RMIT European Doctoral Innovators (REDI) Program

Guide for Applicants

August 2022

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1. About REDI

RMIT European Doctoral Innovators (REDI) is a five-year innovative research training program aimed at educating tomorrow's researchers by offering a unique international research environment in which to deepen core scientific skills and develop new ones in complementary disciplines and sectors. REDI offers industry-supported positions in 10+ countries all with excellent salaries, enviable international experiences including a residential year in Melbourne and annual workshops in Barcelona, top-class research and skills training as well as networking with academic and industry leaders across 60+ partners.

REDI is co-funded by the European Union's Horizon 2020 research and innovation program under the Marie Skłodowska-Curie grant agreement no. 101034328. REDI has also received funding from RMIT University and other 20+ academic and industry partners involved in its implementation.

2. Who is REDI intended for?

REDI seeks to recruit excellent, doctoral researchers of any nationality, gender and discipline from around the world.

3. Recruitment and selection process

3.1 Timeline for the 3rd Call for Applicants

Step	What will happen at this step?	Timeframe
1 - Online application	Submit your application through the online portal before the deadline.	20 July 2022 – 19 September 2022
2 - Eligibility check	The REDI Team will check whether your application meets the MSCA eligibility criteria and notify you of the outcome by email.	By 22 September 2022
3 - Assessment of eligible applications (shortlisting Applicants for interview)	If your application meets the eligibility criteria, you will progress on to the next phase where your application will be assessed by the assigned Selection Panel against the Evaluation Criteria (please refer to the Guide for Evaluators).	By 7 October 2022
4 - Interviews	If your application is shortlisted by the Selection Panel, you will be contacted for interview at least 5 days before the date of your interview. (For special circumstances we will discuss and agree with the Selection Panel and candidates)	Notification to short-listed candidates: week starting on 10 October 2022 Interviews: 24 to 28 October 2022
5 - Final ranking and allocation of positions	If you have been successful at the interview and are the preferred candidate for the position, you will receive a conditional offer letter for admission into the REDI Program.	Early November 2022
6 - Admission at Research Hosts	You will have to go through the process to be admitted as a Doctoral Candidate at your research host and RMIT University. Once this step has been completed you will receive your offer letters issued by both institutions.	No later than January 2023

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3.2   Who can apply? - REDI and MSCA Eligibility criteria

REDI is open to excellent students and researchers of any age, nationality, gender and discipline, early in their career.

Applicants must fulfil ALL the following minimum eligibility criteria at the date of the call deadline:

1. MSCA Early-stage Researcher rule: **Applicants must - at the date of call deadline (19.09.2022) – be in the first four years** (full-time equivalent research experience[1]) of their research careers, career breaks excluded, **and have not yet been awarded a doctoral degree.** Career breaks refer to periods of time where the Applicant was not active in research, regardless employment of employment status.

2. MSCA Mobility rule: **Applicants may not have resided or carried out their main activity** (work, studies, etc.) **in the country of the chosen Research Host for more than 12 months** in the 3 years immediately before the call deadline. Time spent as part of a procedure for obtaining refugee status under the Geneva Convention (1951 Refugee Convention and the 1967 Protocol), compulsory national service and/or short stays such as holidays are not taken into account.

3. MSCA Employment rule: **Applicants may not be already permanently employed** by the chosen Research Host at the time of call deadline. Applicants (if successful) must be able to dedicate full time to the program's research training activities unless duly justified for personal or family reasons. This also means that a researcher cannot benefit from two Marie Skłodowska-Curie (or "Marie Curie" under FP7) Actions grants at the same time.

4. Minimum level of studies: A master's or equivalent degree (for example **a bachelor's degree requiring at least 4 years of full-time study** in a relevant discipline awarded with honours and including a research component; or **a master's degree** including a research component or with a high distinction average) that allows the candidate to enrol in a university doctoral program **by January 2023**

5. English proficiency*: **Applicants must have a demonstrable C1 level of English** (both speaking and in writing). Evidence must be provided pre-admissions/enrolment into the Research Host and RMIT University following the guidance and minimum requirements specified by the Research Host in the position description. In the absence of a recognised certificate, a Degree or Master's certificate issued in a country where English is the first language may also be accepted as proof of adequate level of English. Applicants with a high level of English but without the above listed qualifications may still apply however must note that evidence of English proficiency will be required prior to admission / enrolment into RMIT University and Host.

6. Availability: Applicants must be available for full-time at the preferred start date indicated by their chosen Research Host for a minimum period of 36 months.

7. Restrictive measures: Applicants understand and accept that their application may be subject to security checks and procedures.

8. The Applicant has submitted a complete application with all required information and documents attached via Slideroom.

