



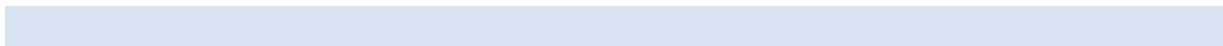
HR EXCELLENCE IN RESEARCH

DOKTORATSKOLLEG – DOCTORAL COLLEGE

Call: TUW-DK -2021

Recruitment Procedure

(Restrictions due to the COVID-19 pandemic are included)



Dissemination of Calls

Calls will be issued upon DK Grant approval with a time frame of 2 months for candidates to submit their applications. The advertisements announcing the ten PhD positions per call will be initiated by the TUW-DK Scientific Coordinator.

The PhD position openings will be announced at:

(i) **EURAXESS** (ii) international job exchange platforms, e.g. **Naturejobs.com**, **academicpositions.com** etc. (iii) the job portals of the Austrian Science Fund (**FWF**) as well as the Austrian Research Promotion Agency (**FFG**), (iv) **TU Wien website** and **TU Wien Gazette**, (v) the **TUW-DK website** vi) specific scientific societies at **social media** such as Twitter, Instagram, LinkedIn and ResearchGate vii) TU Wien **Career Center**.

The announcements will also be distributed to national and international colleagues of the PIs. In an effort to **attract especially female candidates**, job announcements will also be distributed via societies promoting women in technology and science such as **WiTEC** (Women in Science, Engineering and Technology), **WITI** (Women in Technology International), **FEMtech** (Frauen in Forschung und Technology – an Initiative of the Austrian Ministry for Transport Innovation and Technology) and **FINUT** (Frauen in Naturwissenschaft und Technik). Furthermore, all female TU Wien MSc graduates and female MSc candidates that are registered for the MSc Thesis Exam (Diplomprüfung) **MUST** be informed regarding the position openings.

Depending on the nature of the DK and in an effort to attract candidates with disabilities/chronic diseases, job announcements will also be distributed via <https://www.myability.jobs/>.

When posting the position openings in EURAXESS the option “science4refugees” can also be selected.

Recruitment Procedure

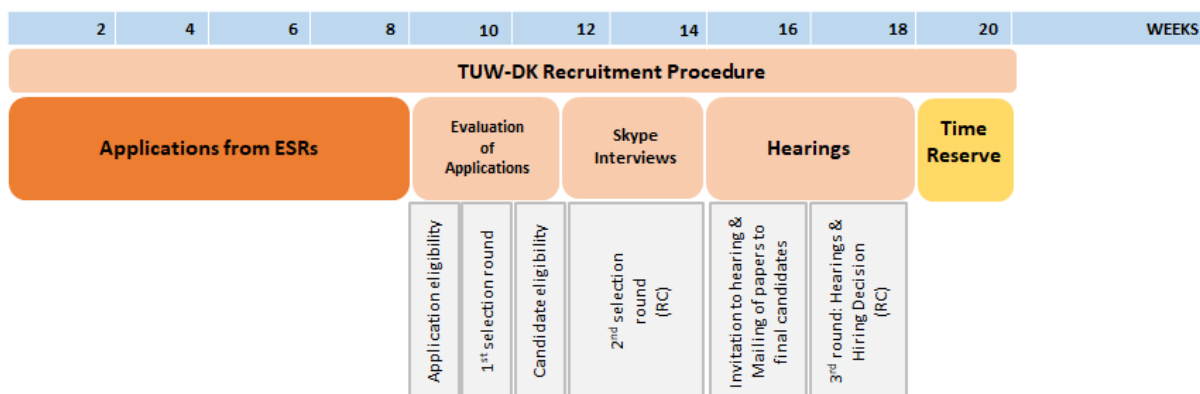
The recruitment procedure comprises of four rounds:

