

Application and Selection Process for MSCA Cofund LogiCS@TUWien

Please submit your application for one of the **20 Prae-Doc** positions at LogiCS@TUWien via the official **TU Wien – Online Application Portal** (jobs.tuwien.ac.at).

If you have any questions regarding the **application procedure** for LogiCS@TUWien or for **technical support** feel free to contact us under msca@vcla.at.

Timeline

The **First Call for Applications** will be published on **October 8, 2021**, with an application deadline of **December 30, 2021**.

The **Second Call for Applications** will be published on **February 1, 2022**.

Start of LogiCS@TUWien PHD-School: June 2022

Application & Selection

Applications must be submitted through the **TUW Job-Portal** (jobs.tuwien.ac.at) from **October 8, 2021** until **December 30, 2021**.

The application and selection process is articulated in several stages. After a preliminary eligibility check, all the applications will be reviewed in a three-step evaluation process.

The recruitment process will implement the guidelines set forth by the **European Charter for Researchers** and the **Code of Conduct for the Recruitment of Researchers**.

1. Eligibility Criteria & Application Requirements

It is the responsibility of the applicant to make sure that his/her reference persons have sent their **recommendation letters before the deadline** to: tuwdoc@tuwien.ac.at.

Each missing letter reduces the score in the background check (each letter counts).

Eligibility Criteria

- At the Call deadline, all candidates for an ESR position must be **in the first four years** (full-time equivalent research experience) of their research careers and must not hold a doctoral degree.
- The applicants are expected to have completed an **excellent diploma or master's degree** at the Call deadline in one of the following subjects: computer science, mathematics, or a related field (i.e., computer engineering, business informatics, etc.). This will guarantee that the candidates have acquired fundamental education in a research area relevant to LogiCS@TUWien.
- Please note that – according to the guidelines of the **Marie-Skłodowska Curie Mobility Rule** – applicants for LogiCS@TUWien must not have resided or carried out their main activity (work, studies, etc.) in Austria **for more than 12 months between January 1, 2019 and December 30, 2021**.

Application Requirements

The application of the candidates (in writing) should include:

- a **letter of motivation** (detailing previous research achievements, research goals, career plans)
- a **complete CV**, including a list of previous scientific expertise, awards, grants, stays abroad, attended lectures
attended summer schools, attended workshops, skills, and publications (if applicable)
- an abstract in English of the applicant's **master's thesis**
- a complete **list of completed studies** and transcripts of all grades
- contact details of **two reference persons** (at least one academic) who are willing to provide a letter of recommendation.
The letters should be sent to tuwdoc@tuwien.ac.at before the application deadline.
- proof of **proficiency in English** (usually TOEFL/IELTS/CAE) or confirmation of previous studies (Bachelor, Master) in English
- at most **three research projects** (among the proposed ones)
- Applicants are required to commit to **H2020 ethical principles and guidelines** (Art. 19)

2. Eligibility Check (approx. starting week 1 after application deadline)

Each application will be assigned a **score ranging from 1 (poor) to 5 (very good)** averaged and rounded to the first digit after the decimal.

If the score is above or equals the threshold of 3.5, the candidate will be invited to a first interview via teleconference, otherwise she/he will be notified within one month after the application deadline about the reasons of exclusion.

| Evaluation Criteria | Indicators | Source | Weight |
|--|---|--|--------|
| Academic qualification (45%) | BSc grade point average | Transcripts | 10% |
| | MSc grade point average | Transcripts | 10% |
| | Match of the studies with the research fields of the doctoral college | based on the reviews of the experts | 10% |
| | Letters of reference | based on the reviews of the experts | 15% |
| Research interest, motivation and compatibility (40%) | Motivation | based on the reviews of the experts | 15% |
| | Knowledge and previous research experience in the PhD research projects chosen by the applicant | based on the reviews of the CV (e.g., publications, attended conferences, workshops, grants and awards, summer schools) by the experts | 25% |
| Complementary Skills (15%) | English language skills | English language certificates, or English as native language or English as graduate studies | 10% |
| | General skills and advanced experience | based on merits, such as professional or volunteer experience, stays abroad, etc. | 5% |

Table 1: Evaluation Criteria for Background Check

3. Video Interview (approx. starting week 5 after application deadline)

In the **first interview via teleconference**, the candidates will be asked questions on their motivation, learning and working style, and on other scientific, professional or volunteer experiences (ca. 20 min). In turn, the candidates may ask questions to the supervisors and the doctoral program management (ca. 10 min).