   Native English speakers are exempt from this requirement.

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[1] Full-Time Equivalent Research Experience is measured from the date when a researcher obtained the degree entitling them to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited, even if a doctorate was never started or envisaged.

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IMPORTANT

Applicants are requested to submit a list of mandatory documents as evidence of eligibility. Applicants failing to submit the mandatory documents will be rejected. Please refer to Table 1 in section 3.5 of this Guide for the full list of mandatory documents. If in doubt, contact REDI Help (redi.hep@rmit.edu.au) before you submit your application.

Applications including all mandatory documents BUT not meeting all the above minimum eligibility criteria will be rejected and will not be further assessed.

For more information on the different phases of Evaluation, please refer to sections 3.2, 5.2 and 5.3 of this Guide.

In addition to the above minimum eligibility criteria, depending on the chosen Research Host and position(s), **Applicants must also comply with the eligibility and admission requirements of their chosen Research Host (or the degree-awarding University associated to their Research Host)**. The eligibility and admission requirements specific to each Research Host are described in the position description and further information is available at each Research Host websites.

If an Applicant is offered a position and admitted into the REDI Program, the Applicant will then need to enrol into the doctoral programs at both degree-awarding institutions (this may be the Research Host or an Associated University and RMIT University). If an Applicant fails to meet all enrolment requirements and is rejected by one or other of the degree-awarding institutions, then the REDI offer will be withdrawn.

REDI has made all efforts to ensure that the enrolment requirements of participating universities are described in the REDI position descriptions, but as these requirements are subject to change, **applicants are advised to check these carefully directly on the relevant degree-awarding institutions' websites.**

Early-stage Researchers returning from a Career Break are encouraged to apply. Career Breaks will be not taken into account in the calculation of the four years of full-time equivalent research experience: the different career pathways of researchers are taken into account by given more importance to their research experience than simply their age. Applicants need to provide adequate information about their career break(s).

A Career Break could have been taken for several reasons such as for instance family reason (parental leave for example), personal reason (illness for example), work/professional activity not related to research.

3.3   Restrictive measures

REDI is a collaborative program between different European countries and Australia and must therefore comply with European, national, and Australian legislations. In this regard, REDI partner countries may have restrictive measures in place following the United Nations Security Council (UNSC) sanctions regimes. Applicants who are nationals or residents of countries, against which restrictive measures are in place, may be subject to additional security checks and procedures, and eventually restrictive measures.

3.4   Before you apply

We recommend that you follow carefully the below steps during the preparation and submission stage of your application:

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APPLICANT CHEKLIST	
Step 1 – Understand REDI	✓ Explore the REDI website and read the FAQs ✓ Read thoroughly this Guide for Applicants ✓ Attend the info session/watch the recording ✓ Contact the REDI Help Desk (redi.help@rmit.edu.au) if you have any queries
Step 2 – Select your research project(s)	✓ Navigate through the available positions (vacancies) and research projects ✓ Read thoroughly the Position Description(s) ✓ Find out more about the Research Host and the Supervisors
Step 3 – Check your eligibility	✓ Read very carefully the minimum eligibility criteria and the admission requirements at the chosen Research Host and RMIT University ✓ Study carefully and assess your application against the REDI and MSCA eligibility criteria in section 3.2 of this guide
Step 4 – Prepare your Application	✓ Read again very carefully the description of the project you are applying for (available in the position description). ✓ Prepare your CV and motivational letter in English (mandatory documents). Make sure the motivation letter adequately reflects the position and research project you are applying for. ✓ Collect all the other mandatory documents (Photo ID of either national ID or passport, official academic transcript(s) from your Bachelor's AND Master's, one-page overview of Master/ other research projects). ✓ Collect any other documents you wish to submit (proof of English proficiency). Refer to Section *3.5* for the list of optional documents. ✓ Think and provide the names and email addresses of two referees who can support your application. Please note that you are responsible for ensuring that referees submit their references via Slideroom before the call deadline.
Step 5 – Get familiar with the application form	✓ Register and create your profile on Slideroom ✓ Fill in the Application Form
Step 6 – Evaluate your own application	✓ Have this guide open (sections 3.*2* and *5.2*) and review your own Application ✓ For more information on how the Evaluators are going to assess your application, refer to the Guide for Evaluators published on the website
Step 7 – Submit your application	✓ Submit your application via Slideroom ✓ Remember that incomplete applications (applications without all mandatory documents) will automatically be considered not eligible and rejected
Queries/amendments	Once you have submitted your application, you will not be able to make any changes to it. In case you would like to withdraw or amend your application before the deadline, contact REDI Help at redi.help@rmit.edu.au

3.5   How to apply?

The application form is entirely online and needs to be completed **in English** through the [online application portal](#) before the call deadline. The portal is very user-friendly and intuitive. In case of doubts please contact us at redi.help@rmit.edu.au or alternatively consult the **[online user manual.](#)**

Applications received by other means (postal mail, email or similar) will not be accepted.

