

2021

RECRUITMENT CAMPAIGN

GUIDE FOR APPLICANTS



EINST4INE



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THE EUROPEAN TRAINING NETWORK FOR INDUSTRY DIGITAL TRANSFORMATION ACROSS INNOVATION ECOSYSTEMS (EINST4INE)

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Disclaimer

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Document history

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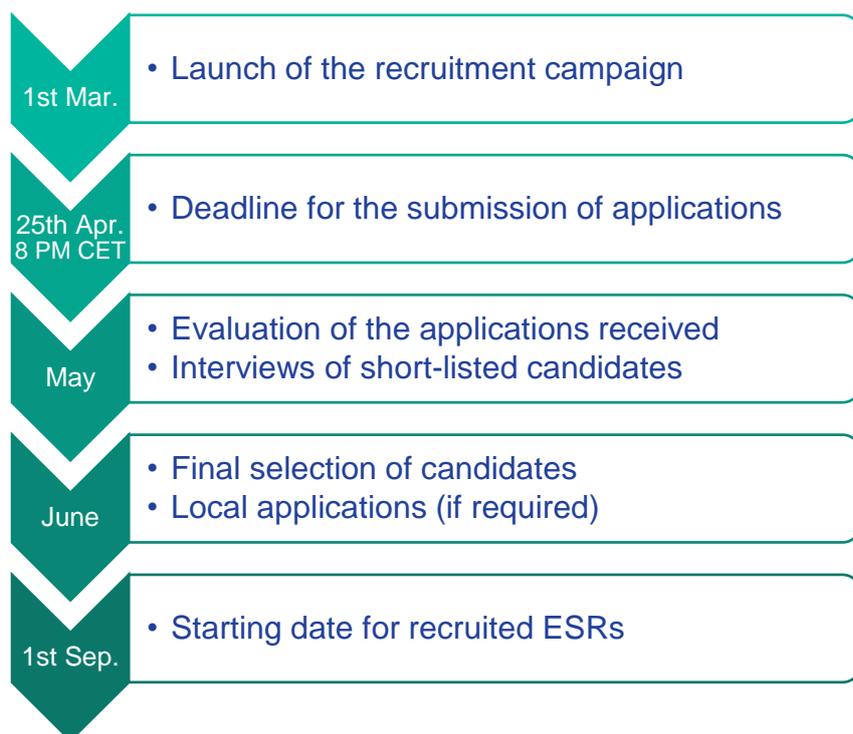
INTRODUCTION

This document provides practical information on the application process for the PhD (Early Stage Researchers – ESRs) positions of the EINST4INE project. EINST4INE consortium will recruit 15 ESRs following an open, transparent, impartial and equitable recruitment procedure in line with the principles set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

For more information on the project and available positions, please visit the website <https://www.einst4ine.eu>.

EINST4INE RECRUITMENT CAMPAIGN

Key dates



Where to find the vacancies for EINST4INE?

The list of open positions (ESR individual projects) is published on EINST4INE website, at: <https://www.einst4ine.eu/vacancies/>



<i>ESR #</i>	<i>Individual Project Title</i>	<i>Host</i>	<i>Supervisor(s)</i>
1	Future skills and competencies of employees dealing with the management of digital transformation	RMIT EU	A-L. Mention, J. Dabrowska
2	Assessment of human-machine interfaces of social and collaborative robots	SSSA	C. Oddo, A. Menciassi
3	Human models for collaborative robots	SSSA	A. Piccaluga, A. Di Minin
4	The robo-advisor revolution and its impact on skillset and competencies of financial advisors	RMITE	A-L. Mention
5	Embodied presence of remote employees in collaborative teams: The use of mobile telepresence robots	AU	S. Nørskov
6	Integration of virtual or augmented reality tools with human decision-making approaches for technology strategy	UCAM	L. Mortara, R. Phaal
7	Integration of 'digitally-' and 'socially-' driven decision-making approaches in contemporary industries	UCAM	L. Mortara, R. Phaal
8	Organizational capabilities, processes and structures that support and drive digital transformation	RMITE	A-L. Mention, J. Dabrowska
9	The technological and industrial convergence and the interplay between technology-centered ecosystems	RMITE	A-L. Mention
10	The technologies that generate innovation ecosystems	USTUTT	A. Brem, P. Nylund
11	Industry 4.0 as an enabler of innovation ecosystem emergence	USTUTT	A. Brem, F. Giones
12	Non-platform-based innovation ecosystem emergence	AU	A. Radziwon, H. Chesbrough
13	Innovation ecosystem orchestration mechanisms	LUT	P. Ritala, A. Almpantopoulou
14	Legitimizing innovation ecosystem orchestration	LUT	P. Ritala, H. Hakala
15	Linking open innovation mechanisms for environmental sustainably goals	LUISS	C. Alaimo, H. Chesbrough

List of open positions.

