RECRUITMENT

GUIDE FOR APPLICANTS
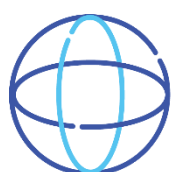
EINST4INE

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

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Disclaimer

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Document history

Issue date	Version	Changes made/reason for this issue
24/02/2021	1	Publication
14/06/2021	2	Update on objection process
18/01/2024	3	Update for extraordinary call 2024

CONTENTS

INTRODUCTION

This document provides practical information on the application process for the Junior Researcher positions of the EINST4INE project. EINST4INE consortium will recruit 2 Junior Researchers 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 PROCESS

Who can apply?

To apply for a 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.

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?

You will have to apply in English through the application portal (SlideRoom) reachable from EINST4INE website, before 9th February 2024, 23:59h CET. The portal is userfriendly and intuitive. In case of doubts, you may consult the online user manual or contact einst4ine@rmit.edu.au.

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 online application process requires to create your **Applicant profile**: after entering your basic personal and contact details, you will receive an automatic email with login details to access the online portal, a unique reference number and further instructions for completing the application.

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

First you will require to ensure that you comply with the MSCA requirements. You will then need to fill in your personal and contact data for identification purposes. In the next section, you will be asked to provide information about your background, mainly your education and research experience.

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.

- Specify all your higher education degrees (Bachelor's and Master's). If you are currently a master's student and will graduate in the upcoming months, indicate expected date of graduation.
- Research experience (not mandatory but highly recommended): you can provide any relevant information regarding experience or skills that might be of interest for the position.

In the next section, you should indicate the position(s) you are applying to. Note that your motivation letter and research proposal(s) should reflect your choice(s).

In addition, you are requested to provide the 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.

Note that all documents must be uploaded in PDF format and following the instructions provided in the application form.

- 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 the position you selected (2,000 words max., in English) addressing:
  - The title of the project
  - The background literature
  - The research objectives
  - The methodology (expected theoretical contribution and managerial/ policy implications)
- A copy of your official academic degree(s) and the corresponding transcripts in English;
- A proof of English proficiency
- Up to 2 referee contacts.

NB: Additional documents may be requested.

You may login, modify and save your application as many times as desired until all required fields are complete, and all necessary documentation is uploaded. To submit your application, you must accept the data protection statement and certify that the answers provided are true and complete. When all fields are filled and, as long as the call deadline is not passed, the option to submit will become available. Once the application is submitted no further modifications are possible.

EINST4INE Selection Panel will 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.

THE SELECTION

Steps

The Application Form will remain accessible until 9th February 2024 23:59h CET.

The Selection Panel, composed of 1 representative from RMIT and other EINST4INE members, 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.

Evaluators will then decide which candidates will be invited to an interview.

The interviews of short-listed candidates will be organised by videoconference before end of February 2024. 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 decision has been communicated and both the successful candidate and RMIT have accepted.

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 RMIT EU under an ongoing full-time employment contract, including social security coverage;
- be recruited in the frame of the project

- be working exclusively for the action;
- perceive a competitive remuneration in accordance with the Marie Skłodowska-Curie actions;
- be assisted by their employer in the administrative procedures related to their recruitment and settling in their new host country;

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 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.

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. 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 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

AARHUS UNIVERSITY

UNIVERSITY OF CAMBRIDGE

LUISS

LUT University

RMIT UNIVERSITY

Sant'Anna
School of Advanced Studies – Pisa

University of Stuttgart
Germany

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