Consider before applying that:

- You are allowed to apply for **up to three positions**. If you apply for more than 3 positions, only the last three submitted applications will be considered. Similarly, if there are duplicate applications for the same project within the same position only the last submission will be considered.

- For each position you wish to apply for, you need to **submit one separate application.** Each doctoral position offers 3 different research projects of which you have to select only one per application. Please note that your application is assessed for each position but not individually for each project.

- **You must submit your application before the call deadline.**

- **You MUST submit all mandatory documents** (see *Table 1 below*). **If you fail to submit one or more mandatory documents, your application will be automatically rejected.** Please note that we will not be sending out reminders for any missing documents, once you have submitted your application.

- Before submitting, your application **can be saved and edited later if needed**. You are encouraged to start working on your application well before the deadline and allow enough time to compile the necessary information and supporting documents (including translation of academic transcripts).

- The REDI program is committed to *Open, Transparent and Merit-based Recruitment (OTM-R)*, therefore positions will be awarded to the most talented students based purely on merit and capacities.

Table 1 - List of mandatory documents/ information that you MUST submit with each application in our application portal:

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1. Scanned copy of a valid photo ID (national ID, passport or equivalent)

Important: A picture of yourself is not acceptable, and a valid photo ID must be a national ID, passport or equivalent that includes your photo, full legal name, date of birth, nationality and other personal information.

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2. CV (Curriculum Vitae/ Resume). Please note that your CV should clearly indicate the starting and ending period of your education, work and research experiences. You can use the template attached in Annex 2 to this Guide for Applicants as guidance**.**

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3. **Motivation essay in English** (space is provided in the online application in which you will need to describe your current scientific interest and why you are interested in REDI and in a particular position and project).

Useful Tips:
➢ Explain why you are a good fit for the position
➢ Summarize relevant skills, experience knowledge and personal behaviours you have that fit the role

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4. **Scanned copy of your official academic transcripts** showing the grades attained in exam periods with the dates corresponding to the degrees completed (both Bachelor's and Master's). Academic records not written in English should be accompanied by a translation into English (it can be either an official translation or self-translation. If you have not yet been awarded your Master's degree, please upload a provisional degree or document from your institution). You should explain the scoring system (minimum and maximum grade), indicating the threshold for passing.

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5. One-page overview of Master/ other research project.

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6. Names and email addresses of at least two referees (university lecturers or scientists who are familiar with your academic work and who can judge your potential as a doctoral researcher). References will be provided directly by your referees via the online application. Please note that you are responsible for ensuring that referees submit their references via Slideroom before the call deadline.

Table 1: List of mandatory documents to be submitted with each application

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List of optional additional documents you MAY submit with each application in our application portal:

In addition to the above mandatory documents (Table 1), you may upload additional documents. Submission of these documents is **optional at this stage** but highly recommended:

- **English Proficiency Certificate (C1):** You may upload scanned copy of your English Proficiency Certificate (C1), according to the European Framework of Reference for Languages https://www.coe.int/en/web/common-european-framework-reference-languages.

If your English proficiency certificate is not available yet, you may attach a statement about your commitment to present C1 scores at the time of enrolment at the latest. Failure to submit a valid C1 certificate that complies with the minimum criteria may lead to rejection of your application.

> *Important: Prior* to enrolment/ admissions, you will be **required** to provide evidence of English Proficiency (C1 or higher).

3.6 Special needs support

REDI pays particular attention to *physical accessibility and inclusion*. Therefore, there is **additional financial support provided to doctoral Researchers with additional needs** such as researchers with disabilities or who are the primary carers of a disabled person, researchers previously displaced due to conflict or violence, researchers who are refugees (in alignment with the EU Science for Refugees policy), researchers from low socio-economic backgrounds, or researchers with numerous dependents.

This additional financial support is intended to cover additional mobility costs faced by doctoral researchers with disabilities. It can be used, for example, to ensure necessary assistance by third persons or for adapting their work environment.

The additional financial support cannot cover costs which are already covered by another source such as social security or health insurance.

> **Applicants wishing to apply for additional financial support need to indicate such request in their online application. They will be also asked to provide more information on the circumstances that make them eligible for such support.**

REDI is also committed to providing flexibility for researchers who experience career breaks, parental leave and illness.

3.7 Support with applications

The REDI Help Team provides support through email from Monday to Friday from 9:00 AM CET to 17:30 CET (Fridays until 17:00 Central European Time).