Who can apply?

To apply for an ESR position, candidates must fulfil all eligibility criteria and the mobility rule set by the European Commission for Innovative Training Networks:

- The applicants can be of **any nationality**;
- The candidate must not **have resided in the country** of the recruiting beneficiary for more than 12 months in the 3 years immediately before the recruitment date (and not have carried out their main activity (work, studies, etc.) in that country) — unless as part of a procedure for obtaining refugee status under the Geneva Convention;



- The candidate must be at the date of recruitment **in the first four years of his/her research career** (measured from the date when the researcher obtained the degree entitling him/her to embark on a doctorate, even if a doctorate was never envisaged);
- The candidate must **not have a doctoral degree**.

NB: If you do not meet all criteria, your application is not eligible.

In addition to above mentioned criteria, candidates will be shortlisted according to the requirements of each host institution, stated in the corresponding position description(s). Carefully read the specific conditions for each ESR position before applying.

Equal Opportunity

The consortium adheres to the principles of the European Commission's Strategy on Equal Opportunities for Women and Men and promotes genuine equal access opportunities between all applicants throughout the recruitment process.

Applicants with disabilities are guaranteed an interview if they demonstrate that they have met the essential criteria for the position.

YOUR APPLICATION

How to apply?

Once you have identified position(s) of your interest – up to 3, you will have to apply through the [online application form](#) on EINST4INE website. Before you start completing the application form, make sure you have understood the recruitment conditions, that you meet all eligibility criteria and have the requested supporting documents ready. We require all candidates follow the same application process to ensure that the selection process is consistent and fair.

NB: Only applications that are complete, in English and submitted before the deadline will be considered eligible. Only documents submitted through the online recruitment platform will be considered. Please do not send any document by email.



Filling the Online Application Form

The Application Form is divided into 4 sections. The fields marked with an asterisk (*) are mandatory. You are invited to complete your application in English in order to facilitate the selection procedure. All the information provided must be accurate and complete. Incomplete applications will be disregarded.

In the first section, fill in your [personal and contact data](#) for identification purposes.

The second section allows you to provide information about [your background](#). This information is important for the eligibility screening, in particular compliance with the early stage researcher status and the mobility rule. Additional document may be requested in case of doubt (e.g. proof of residency).

- Countries of residence: you must indicate the country where you are currently living, the date you moved to this country, and the other countries where you have been living over the last 3 years, including the duration for each. Short stays, such as holidays, are not considered.
- Highest university degree: you need to specify your highest university degree, i.e. the degree entitling you to embark on a doctorate, typically a master's degree. If you hold more than 1 master's degree, you have to indicate the date of obtention of the oldest one. If you are currently a master's student and will graduate in the upcoming months, indicate expected date of graduation.
NB: An MBA may not be sufficient to embark on a doctorate.
- Research experience (not mandatory but highly recommended): you can provide any relevant information regarding experience or skills that might be of interest for the positions you are applying to (limited to 1,000 characters).

In the third section, you should indicate the [position\(s\) you are applying to](#) (up to 3). Note that your motivation letter and research proposal(s) should reflect your choice(s).

In addition, you are requested to provide the name, company, relationship and contact details of 2 persons who will be contacted as [referees](#). At least one of them must be from the academia, ideally your final year project supervisor.

The fourth section is for uploading supporting documents. Make sure the documents are in line with the general and specific requirements of the selected position(s). Documents must be uploaded in PDF format, the size limit is 10 MB per document.

- A [Curriculum Vitae](#), detailing your academic background, professional and research experience, skills, languages spoken... (2-pages max., in English);



- A **letter of motivation**, explaining why you are applying to the specific position(s) and why you believe you are the best candidate (1,000 words, in English);
- A brief **research proposal** for each ESR project you selected (3,000 words per project, in English) addressing:
 - The title of the ESR project
 - The background literature
 - The research objectives
 - The methodology (expected theoretical contribution and managerial/ policy implications)
- A copy of your **highest academic degree** and the corresponding transcripts; optionally, you may add other academic degrees and transcripts (submitted as 1 single document)*;
- A proof of **English proficiency** (such as IETLS, TOEFL, ...)***;
- Up to 2 letters of reference*** or other document of relevance for the application can be submitted.

* if the documents are not in English, an official translation might be required. Check each host institution's conditions before applying.

** the proof and level required may vary from one recruiting institution to another.

*** the referees listed will be contacted by the Selection Panel.

NB: Additional documents may be requested by the Selection Panel.

