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# The VIRTUAL Centre for Integration of INNOVATIVE synthesis and Processing methods for SUSTAINABLE advanced Materials operating under Extreme Conditions-SUPERMAT

## Deliverable No. D 4.1

### Procedure for trainees' selection

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*The present Deliverable is related to WP4 Tools and activities for quality knowledge exchange and promotion of IMNR in the multidisciplinary thematic areas of SUPERMAT*

The aim of this Work Package consist in: enhancing the human potential of Romanian Institute IMNR in the field of KETs advanced materials for extreme environments; training on IPR and entrepreneurship; valorisation and specialization of IMNR for specific industrial applications; increase the number of PhD graduates of IMNR and improve the IMNR staff scientific quality in two priority areas clearly identified: (A) Multiscale modelling, ab-initio materials design, modelling and simulation of different materials systems for extreme environments; (B) Training on-hands in multi-layered coatings of different material systems.



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The objective of deliverable D4.1 is to introduce a clear and non-discriminatory selection methodology to qualify and select the ESRs according to an evaluation of strengths and human resources capacities methodology, and identification of knowledge gaps, to ensure every researcher (particularly ESRs) participating in different training activities has the necessary skills in the KETs advanced materials domain with design properties to be used in extreme environmental conditions.

## Revision Table

Version	Date	Modified Page/Section	Author	Comments
V01	29/04/2016	First version	Motoc Adrian Mihail Head Nanostructured Materials Laboratory	First draft version
V02	27/05/2016	Second version	Motoc Adrian Mihail Head Nanostructured Materials Laboratory	Second draft version
V03	03/06/2016	Third version	Dr. Roxana M. Piticescu, Scientific Director	Sent for approval to the IMNR Scientific Council

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## **1. General Principles**

### **1.1. Scope and application field**

The present procedure describes the way to submit an application and to select the participants who take part in the training sessions, workshops and/or summer/winter schools and secondments respectively, organized by the partners in the consortium of the project: The VIRTUAL Centre for Integration of INNOVATIVE Synthesis and Processing Methods for SUSTAINABLE Advanced Materials Operating under Extreme Conditions-SUPERMAT, GA TWINN 692216. The objective of this procedure is to introduce a clear and non-discriminatory selection methodology to qualify and select the potential candidates according to an evaluation of strengths and human resources capacities methodology, and identification of knowledge gaps, to ensure every researcher (particularly early stage researchers - ESRs) participating in different training activities has the necessary skills in the KETs advanced materials domain.

The present procedure is applied by the IMNR staff involved in the implementation of the SUPERMAT project, by the Human Resources office in IMNR and by all the members of the evaluation commissions.

The present procedure will be applied to all potential participants in the training sessions, workshops and/or summer/winter schools organized in the frame of the project.

The present selection procedure will be approved by the Project Management board and will avoid any discrimination, proposing to ensure training of at least 40% women.

### **1.2. Target group**

The target group consists of the IMNR researchers (especially early stage researchers-ESRs).

### **1.3. Scope of training**

The aim of the training stages/workshops/schools is to improve the scientific quality of the IMNR staff in the area of KETs advanced materials by: (A) Multiscale modelling, ab-initio materials design, modelling and simulation of different materials systems for extreme environments; (B) Training on-hands in multi-layered coatings of different material systems. In the present procedure all the training stages/workshops/schools will be denoted generally as courses. The courses proposed in the frame of the SUPERMAT project will benefit from a plus of attractiveness due to the qualification and prestige of the trainers, that being a premise for the project success.

## **2. Application Submission**

### **2.1. Courses announcement**

The courses are publicly announced with at least 60 calendar days before their starting date.

The announcement includes the number of available positions and the required skills for participation in a training session, workshop or summer/winter school and in secondments respectively, organized by project parties. The announcement is made public on intranet inside IMNR.

### **2.2. Application submission**

The candidates have 30 calendar days starting from the announcement date on the IMNR intranet, to submit their applications.

Each candidate submits to the Human Resources office in IMNR, a file consisting of the followings:

- Application form
- Motivational letter
- CV – Europass model
- own portfolio with proves referring to the fulfillment of the participation requirements and supporting the CV.
- evaluation sheet - the information provided in CV is used to fill in this form (see the model given in the Annex).

When the file is submitted, the candidate receives a registration number.