1. Candidates apply for a position using the [online application form/e-recruiter](#) (Details concerning the form below). The candidate submits an evidence-based CV using the [Europass template](#), a motivation letter and uploads all the necessary information and documents on the job portal.
2. During the application procedure all applications are forwarded to the Head of the TUW Doctoral School (TUW-DOC) who in collaboration with the Head of the Service Unit Application Management provide a first screening of the written applications to **check eligibility of the applications**. The ineligible candidates are then automatically informed from the “e-recruiter” about their ineligibility and are requested to upload to the “e-recruiter” the missing documents.
3. **1st selection round**: After the application deadline the 1st selection round begins during which the eligible applications are forwarded and screened by the **principal investigators** (PIs and co-PIs) who prepare a list of max **“10 best candidates”** for each position according to the “selection criteria” and point system described below (Results to be submitted 2 weeks after the application deadline). The PIs and co-PIs are

committed to declare any “conflict of interest” during the ranking; applicants either coming from the same group, or from home Universities or previous Employers or Collaborators of the PIs/co-PIs. In such cases the Head of the TUW-DOC will double check the conformity with the selection criteria of these applications.

Once the 10 best candidates list is established the TUW-DK Coordinator in collaboration with the Dean of Academic Affairs of each participating Faculty will check the eligibility for Doctoral Studies of the 10 best candidates. The [ANABIN](#) Data Base, that is being used by the TU Wien Admission Office and is for public use, will be used to check admission eligibility and the Deans of Academic Affairs can then decide whether the affected candidate can be shortlisted or not. At least the first 6 candidates will be invited for further interviews in round 2. The candidates engage in a teleconference interview with the Recruitment Committee (RC) (Details on the RC below); This number could increase depending on the number of female candidates and their ranking as well as cases of “ex aequo” ranking.

4. **2nd selection round:** All teleconference interviews are to be carried out within 3 weeks after the 1st selection round (completion 1^{1/2} months past the application deadline). After completion of the 2nd round the RC selects the candidates to be invited for personal interviews and presentations (hearing) at the TUW (*provided COVID-19 restrictions permit it – otherwise the hearings will be carried out virtually*). At least 2 candidates will be invited. Up to a certain amount, expenses made by the candidate for traveling and accommodation will be reimbursed by the TUW (international flights, economy class max. 1000 EUR, EU flights, economy class max. 500 EUR. For candidates with flights longer than 6000 km budget accommodation for 3 nights (instead of 2) will be offered).
5. **3rd selection round:** The hearings take place 2 weeks after the final candidates are informed about the invitation to the hearings and are sent a scientific article which they will present during the hearings. The RC makes the final decision about hiring the candidate for the DK positions the latest 1 week after the completion of the 3rd round. They will communicate their decision to the candidate by E-mail from the Head of the TUW-DOC Priv.-Doz. Dr. Ioanna Giouroudi¹.



¹ The involvement of the TUW-DOC Head is not mandatory and shall be seen as a service offered by the Vice Rectorate for Academic Affairs to assist the TUW-DK Scientific Coordinator and PI(s) should they not have enough time to inform all candidates.

Additionally, all applicants will be notified upon rejection by the TUW-DOC Head and their attention will be drawn to the redress procedure.

Evaluation Forms for the 3rd round of the selection process will be provided by the TUW-DOC.

Recruitment Committee

A Recruitment Committee must be formed for every TUW-DK Proposal consisting of at least: The project's PI(s) [main PI and co-PI (s) from the different faculty (-ies)], the TUW-DK scientific coordinator, one impartial member of TU Wien equal opportunities committee, one representative from the human resources (HR) department, and one representative from a relevant to the project industrial/or international academic partner of the TUW-DK.

NOTE: *If COVID-19 pandemic restrictions are in place, the hearings will have to be held virtually and thus some adjustments regarding the members of the RC can be done in order to accommodate the teleconference hearings.*

That said, the TUW-DK scientific coordinator can be represented by another Faculty member of the DK, who is not involved in the project for which the hearing is being held. An external, relevant to the project, industrial/or international academic partner of the TUW-DK is not mandatory to be present if not available at the different time slots of the hearings. If a member of the TUW equal opportunities committee is not available the teleconference interview will be recorded for their review. The applicant will have to give consent prior to recording.

