, or there are serious inherent weaknesses
- 2 – FAIR** – while the application broadly addresses the criterion, there are significant weaknesses
- 3 – GOOD** – the application addresses the criterion well, but a number of shortcomings are present
- 4 – VERY GOOD** – the application addresses the criterion very well, but a small number of shortcomings are present
- 5 – EXCELLENT** – the application successfully addresses all relevant aspects of the criterion. Any shortcomings are minor

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

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- Contradicting statements relative to strengths and weaknesses
- Discriminating, politically incorrect
- References to details that could easily be a factual mistake

1. Academic Profile

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

Strengths of the application (in bullet point format)

-

Weaknesses of the application (in bullet point format)

-

Overall comments:

(reflecting the relative importance of the above-mentioned strengths and weaknesses)

-

Score Criterion 1 (out of 5; threshold 3; weight: 40%)

2. Other merits (including research and previous professional experience)

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.?

Strengths of the application (in bullet point format)

<ul style="list-style-type: none"> • <p>Weaknesses of the application (in bullet point format)</p> <ul style="list-style-type: none"> • <p>Overall comments:</p> <p>(reflecting the relative importance of the above-mentioned strengths and weaknesses)</p> <ul style="list-style-type: none"> •
Score Criterion 2 (out of 5; threshold 3; weight: 30%)
3. Reference letters
<p>The following aspects will be considered when assigning an overall score for this criterion:</p> <ul style="list-style-type: none"> ○ 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 mind-set? ○ Are the reference letters written specifically for this position?
<p>Strengths of the application (in bullet point format)</p> <ul style="list-style-type: none"> • <p>Weaknesses of the application (in bullet point format)</p> <ul style="list-style-type: none"> • <p>Overall comments:</p> <p>(reflecting the relative importance of the above-mentioned strengths and weaknesses)</p> <ul style="list-style-type: none"> •
Score Criterion 3 (out of 5; threshold 3; weight: 10%)
4. Motivation letter, detailing the reasons why the candidate believes s/he is a good fit for the position
<p>The following aspects will be considered when assigning an overall score for this criterion:</p> <ul style="list-style-type: none"> ○ 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?
<p>Strengths of the application (in bullet point format)</p> <ul style="list-style-type: none"> •

Weaknesses of the application (in bullet point format)

-

Overall comments:

(reflecting the relative importance of the above-mentioned strengths and weaknesses)

-

Score Criterion 4 (out of 5; threshold 3; weight: 20%)

REMARKS:

- Only applications scoring a minimum of 12 points will be considered for selection
- A minimum of 3 applications will be selected per research project and considered for the Final Selection Stage
- Application scoring above 12 but which are not selected will be encouraged to apply for the next call, taking into account the evaluation and comments made by the Evaluators and Selection Committees.
- Applications scoring above 12 but are not selected will be placed on a waiting list, and might be contacted, should a selected candidate refuse the interview invitation

3. Online evaluation tool

The following is a brief explanation of the different windows you now access to in the online evaluation tool.
As soon as you log in with your credentials, you will have access to a new section: **EVALUATION**