All queries and questions regarding the application process should be sent to REDI Help **at least 3 days before the application deadline**.

REDI Help Contact

Email: redi.help@rmit.edu.au

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4. Selection and evaluation process

Once you submit your application through the online platform, the evaluation process will immediately start and comprise the following steps:

Step 1. Eligibility check

Once the first application is received, the REDI Management Team will start reviewing the submitted applications to check whether they meet all eligibility requirements. Refer to section *3.2* for the Eligibility checklist. Once the eligibility check is completed, Applicants will be informed of the outcome by email.

Ineligible Applicants will have the possibility to submit a request for redress – if they believe that the outcome of the eligibility checks is incorrect. The redress process is described in section *5.7*.

Applicants rejected at this stage will not have their application assessed by the Selection Panel.

Step 2. Assessment of eligible applications

Applications successfully passing the eligibility check will be assessed by the assigned Selection Panel against the Evaluation Criteria specified in section *5.2*.

Where Applicants have selected more than one host/position combination, the application will proceed simultaneously in each of the selection processes.

Each application will be assessed individually by the Selection Panel members first, following the evaluation guidelines provided to them.

All Applicants will receive email notification of the evaluation results at this stage.

Up to six applicants meeting the minimum cut-off score (please refer to *section 5.2* for the Evaluation criteria) per position will be shortlisted for an interview.

Applicants not shortlisted for an interview will have the possibility to request a redress procedure – if they believe that there has been a shortcoming in the way their application was evaluated. The redress process is described in section *5.7*.

For more information on how applications are assessed please refer to the Guide for Evaluators.

Step 3. Interviews

Applicants shortlisted for an interview will be notified at least two weeks before the interviews to allow them time to prepare. All interviews will be conducted by videoconference.

Interviews will be organised in the following way:

- o 10 minutes presentation of applicant's CV and research project in which the applicant participated during the BSc or MSc degree.
- o Round of questions by the panel members.

Applicants and Evaluators will be given the same Interview Guide detailing process and scoring. The scoring system is described in detail in section *5.3* on ***Evaluation criteria***.

Step 4. Final ranking and allocation of positions

The final ranking scores will be produced by combining the interview score (60% weighting) and the first ranking score (40% weighting).

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The scoring of the interview criteria categories will be considered in cases where overall scores are identical, first applying Scientific and investigative aptitude, followed by Research Project. All these being equal, priority will be given to female Applicants.

Applicants will be informed on the results at this stage by email notification.

Unsuccessful Applicants will have the possibility to submit a request for redress – if they believe that there has been a shortcoming in the way their application was evaluated. The redress process is described in section *5.7*.

Top-scoring unsuccessful Applicants will be placed on a reserve list until positions are filled.

Successful Applicants will have between **7 and 14 days** (depending on their chosen Research Host) after notification of the outcome **to accept the conditional offer**. In the event of an Applicant rejecting an offer, the position will be offered to the next Applicant on the reserve list.

Step 5. Admission at Research Host and RMIT

Successful Applicants who accepted the conditional offer will be invited to start the admission process at their Research Host and RMIT University.

More information on the admission requirements and the list of documents to be submitted to Research Host and RMIT University can be found in the position description.

5. Evaluation criteria

Your submitted application will be assessed in 4 stages, as described below:

5.1 Administrative eligibility

Only Applicants meeting ALL eligibility criteria specified in section *3.2* of this guide will be admitted to the next stage of assessment.

Applicants failing to meet one or more of the eligibility criteria will be rejected.

5.2 Assessment of eligible applications

Applications having successfully passed the Eligibility check will be progressed on to the next stage of evaluation. Applications will then be individually assessed by each member of the Selection Panel according to the following assessment criteria:

Criteria	Score	Weighting (%)
Academic merit: academic transcript, publications, etc.	0–5	30
Research skills and other relevant competences	0–5	25
Research & work experience: 3i dimension, international or industry internships, conferences, etc.	0–5	15
Motivation letter	0–5	10
Recommendation by referees	0–5	10
Public awareness (dissemination and communication activities)	0–5	10
Weighted Average	**0–5**	**100**
Scoring guide:		
0 – Fail. The application fails in these criteria or cannot be judged due to incomplete information.		
1 – Poor. The application has serious weaknesses or is addressed in an inadequate manner.		
2 – Fair. The application broadly addresses the criterion, but there are significant weaknesses.		
3 – Good. The application addresses the criterion well, although improvements are required.		
4 – Very Good. The application addresses the criterion very well, although certain improvements are still possible.		
5 – Excellent. The application successfully addresses all relevant aspects of the criterion in question.		

