

Evaluation and selection procedure

The proposals submitted online before May 31st (9 AM, CEST) will be checked for eligibility by the Management Team (MT) and then sent to the members of the International Selection Committee (ISC). The ISC will evaluate the applications and produce a shortlist of candidates to be auditioned. Interviews will be carried out by ISC at the beginning of July 2025, the full calendar will be available online.

At the end of the call, the MT will check the application for the eligibility criteria:

- **Academic criteria:** Applicants of any nationality must be able to complete a master's degree or an equivalent diploma before the beginning of the PhD position or have completed a master's degree or an equivalent diploma. Applicants who already possess a PhD title are not eligible. Researchers who have successfully defended their doctoral thesis, but who have not yet formally been awarded the doctoral degree will not be eligible.
- **International criteria:** Applicants will need to comply with the MSCA mobility rule. Applicants must not have had their main residence or carried out their main activity (work, studies, ...) in the recruiting country for more than 12 months during the 3 years immediately before the deadline of the call. Compulsory national service, short stays such as holidays and time spent as part of a procedure for obtaining refugee status under the Geneva Convention (1951 Refugee Convention and the 1967 Protocol) are not taken into account.

Once the eligibility check is passed, the applications are sent to the ISC, who will evaluate the applicants in two stages:

- 1) The application is scored for a maximum of 40 points (see table below), with a cut-off of 20/40.

An initial ranking is made following this table. Inclusiveness is one of the objectives of the project, therefore 3 extra points (bonus) per category will be given to people with disabilities, underrepresented gender, or under the status of refugee.

Theme	Criteria	Points	Subcriteria
Education	Scientific excellence	Up to 20	Academic education and training (up to 8 points); Academic excellence (<i>incl.</i> prizes, publications, participation in international programmes such as Erasmus) (up to 7 points) Dual degree/diploma (up to 5 points)
Ambition	Adequacy of the career plan and the research project	Up to 10	Ambition both concerning the ArchiFun Project/s applied for and more broadly concerning the applicant's research interests.
Professional experience	Research experience	Up to 10	Research environments within and outside of the Higher Education Sector, as well as sectors and organisations which are impacted by research outcomes.

Once this first evaluation has been completed, the shortlisted candidates will be notified by email and surface mail and interviewed by the **ISC** *via* teleconferencing during the first week of July.

The calendar of the selection will be indicated in the mail and on the ArchiFun website.

- 2) The **second** stage is the **oral interview**, where the prospective candidates will present **in 15 minutes** their achievements and their research project, which they will have discussed with the future supervisors beforehand. This presentation will score up to 20 points (see table below). Up to 5 points can be taken off should the time limit not be respected. The ISC will then start a **20-minute discussion** on the project and the

scientific preparation and background of the candidates. Their attitude towards the research plan, commitment and motivation in the following 3 years will also be evaluated. In total, this interview can score up to 60 points.

Theme	Criteria	Points	Subcriteria
Presentation	Scientific excellence	Up to 20	Pedagogical content (up to 7 points) Intelligibility (up to 7 points) Instructions compliance (up to 6 points)
Question session (part 1)	Scientific excellence	Up to 20	Knowledge of the basics of the chosen research topic (up to 10 pt) Knowledge of the scientific background (up to 10 pt)
Question session (part 2)	Adequacy of the career plan and the research project	Up to 20	Adequacy of the proposed secondments to the research project (up to 10 points) Attitude towards the research plan, commitment and motivation (up to 10 points)

The maximum total score between the first and second evaluations is 100 points (40 points in the first stage and 60 in the second). Throughout the selection project, the Equality, Inclusion and Sustainability Opportunities Plan will be followed and specific attention will also be brought to candidates, who would like to start a career in research after having been active in a different domain/sector following a master's degree.

All the rules of the European Charter for Researchers and of the Code of Conduct for the Recruitment of Researchers (OJ L 75, 22.3.2005) will be followed.

Soon after the consensus meeting of the ISC, a final ranking will be made public and all the candidates will be notified by email and surface mail, with an evaluation summary report.

Applicants who have not been selected, despite having scored above the threshold, will be placed on a reserve list.

Following this notification, the successful applicants have **1 week** to decide whether **to accept the decision**; once this delay has passed, the silence is a denial of the offer and the next candidate on the reserve list will be notified.

All the applicants have the right to request a **redress procedure**, should they believe there has been a shortcoming in the evaluation or a procedural flaw. In this case, they have 10 days to fill in the redress procedure in the annexes. A redress request can only be based on procedural grounds, with clear evidence of the reasons for the complaint that must be provided in the request. The redress procedure is not meant to call into question the judgement made by the expert evaluators.