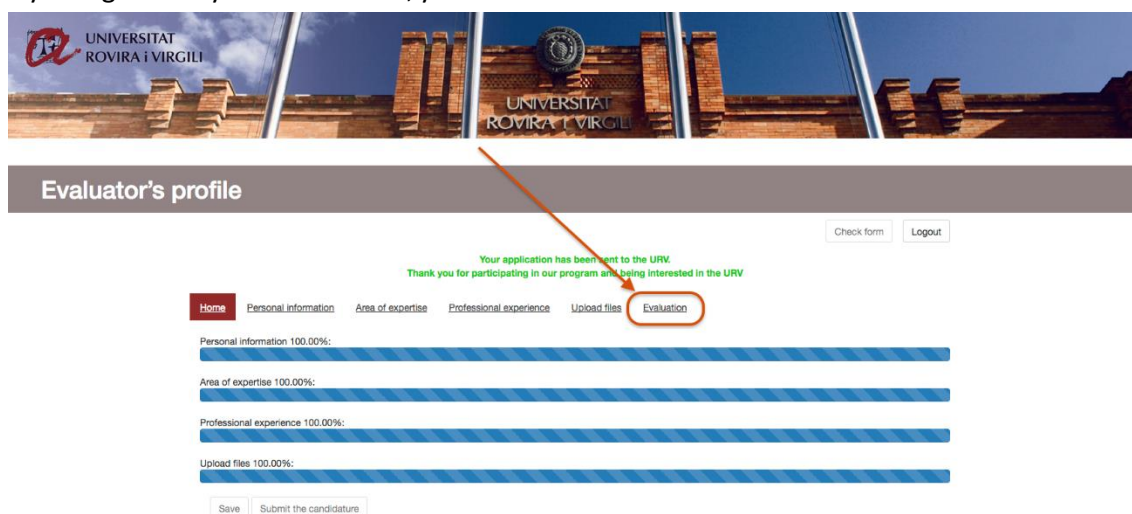


Fig. 1. Evaluator's profile

In this section, you will find a list of candidates that have been assigned to you, and for each candidate, you will have 2 options: EVALUATION and SUBMIT EVALUATION.



Evaluator's profile

[Check form](#) [Logout](#)

Your application has been sent to the URV.
Thank you for participating in our program and being interested in the URV

[Home](#) [Personal information](#) [Area of expertise](#) [Professional experience](#) [Upload files](#) [Evaluation](#)

Candidates to evaluate

Search:

Reference	Last name	First name	Area	% Complete	Evaluation sent		
2017MFP-COFUND-18			Nanoscience, Materials and Chemical Engineering	0.00		Evaluation	Submit evaluation
2017MFP-COFUND-18			Nanoscience, Materials and Chemical Engineering	0.00		Evaluation	Submit evaluation
2017MFP-COFUND-18			Nanoscience, Materials and Chemical Engineering	0.00		Evaluation	Submit evaluation

Fig. 2. Evaluation home screen

The first option, EVALUATION, opens up the evaluation application for each candidate, where you will have access to the following information:

- Candidate and position information: basic details on the candidate and the reference project, together with the description of the project, which will be useful in determining the fit between the candidate and the research project

% Complete 0.00%:

Candidate and position information

Reference	First name	Last name
<input type="text" value="2017MFP-COFUND-18"/>	<input type="text" value=""/>	<input type="text" value=""/>
PhD program		
<input type="text" value="Nanoscience, Materials and Chemical Engineering"/>		

Project

Project title
<input type="text" value="Intensified biodegradation of recalcitrant compounds by anaerobic reduction over ceramic-supported carbon-based membranes"/>
Project description
<p>The water pollution is a threat to the sustainability of the planet and its importance is increasing due to the population growth experienced over the past decades, which brings an intensive water use and the consequent generation of huge amounts of wastewater. This wastewater cannot be freely released to the environment since it contains many synthetic compounds, such as azo dyes, pesticides, herbicides and other persistent and/or emergent compounds, which cannot be efficiently removed in conventional wastewater treatment plants. In such a case, specifically dedicated processes must be applied to their elimination.</p> <p>For several families of compounds, anaerobic biodegradation has demonstrated to be very efficient for their initial degradation that can later be finished using</p>

Fig. 3. Candidate and position information

- b. Documents: this gives you access to all the documents of the candidate, including the average grade equivalence to the Spanish university system. However, this is not a mandatory document. Click on any of them to download/open the file.

Evaluator's profile - Candidate evaluation

[Back to the candidates list](#)

[Check form](#)

[Logout](#)

[Candidate and position information](#)

Documents

[How to choose a score](#)

[Evaluation](#)

% Complete 0.00%:

Documents

1. CV
2. Scanned copy of the certificate of the official academic qualification or proof of payment of the fees for the issuance of the certificate that allows the holder to access the doctoral studies
3. Scanned copy of academic transcript of the undergraduate degree
4. Motivation letter
5. Reference letter (2 mandatory)
6. Reference letter (2 mandatory)
7. Scanned copy of academic transcript of the master's degree. Candidates who have not completed their master's degrees must send their provisional academic transcript
8. Description of the master project
9. Middle notes equivalence of university studies in foreign centers (according to MINECO)

[Save](#)

[Submit evaluation](#)