Online Application Form/e-Recruiter

1p.: Personal Information

- First & Last Name
- Date of Birth
- Country of Birth
- Citizenship
- Gender
- E-mail
- Phone number

Academic Degrees

Bachelor Degree Institution

Country*

Name*

Link to university webpage *

Study program *

Enrolment day *

Degree awarded *

GPA *

In the field GPA please indicate your Grade Point Average. As the grading system might vary a lot from country to country, please also indicate the best and the worst possible grade in the fields below.

Best possible grade *

Worst possible grade *

Master Degree Institution

Country *

Name *

Link to university webpage *

Study program *

Enrolment day *

Degree awarded *

GPA *

In the field GPA please indicate your Grade Point Average. As the grading system might vary a lot from country to country, please also indicate the best and the worst possible grade in the fields below.

Best possible grade *

Worst possible grade *

Title of master thesis *

Additional academic titles

Research Area

Please indicate your research area/interests (keywords) *

You are free to choose up to 5 keywords or topics here that best describe your interests

Self-Assessment

Self-Assessment- How would you rank yourself in comparison to your former master students? *

(choose)

Top 5%

Top 10%

Top 20%

not within top 20%

No answer

Upload Documents

- Full transcript of BSc grades
- BSc Certificate

- Full transcript of MSc grades
- MSc Certificate
- MSc Thesis Summary
- Publications (max. 3, if applicable)
- Language Proficiency Certificate (if applicable)
- CV ([Europass Template](#))
- Motivation Letter (Why are you applying for this project and this/these position (s) and how can you contribute to the project's goals)
- Details for two Reference Contacts (Name, Affiliation, Email and Telephone Number)

NOTE: Please inform your reference contacts that you have applied for this/these position (s) and that they will be contacted by the TUW Doctoral School Coordinator² per email and a link to a questionnaire that they should fill out.

Eligibility Check

(I hereby declare that I am an [R1-first stage researcher](#))

- English Language Proficiency (e.g. TOEFL Test)

Yes No

- Position Preference (according to the Position Call)

First.....

Second (optional).....

Third (optional).....

Submit application

I understand that in the case I am selected for the next recruitment round after the Skype interviews, I am willing to travel for personal interviews/presentation to the site of the organization where I applied. Travel and hotel costs will be reimbursed:

I confirm

I understand and accept the recruitment procedure as described in the [position call](#):

Yes No

I have read the **data processing information**.

² The involvement of the TUW-DS Coordinator is not mandatory and shall be seen as a service offered by the Vice Rectorate for Academic Affairs to assist the TUW-DK Scientific Coordinator and PI(s) should they not have enough time during the selection process.

Carefully check all information before submission!

A confirmation email will be sent to your email address after submission.

Selection Criteria

In the 1st round of the selection process (ranking of the 10 best candidates) the suitability of the candidates will be rated using a scoring system as shown in Table 1. In each round the PI (s) will rate the candidate for five criteria and give scores for each of these criteria, aiming for 50% of positions to be filled with candidates of female gender. The criteria and maximum scores are:

Table 1: Selection Criteria assessment of applications 1st selection round

Selection Criteria	Indicators	Source	Weight	Score ³
Academic qualifications (30%)	BSc grade point average	Transcripts	10%	0-5
	MSc grade point average	Transcripts	10%	0-5
	Reference Questionnaire	Assessment by RC	10%	0-5
Research interests, motivation and compatibility (50%)	Motivation	Assessment by RC, based on letter	25%	0-5
	Knowledge and previous experience relevant to the PhD research area chosen by the applicant	Assessment by RC, based on uploaded data-sheet and on the MSc thesis research	25%	0-5
Complementary skills (20%)	English language skills	International English test (e.g. TOEFL), English language certificates, graduate studies in English or native speaker	15%	0-5
	General skills and advanced experience (e.g. grants, awards, stays abroad, professional experience etc.)	Assessment by RC, based on uploaded data-sheet	5%	0-5

Candidates with an arithmetic average rank < 70 point in the 1st round will not be further considered for a teleconference interview, unless the RC concludes that an especially positive partial grade justifies it. Female candidates with the same points as male candidates **MUST** be preferred over the male candidates and be shortlisted. Moreover, female candidates with an arithmetic average rank between 60 and 70 points shall also be considered in the shortlisting.