The **Evaluators' individual scores will be then averaged** to give an initial score for the application. A first ranking list will be produced based on the average scores. In cases where Applicants obtain

the same score, priority will be given to those who scored highest in Academic merit, followed by Research skills. These being equal, priority will be given to female Applicants.

The Selection Panel will set a cut-off score for passing to the interview round, as a standard will be set as no lower than 3.5 (however, to be discussed and decided amongst the panel, depending on applicant pool) and will allow for at least the top three Applicants to be invited for interview, up to a maximum of six per position.

5.3   Interview assessment criteria

The criteria are detailed in the following table. The same scoring system to that used in the first ranking will be applied.

Criteria	Score	Weighting (%)
Scientific and investigative aptitude and motivation	0–5	30
Research Project: conceptual understanding and suitability	0–5	30
Professional skills: planning, problem solving, IT, data management,	0–5	20
Interpersonal skills: communication, teamwork, initiative, English level	0–5	20
Weighted Average	**0–5**	**100**

Each Evaluator will score the interview individually and those scores will then be averaged to give the overall interview scores. Immediately after each interview, the Evaluators will deliberate the scores and include feedback of the interviewed candidate.

5.4   Final ranking

The final ranking scores will be produced by combining the interview score (60% weighting) and the first ranking score (40% weighting). The scoring of the interview criteria categories will be considered in cases where overall scores are identical, first applying Scientific and Investigative aptitude, followed by Research Project. All these being equal, priority will be given to female Applicants.

5.5   Tips for a successful application

- ✓ Allow yourself **enough time to prepare your application** and collect all supporting evidence.

- ✓ **Read the position description carefully** before completing the application form as you will need to demonstrate that you meet all the requirements to be shortlisted.

- ✓ **Read carefully each recruiting institution's admissions requirements** listed in the position description and on their websites.

- ✓ **Assess your own application against** the eligibility and evaluation criteria described in sections *3.2 and 5.2*.

- ✓ **Contact the REDI Help team at redi.help@rmit.edu.au** if you have questions when preparing your application.

5.6   Deadline

The deadline for applications in the **Third Call** for Applicants is the **19 September 2022 midnight Central European Time**.

5.7   Redress procedure

The redress procedure allows ineligible/not selected Applicants to request a review if they believe that the results of the eligibility checks are incorrect and/or feel that there has been a shortcoming in the way their application was evaluated at the assessment and/or interview stages.

When to initiate a redress procedure?

Ineligible Applicants can initiate a redress procedure at different steps of the evaluation of their applications:

> **Step 1 - After the eligibility check is completed**:
> Applicants who do not meet all the eligibility criteria will have their application rejected and will be immediately informed of this decision by email. They will be then given **7 days** to initiate a redress procedure.

> **Step 2 - After the assessment of eligible applications is completed**:
> All Applicants will receive email notification of the evaluation results at this stage and may request feedback. Not selected applicants will be then given **7 days** to initiate a redress procedure.

> **Step 3 - After interviews with shortlisted Applicants are concluded**:
> All interviewed Applicants will receive an email notification of the final results, along with the marks and comments from the Selection Panels. Not selected applicants will be then given **7 days** to initiate a redress procedure.

How to initiate a redress procedure?

Ineligible Applicants must complete the request for redress form with the requested administrative information and clearly describe the reasons why they are requesting a redress.

> ➢ If a ***redress is related to the eligibility check*** (step 1), Applicants should explicitly refer to one or more eligibility criteria (as per section *3.2* of this guide). Redresses that don't clearly refer to the criteria cannot be considered.

> ➢ If a ***redress is related to the assessment of eligible applications (step 2)*** or ***the interviews*** with shortlisted Applicants (step 3), only the evaluation criteria will be reconsidered. The redress should explicitly refer to scientific criteria concerned (as per sections *5.2* or *5.3* of this guide). Only if there is a clear evidence of a factual shortcoming in the application evaluation, the application will be re-assessed. This means for example, that a problem relating to one evaluation criterion will not lead to a re-assessment if an application has failed anyway on other criteria. The scientific evaluation of the expert-evaluators (Selection Panel) will not be called into question.

Ineligible Applicants must submit their request for redress **within 7 days** after the email notification is sent to them. The request for redress must:

-    Be related to one of the 3 stages of the evaluation of their applications, **and**

-    Be completed using the request for redress form, **and**

-    Be submitted personally by the Applicant within 7 days after the email notification is sent, **and**

-    Be sent by email to redi.help@rmit.edu.au with the following subject:

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Curie grant agreement No 101034328.

REDI Program – Redress request – Applicant Full Name

> **The redress process cannot be used as an opportunity to submit documentation that were not submitted in the original application by the call deadline.**

5.8   Personal Data

RMIT Europe will process Applicant's personal data contained within the online application form for the purpose considering their application for the REDI Program.