Fig. 4. Documentation

- c. How to choose a score: gives you the required scores for the evaluation

Evaluator's profile - Candidate evaluation

[Back to the candidates list](#)

[Check form](#)

[Logout](#)

[Candidate and position information](#)

[Documents](#)

How to choose a score

[Evaluation](#)

% Complete 0.00%:

How to choose a score

Each criterion will be scored between 0 and 5, with 0.1 increments. The scores indicate the following, for each of the criterion under examination:

- 0 – the application fails to address the criterion or cannot be assessed due to missing or incomplete information
- 1 – **POOR** – the criterion is addressed in an inadequate manner, or there are serious inherent weaknesses
- 2 – **FAIR** – while the application broadly addresses the criterion, there are significant weaknesses
- 3 – **GOOD** – the application addresses the criterion well, but a number of shortcomings are present
- 4 – **VERY GOOD** – the application addresses the criterion very well, but a small number of shortcomings are present
- 5 – **EXCELLENT** – the application successfully addresses all relevant aspects of the criterion. Any shortcomings are minor

Fig. 5. Score choosing explanation

- d. Evaluation: open up the actual evaluation criteria, and gives you access to the comments for each criterion, as well as the score in each criterion. The max score, weight and threshold are already set, and cannot be changed. The only thing you need to fill in is the Score for each criterion. The final score is automatically calculated by the program, and shown at the bottom of the evaluation form **NOT WEIGHTED**. When you

complete the evaluation, **save the progress**. If you are 100% satisfied with the evaluation, you can submit your evaluation at this moment. If you would like to revisit the evaluation at a later stage, save it and then submit it from the EVALUATION home screen (Fig. 2)

Evaluator's profile - Candidate evaluation

[Back to the candidates list](#) [Check form](#) [Logout](#)

[Candidate and position information](#) [Documents](#) [How to choose a score](#) [Evaluation](#)

% Complete 0.00%:

Evaluation

Evaluation criteria

Academic profile

Max score	Weight	Score	Threshold
5.00	40.00		3.00

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

- How does the academic background correspond to what is asked in the research project?
- Rate the quality of the academic curriculum.
- Rate the candidate's academic records.

Strengths of the application

Strengths of the application

Weaknesses of the application

Overall comments: (reflecting the relative importance of the above-mentioned strengths and weaknesses)

Final score

0.00

[Save](#) [Submit evaluation](#)

In any case, please do not forget to **SAVE** your progress (partial or completed evaluation), otherwise all will be lost and you will have to start again.

The **SUBMIT EVALUATION** button will only activate when the evaluation is **100% complete**. Please do not forget to **SUBMIT** the evaluation when you are satisfied with the result.

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4. Payment details

Documentation

Only PDF files are allowed

Compulsory documents for online submission			
CV	Choose file	No file chosen	Upload file

Optional documents for online submission			
Document D7	Choose file	No file chosen	Upload file
Scanned copy of the personal ID document	Choose file	No file chosen	Upload file
Scanned copy of the bank account details (name of the account holder, account number)	Choose file	No file chosen	Upload file

When applying for participating as an evaluator apart from the CV (PhD title required) you will have to upload also the documents needed for the payment, in order to ensure a timely payment.

If you have been paid by the URV before and there are no changes in personal information and bank account you do not have to provide these optional documents.

- Document D7:** should be downloaded from the link, changed the language to English-upper right corner, fill-it in (TAX ID number is your ID document number) and sign it, by hand or electronically
- Scanned copy of the personal ID document:** Passport, DNI or NIE (if you do not hold a passport, DNI or NIE, your national ID card should be uploaded)
 - If the bank account is in a foreign country, you should upload the scanned copy of the passport
 - If it is a Spanish bank account, you should upload the scanned copy of NIE/DNI card
- Scanned copy of the bank account details (name of the account holder, account number):** a document from the bank or the bank website connecting your name to the bank account

The payment will be made in a bank account where you are the account holder.



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The gross payment (including Spanish taxes) is 41€/CV evaluated. If you are a foreigner and can provide a **Certificate to avoid double taxation** (you have to inform yourself of such certificate in your country of residence) you can be exempt of paying the Spanish taxes.

The payment will be done through a “provision of services” procedure, however if you can provide an invoice for your services you will be paid by invoice.

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