## **3. Participants Selection**

There will be established a selection commission to analyze the submitted portfolios and to interview the candidates

Participant selection is based on the principle of equal opportunities and the principle of non-discrimination and is carried out without conditionings, distinctions, exclusions, preferences, restrictions based on grounds of race, nationality, ethnicity, language, religion, social status, beliefs, gender, disability, situation or family responsibility and other such criteria which may lead to acts of direct or indirect discrimination.

### **3.1 .The selection commission**

The selection commission consists of:

- The president – director of the SUPERMAT project;
- Two members – IMNR R&D personnel, having at least the scientific title of scientific researcher 2<sup>nd</sup> degree nominated by the Scientific Director of INCDMNR-IMNR;
- The secretary of the selection commission, representative of the Human Resources office.

### **3.2. Selection commission duties**

3.2.1. Secretary of the commission:

- Checks and certifies that the candidate fulfills the eligibility conditions to participate in selection;
- Ensures the management of documents during selection;
- Ensures the communication of the selection results.

3.2.2. President and commission members:

- Examines candidates' portfolios;
- Realizes interviews with all the accepted candidates;
- Made the final selection of participants;
- . Elaborates the final lists of participants in the courses.

### **3.3. Rules for conducting the registration (application submission) process/selection**

- Each candidate submits only one file at enrollment;
- Incomplete files are not counted;
- Are accepted for the interview and portfolio analysis only the candidates who meet the eligibility requirements for participation in selection;
- A selected candidate may give up participating in the course, it can be replaced by the first eligible candidate who was rejected at the selection due to the number of available positions.

### 3.4 Selection process

#### 3.4.1. Eligibility criteria:

- Candidates must be INCDMNR-IMNR employees.
- Candidates must be MSc students, Ph.D students, research assistant and scientific researcher (to fit the ESR) and preferably under 40 years old.
- Staff with scientific degree III, II and I are eligible for secondments only.

#### 3.4.2. Qualification criteria

- To have full and accurate file enrollment.

#### 3.4.3. Selection criteria for participating in the courses organized in the frame of SUPERMAT project

The selection process is based on the principle of equal chances of each candidate. In this sense, the final mark is composed of average marks (1 to 10) weighted, for each stage of the selection process:

- Mark for the portfolio - 60% (commission award marks from 1 to 10 taking into account *the employee's activity and productivity* having as model criteria 1.4 and 2.3 - Annex 3 of the valuation methodology of IMNR staff, according to scientific degree of each candidate. Candidate's evaluation sheet will be analysed).
- Mark for the interview - 40%.

The selection for participation in the course is according to the descending order of the final marks of the candidate. The selection is stopped when all the positions available for the course are occupied.

## 4. Final Provisions

Only candidates selected to participate in the course are notified, and they must confirm their participation at least 15 days before the start of the course.

Selected participants will sign a letter of commitment to use and apply the knowledge gain in IMNR for at least two years from the end of the project.

## ANNEX

### Evaluation Sheet

Name, Surname, Signature

.....  
.....

Scientific title

.....

<b>Evaluation of the employee's activity</b>			
Criterion	1	2	3=1x2
	No.	Value	Awarded score
1. No of articles published in ISI journals (author, co-author)		30	
2. No. of patents (author, co-author)		30	
3. Scientific (technical) works published in journals, other than ISI journals (author, co-author)		5	
4. Scientific works presented at national / international conferences with program committee (author, co-author)		5	
5. Members of the editorial board of journals		20	
6. Members of the editorial board of nationally recognized journals		10	
7. National and international awards obtained after a selection process or prizes of the Romanian Academy		20	
8. Books (author, co-author) and chapters in specialized books published by recognized printing houses		20	
Score obtained for the activity evaluation		140	
<b>Minimum required score</b>			<b>30</b>
<b>Productivity-Evaluation of the project value</b>			
1. Proposed national research contracts (coordinator)		20	
2. Research grants and FN proposed projects (coordinator)		5	
3. Proposed international research contracts (coordinator)		30	
4. Other proposed international grants (coordinator)		10	
5. Contracts, national grants, FN projects - participant in the elaborating team		5	
6. International contracts - participant in the elaborating team		10	
7. National research contracts - coordinator		20	
8. Research grants and FN projects - coordinator		10	
9. International research contracts - responsible		30	
10. Other international grants - coordonator		5	
11. Contracts, national grants, FN projects - team member		5	
12. International contracts - team member		10	
Score obtained for the productivity evaluation		160	
<b>Minimum required score</b>			<b>60</b>
<b>Total score obtained by candidate</b>			