To complete your application, you will have to accept the data protection statement and certify that the answers provided are true and complete.

Only when you have completed all required sections of the Application Form and uploaded all requested documents, you can proceed to apply.

EINST4INE Selection Panel will gather and assess all applications received. We will get back to you once the call for applicants is closed and the initial screening process has been conducted, during the month of May 2021.



THE SELECTION

Steps

The Application Form will remain accessible until 25th April 2021 at 20h CET.

The Selection Panel, composed of 1 representative from each recruiting organisation, will proceed to a first evaluation of the applications received, paying a particular attention to the compliance with the general and specific eligibility criteria (i.e. formal qualifications, research experience, transnational mobility) and the relevance of the applicants' profile with regards to the individual projects.

Specific Selection Committees, appointed for each position based on the ESR topic and the host institution's requirement, will then decide which candidates will be invited to an interview.

The interviews of short-listed candidates will be organised by videoconference during the month of May 2021. The candidates will be informed of the outcomes of the selection process once all candidates for a specific position have been interviewed.

A position will be considered filled once the corresponding Selection Committee has communicated its decision and both the successful candidate and the host institution(s) have accepted.

A specific application to the host institution programme might be required (applicants will be informed of each institution's specificities in due time).

If certain positions are not filled, a new call for applicants might be launched.

Selection Criteria

The candidates will be assessed based on their **academic quality and merit**, **scientific skills**, the relevance of their **background** and/or their **research experience**, and their **proficiency in English**. Furthermore, during the interview phase, the candidate's **presentation skills** and **motivation** will be additional criteria.



Successful Candidates

The successful candidates will:

- be recruited by the corresponding host institution under a fixed-term full-time employment contract, including social security coverage;
- be recruited in the frame of the project for a total period of 36 months (in compliance with the host institution usual practice, the positions may be subjected to probationary period);
- be working exclusively for the action;
- perceive a competitive remuneration in accordance with the Marie Skłodowska-Curie actions regulation for Early Stage Researchers;
- be assisted by their employer in the administrative procedures related to their recruitment and settling in their new host country;
- be enrolled in a local PhD programme.

Tips

- Read the job description carefully before completing the application form as you will need to demonstrate that you meet all the requirements to be considered for shortlisting.
- Ensure that you indicate the title and number of the position that you are applying for in your motivation letter and on research proposal.
- The referees must be your present or most recent supervisor. If you have not been employed previously, you can give the names of people who professionally know you sufficiently well to confirm the information you have given and comment on your ability to do the job for which you are applying (at least one should be academic). Candidates should make their referees aware that EINST4INE Selection Panel may contact them.
- Check each recruiting institution's requirement for English proficiency.



Data Protection

The data collected as part of the selection process (application form, supporting documents and interviews) will be used for the sole purpose of EINST4INE recruitment. The coordinator will communicate information of interest to the Selection Panel and Committees and the host universities. The data will be recorded for 5 years after the termination of EINST4INE project for audit purposes.

The collection, processing and sharing of personal data and / or special categories of personal data will comply with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (the General Data Protection Regulation (GDPR)) and other applicant regulation on personal data.

OBJECTIONS

Feedback on the selection decision

An unsuccessful applicant seeking a review must submit a written request for feedback to Einst4ine@rmit.edu.au within 7 days of the day on which formal notification of the selection decision was sent. The Selection Panel must provide the applicant with reasons for the decision within 5 working days of being contacted by the applicant.

Formal review

Where an applicant has sought feedback on their application but remains dissatisfied with the outcome, they may seek a formal review of a selection decision where they can provide evidence that all of the following grounds exist:

- a. the applicant satisfied all relevant entry requirements;
- b. the application was lodged on time, in the correct manner, and they provided all the relevant, valid, updated and accurate documentation;
- c. the applicant has evidence that the selection process was improperly applied; and
- d. the applicant has sought feedback from the selection panel.



A review application must be submitted [online here](#) and supporting document must be sent to Einst4ine@rmit.edu.au within 20 working days from the date the selection decision was sent.

The request for review, will be assessed by the Executive and Recruitment Board (ERB). The ERB will:

- a. arrange an investigation within 5 working days; and
- b. advise the applicant in writing of the outcome of the review within a further 20 working days.

A formal review decision is final and cannot be appealed.

An application for review may be dismissed as without substance, with notification of reasoning provided to the applicant, where they:

- a. did not meet the published admission requirements of the program to which admission was sought; or
- b. failed to produce evidence substantiating the grounds of review detailed above.

Where a review against a selection decision is upheld, the reviewer must send notice of the outcome to the applicant within 10 working days. The notice will contain the full decision of the review and state any actions being taken by the ERB in relation to it.



PARTNERS



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