The legal basis for processing this personal data is performance of a contract.

Applicants' personal data will be shared or disclosed to any third parties external to RMIT Europe, including external academic and/or industry reviewers who will consider and assess their application, academic and/or administrative personnel of REDI Research Host institutions, their associated universities (where applicable), staff of RMIT University and the COFUND programme facilitators who will process data for the purposes of administering and facilitating the program at RMIT Europe.

Applicant's personal data will be transferred outside of the EEA, will be kept securely by RMIT Europe and will be retained for a period of five years after the closure of the REDI Program in February 2027.

RMIT Europe is the Data Controller of this information and is committed to protecting the rights of individuals in line with Data Protection Legislation.

Applicants are invited to visit RMIT Europe's Privacy Policy webpage for further information in relation to their rights and how RMIT Europe processes their personal data. RMIT Europe's Data Controller can be contacted through email sent to redi.help@rmit.edu.au and any requests or complaints should be made in writing to the RMIT Europe's Data Controller.

5.9   Equal opportunities

REDI is fully committed to eliminating discrimination and actively promoting equality of opportunity for staff and students. Female Applicants and Applicants with diverse backgrounds are encouraged to apply. Moreover, REDI strongly supports applications of Researchers returning from career breaks, as well as female Applicants and Researchers at risk and/or from widening countries[2] are encouraged to apply.

Specific actions to promote gender equality and inclusivity of diversity during recruitment and selection include:
-   gender balanced Selection Panels;
-   training Evaluators on diversity and gender balance in research and introducing them to the principles of the EU's Charter & Code for the Recruitment of Researchers.

If selected, REDI doctoral Researchers will have access to RMIT's *Equitable Learning Services[3]*, that provides confidential support to RMIT students to ensure equal opportunities for all.

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[2] See list of widening countries at https://ec.europa.eu/programmes/horizon2020/en/h2020-section/spreading-excellence-and-widening-participation

[3] https://www.rmit.edu.au/students/support-and-facilities/student-support/equitable-learning-services

5.10 Ethical issues

REDI Research projects will be compatible with the international and national ethics laws and the ethical principles of Horizon 2020.

During the Research project ideation process, projects have been screened for ethical issues.

Ethical experts at both the Research Hosts and RMIT University will be called upon to provide help and recommendations in the event that an Ethics approval procedure is required.

If a proposed Research project with an industry collaborator contains an ethics risk, Doctoral Researchers will be alerted and aided in applicable Ethics procedures.

6. Enrolment

6.1 Admissions

Successful Applicants will be enrolled as Doctoral Researchers at both the Research Host (or the Associated University in some cases) and RMIT University.

At admissions phase, successful Applicants must be able to provide the originals of all academic documents duly legalized by apostille, or in their default, legalized by diplomatic means, and along with the corresponding official translation to English or the hosting country official language (if required).

For Applicants having obtained their academic degrees from a European University, legalization of the degree is not necessary.

Selected applicants will be required to submit an original academic certificate issued by their home institution(s), or relevant body, indicating that the diploma obtained provides access to PhD studies in the issuing country. If the degree does not state this information and/or does not carry the date when the degree was completed, then the Applicant will be required to provide an additional academic certificate containing this information when registering for the doctorate.

> **We recommend Applicants to contact their chosen universities ahead of time about this requirement.**

6.2 Employment conditions

Working conditions

Successful Applicants will be offered a **fixed-term** (36 months extendable up to 48 months in duly justified circumstances) **full-time employment contract** by their respective Research Host. Each Research Host has its own remuneration policy and conditions of employment.

REDI Doctoral Researchers will be paid a gross monthly salary in accordance with national payment standards and salary levels. The estimated gross annual salary, as well as an estimated net monthly salary is indicated in each position description.

REDI Doctoral Researchers will be considered as Employees of the Research Host and therefore need to comply with the **minimum number of working hours** required by national legislation. The number of working hours per week is specific to each position. Please refer to the position description for more information.

International travel is foreseen, including to Melbourne, Australia (up to 12 months stay at RMIT University) and Spain (one week per year to attend the annual workshops in Barcelona).

Other benefits included in the contracts are:

- **Social security** system coverage

- **Paid annual leave** and national public holidays in accordance with national legislation of the Research Host's country.

- **Insurance for work-related accidents**, work disability and other provisions subject to the conditions and stipulations specified in the Social Security legislation in the country of the Research Host.

- **Sick leave and parental leave** in accordance with the legislation of the Research Host's country.

- **1,000€ yearly travel allowance** to cover flights and accommodation to participate in the annual workshops at RMIT Europe in Barcelona (Spain).