During the interview the Personal Interview Panel (PIP) will assess the motivation of the candidate, her/his **knowledge of the relevant topics, the learning & work-style of the candidate, the English communication skills and the compatibility of the chosen research project(s)** to the program.

The PIP will assign a score between 1 (poor) to 5 (very good) with at max one digit after the decimal. If the score is above or equal to the threshold of 4, the candidate will be invited to the second interview in-person, otherwise she will be notified within a week after the interview about the reasons of exclusion.

| Evaluation Criteria | Indicators | Source | Weight |
|--|--|--|--------|
| Motivation, Research Experience (70%) | Knowledge and previous research experience | Assessed by the PIP, based on the interview | 40% |
| | Motivation | Assessed by the PIP, based on the interview | 30% |
| Complementary Skills (30%) | Communication skills | Assessed by the PIP, based on the interview | 20% |
| | Additional relevant skills and experience | Assessment (based on the interview) by the PIP of additional skills, such as leadership, working in a team or international, interdisciplinary or inter-sectoral (non-academic) experience | 10% |

Table 2: Evaluation Criteria for the Video Interview

4. In-Person Interview (approx. starting week 8 after application deadline)

If the physical presence of the candidate is not feasible (e.g. visa issues, pandemic, travel restrictions) the interview will be held remotely.

The Program Manager and a member of the Equal Treatment Committee will participate in the meeting to ensure that equal opportunities are given to all the candidates. During this second interview, candidates are expected to give a **presentation in English** (20 min) on their MSc thesis, followed by a **scientific discussion** on the presentation and thesis (10 min).

Then they are expected to give a **presentation of a scientific paper** chosen by the potential supervisors (20 min), followed by a scientific discussion on the presentation of the paper (10 min).

The Personal Interview Panel will then assign a score ranging between 1 (poor) to 5 (very good) with at max one digit after the decimal based on this second interview and the evaluation criteria.

| Evaluation Criteria | Indicators | Source | Weight |
|-----------------------------------|--|---|--------|
| Scientific Skills (85%) | Quality of scientific presentation and discussion | Assessed by the PIP, based on the presentation of the MSc thesis | 45% |
| | Capacity to understand and to present the scientific literature related to the chosen research project | Assessed by the PIP, based on the presentation of the assigned scientific paper | 40% |
| Complementary Skills (15%) | Communication skills | Assessed by the PIP, based on the interview | 15% |

Table 3: Evaluation Criteria for the In-Person Interview

5. Final Ranking (approx. starting 9 weeks after online submission)

The **final consensus meeting** (remote, if needed) will include the members of the Selection Committee and independent experts.

For each candidate a final score will be computed by adding the scores of the previous evaluation steps weighted as defined in Table 4.

Then the candidates will be grouped according to the chosen prospective supervisor and ranked in each group according to the final score. If two or more candidates have the same final score in the group, priority will be given to the candidate that has obtained the best score in the in-person interview. If also this is the same, the priority will be given to the candidate with the best score

in the video interview. In the case of a tie (*ex-aequo*), the SC will consider diversity criteria (e.g., underrepresented gender, researcher with physical disabilities) and in the ultimate case toss a coin.

The top researchers for each group will be then ranked according to the same criteria and tie-breaking priority. The top candidates will be chosen to fill the positions available for each prospective supervisor in each call.

The ranking list will be presented to the Steering Committee who will endorse the final decision. Subsequently the candidates will be notified about the final decision.

| Evaluation Step | Score | Weight for the Final Ranking | Threshold | Ex-aequo Priority |
|---------------------|--------------------|------------------------------|-----------|-------------------|
| Background Check | 1 (low) – 5 (high) | 35 % | 3.5 | low |
| Video Interview | 1 (low) – 5 (high) | 25 % | 4 | medium |
| In-person Interview | 1 (low) – 5 (high) | 40 % | 4 | high |

Table 4: Score range, weights for final ranking, thresholds, and ex-aequo priority order for each stage.

6. Admission Procedure

Human Resources will prepare the **employment contracts** for the successful candidates. They will also be provided with administrative support regarding visa, university registration as a PhD student etc., as well as with all possible informational support.

The **supervisor** is chosen during the admission process of the student for the LogiCS@TUWien program in a mutual agreement with the supervisor and the student.

The **co-supervisor** is chosen after the doctoral student has defined her/his concrete research goals at a later stage.

7. Redress Procedure

If the candidates believe that the evaluation of their application was not properly handled, or that the results of the eligibility check are incorrect, they may appeal for a redress procedure within one week from the notification under msca@vcla.at.

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