- **10,000€ allowance** to cover flights and living expenses for up to 12 months in Melbourne (Australia).

Working conditions at Research Hosts are governed by their respective national law. The working conditions are also in line with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. In relation to research conditions, the on-site facilities are up-to-date and comparable to other world-class facilities of the same sector.

RMIT University and many of the REDI Research Hosts are HRS4R-certified, thus, recognized by the European Commission to have aligned their HR policies to the principles of the Charter & Code, inherently ensuring equal opportunities, support and work-life balance for their Researchers.

Institutional administrative support, and available services/facilities at Research Hosts

Successful Applicants will be provided administrative support including social security, complementary health insurance registration and visa requests (if required) so that their integration is as smooth as possible. Advice will also be given on settling in the Research Host's country.

REDI Doctoral Researchers will be enrolled/employed at their Research Host where they can also expect to go through an induction procedure that will be arranged by the Supervisor.

A comprehensive introductory *Welcome Guide* will be provided to newcomers including all the administrative and practical information they need upon taking up their employment at their Research Hosts.

Successful Applicants will also have access to a wide range of supporting services/activities, including but not limited to:

- Welcome meetings

- Mentoring programs

- Employment and career advice

- Courses and training opportunities

- Relocation support

- Cultural and social activities

- Direct engagement with industry – working closely with one or more industry representatives on research projects.

6.3   Secondments

All successfully appointed Doctoral Researchers will be enrolled at RMIT University from the very beginning of their doctoral studies, and as such will be subject to undergo RMIT's online induction procedure for new staff.

Throughout their employment at their Research Hosts, REDI Doctoral Researchers will be given the opportunity to spend up to 12 months at RMIT University in Australia, where they will be able to benefit from specific training and mentoring opportunities including:

- **The PhD Up** program offering a huge range of workshops, seminars and short courses to build research knowledge and skills, including research writing, publishing, research methods, ethics, project management and careers (see more at: https://www.rmit.edu.au/students/student-essentials/information-for/research-candidates/enriching-your-candidature/phd-up-program)

- **RMIT PhD Online Modules**, designed specifically for PhD students, including *Researching your literature review, Writing a research proposal, Choosing where to publish, Writing for Publication, Research Integrity*, etc.

- **RMIT Creds**, RMIT's Digital Credentials Platform, which includes over 80 credentials covering a wide range of topics such as *Understanding Responsible Research and Innovation, Academic Integrity Awareness, Emotional Intelligence, Diversity Matters, Agile Ways of Working, Why Gender Matters, Cross Cultural Communications*, etc. (see more at: https://www.rmit.edu.au/study-with-us/levels-of-study/short-courses);

- **The e-Grad School**, the online learning modules of the Australian Technology Network (ATN) of Universities' covering a multitude of transferrable skills such as *Critical and Creative Thinking, Leadership and Communication, Entrepreneurship, Research Commercialisation, Public Policy*, etc.

- **The RMIT Mentoring platform also** gives you access to mentoring from trained professionals and experts, including:

  o *Career Mentoring* - career guidance from industry professionals from all disciplines and global locations.

  o *Women@RMIT Mentoring* - career guidance from industry professionals who are committed to gender diversity and equality in the workplace (especially for female students in male dominated industries)

  o *Pride Mentoring* - a chance for students who identify as LGBTIQ+ to receive professional and social guidance from industry professionals who also identify as LGBTIQ+ or are familiar with the additional challenges these groups face in the workforce.

The RMIT mentoring programs encourage Doctoral Researchers who have benefitted from mentoring services to then become mentors themselves upon completion of their doctoral studies.

Furthermore, RMIT is committed to cultural reconciliation with Australia's indigenous people, and all Doctoral Researchers will have opportunities to learn and experience Aboriginal culture, as well as experience life in one of the world's most liveable cities.

6.4   Career Development and Mentoring

Recruited **REDI Doctoral Researchers will have a minimum of two Supervisors**, one from the Research Host and one from RMIT University. The Research Host Supervisor will take the lead during the Doctoral Researcher's time in Europe, with the RMIT Supervisor interacting remotely. The roles will then be exchanged during the Doctoral Researcher's secondment in Melbourne (Australia). RMIT supervisors will travel to Europe at least 2 (preferably 3) times during the course of each Doctoral Researcher's PhD to participate in the annual workshop in Barcelona, and to visit and work directly with the Doctoral Researcher and Host Partner on co-supervision and progress reviews.

REDI Doctoral Researchers will receive ongoing support and advice from both Supervisors, providing them with career guidance and advice for personal development as well as direction of their research project.

At the beginning of their employment, REDI Doctoral Researchers will develop a ***Career Development Plan*** (CDP) with help from their Supervisors in order to define the Doctoral Researcher's training needs and career objectives for the entire duration of their employment.

Employment and Career Advice is offered by all Research Hosts guaranteeing that all Doctoral Researchers will receive ample career advice and guidance.

In addition to the career's services on offer at the Research Hosts, Doctoral Researchers will also be supported through similar services provided by RMIT University. Doctoral Researchers will be able to access these services online throughout their entire PhD program as well as in person during their secondment to Melbourne. ***Future Edge*** is a program designed to bring students' co-curricular experiences into one place and enhance their key employability skills. Students can manage their personalised program online, reflect on their experience and skills, and develop their resume with professional input. Further to this, RMIT's ***Job Shop*** offers services such as free resume and cover letter reviews, help in finding job opportunities, careers workshops and events, and careers consultations. Doctoral Researchers will also be advised how to access the ***Marie Curie Alumni Academy (MCAA)***.

REDI Doctoral Researchers will also participate in annual workshops providing opportunities for networking and transferrable-skills trainings.

REDI Doctoral Researchers will engage with the non-academic sector, with direct involvement by non-academic entities in the research projects and opportunities for secondments or short visits to companies, access to facilities and data, and mentoring or training.

Industry will also be involved in the delivery of some of the workshops and Doctoral Researchers will visit incubators and start-ups in Barcelona as part of their transversal skills training.

Furthermore, the Doctoral **Researchers will have full access to all activities run by RMIT Activator**[4], RMIT's Entrepreneurship centre and of particular relevance to REDI Doctoral Researchers seconded to Melbourne will be the opportunity to participate in the ***Ignite course***, a 2-day intensive course supported by online learning that provides a foundational understanding of the entrepreneurship process and mind-set and inspires the participant to build something that is purposeful and impactful.

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[4] https://www.rmit.edu.au/for-business/activator

Annex 1 – Request for redress form

Position reference	

Personal information	
First name	
Last name	

Research project applied to	
Title of research project	

Stage of evaluation concerned		
☐Eligibility check	☐ Assessment of application	☐ Interview

Reason for redress request
Please describe the grounds of your request which may relate either: - *to the eligibility check: if this is the case, please specify the eligibility criteria your redress request relates to.* - *Or to the assessment of your application and/or the interview results: if this is the case, please specify the scientific criteria concerned.*

NAME

SIGNATURE AND DATE

This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 101034328.
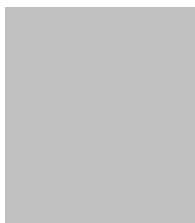
Annex 2 – CV in English template

The below template is indicative only and it can be used as guidance for applicants to prepare their CVs in English.

The use of the below template is not mandatory:

PERSONAL INFORMATION

Replace with First name(s) Surname(s)
[All CV headings are optional. Remove any empty headings.]

📍 Replace with house number, street name, city, postcode, country

📞 Replace with telephone number   📱 Replace with mobile number

✉️ State e-mail address

🌐 State personal website(s)

💬 Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

Replace with job applied for / position / preferred job / studies applied for (delete non relevant headings in left column)

WORK EXPERIENCE

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to) **Replace with occupation or position held**

Replace with employer's name and locality (if relevant, full address and website)

▪ Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

EDUCATION AND TRAINING

[Add separate entries for each course. Start from the most recent.]

Replace with dates (from - to) **Replace with qualification awarded**   Replace with EQF (or other) level if relevant

Replace with education or training organisation's name and locality (if relevant, country)

▪ Replace with a list of principal subjects covered or skills acquired

PERSONAL SKILLS

[Remove any headings left empty.]

Mother tongue(s) Replace with mother tongue(s)

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills	Replace with your communication skills. Specify in what context they were acquired. Example: ▪ good communication skills gained through my experience as sales manager
Organisational / managerial skills	Replace with your organisational / managerial skills. Specify in what context they were acquired. Example: ▪ leadership (currently responsible for a team of 10 people)
Job-related skills	Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example: ▪ good command of quality control processes (currently responsible for quality audit)
Computer skills	Replace with your computer skills. Specify in what context they were acquired. Example: ▪ good command of Microsoft Office™ tools
Other skills	Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example: ▪ carpentry
Driving licence	Replace with driving licence category/-ies. Example: ▪ B

ADDITIONAL INFORMATION

Publications **Presentations** **Projects** **Conferences** **Seminars** **Honours and awards** **Memberships** **References**	Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column. Example of publication: ▪ How to write a successful CV, New Associated Publishers, London, 2002. Example of project: ▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).

ANNEXES

Replace with list of documents annexed to your CV. Examples:
▪ copies of degrees and qualifications;
▪ testimonial of employment or work placement;
▪ publications or research.