TU Wien commits itself to the equal treatment of people with disabilities and/or chronic diseases and creates framework conditions to ensure their equal participation in all teaching, research and administration activities. The TU Wien has signed a **“Guideline on the equal treatment of people with disabilities and/or chronic diseases”⁴** and has developed a **“Code**

³ 0: reject 1: poor 2: fair 3: good 4: very good 5: excellent

⁴ https://www.tuwien.at/fileadmin/Assets/dienstleister/Datenschutz_und_Dokumentenmanagement/RL_Gleichstellung_Menschen_mit_Behinderung.pdf

of practice on the equal treatment of people with disabilities”⁵. In case of recruitment of people with disabilities TU Wien establishes an advisory board Recruiting+ to provide support.

Moreover, the launched initiative from the EC “Science4Refugees” to help refugee scientists and researchers find suitable jobs that both improve their own situation and put their skills and experience to good use in Europe's research system is implemented at TU Wien by the “Welcome.TU.code”, which was founded in 2015, and offers young asylum seekers an opportunity to further their education and find prospects for their future lives.

At the 1st round of the selection process, if candidates are ranked “ex aequo” (best 6 candidates), they all shall be interviewed by teleconference (even if this raises the number of shortlisted candidates).

The reasons for excluding candidates will be documented for the TUW Doctoral School but not disclosed to the candidates, since they must also be seen in comparison to their peers.

In the 2nd round of the selection process (Teleconference interview) the suitability of the candidates will be rated using the criteria and scoring system shown in Table 2.

Table 2: Selection Criteria teleconference interview/2nd selection round

Selection Criteria	Indicators	Source	Weight	Score ⁵
Motivation and engagement (50%)	Motivation on pursuing a PhD	Assessment by RC	20%	0-5
	Professional goals and plans	Assessment by RC	10%	0-5
	Impact of their PhD research	Assessment by RC	20%	0-5
Fundamental knowledge/Scientific aptitude (50%)	Question 1	Assessment by RC, based on answer provided by the relevant supervisor	25%	0-5
	Question 2	Assessment by RC, based on answer provided by the relevant supervisor	25%	0-5

At the 2nd round of the selection process, if candidates are ranked “ex aequo” their scores obtained during the 1st round of the selection process must be reconsidered in order to re-rank them. It has to be mentioned that in order to proceed, at least 25points in each of the two categories must be awarded. In the unlikely case that the candidates have received the exact same scores also during the 1st selection round then the female candidate will be invited to the hearing. Should both candidates be of the same gender then they should both be invited even if this raises the number of the shortlisted candidates.

In the 3rd round of the selection process (Hearing) the suitability of the candidates will be rated using the criteria and scoring system shown in Table 3.

An offer will be made to the candidate with the highest sum of points (but having at least 50% of the awarded points in each category). Should there be an “ex aequo” case, the RC will consult the scoring in each category during the 2nd round of the selection process and if that

⁵ https://www.tuwien.at/fileadmin/Assets/intern/TU_Karriere/Leitfaden_Beschaeftigung_Menschen_mit_Behinderung_V2.pdf

does not clear the outcome then the scoring in each category during the 1st round of the selection process will be considered. The candidates will have two weeks after being informed about the success of their application to accept or reject the offer. Should a candidate reject an offer then an offer will be made to the “next-in-line” candidate that fulfills the requirements; if that candidate was not invited to the hearings and had only given a Skype interview then the hearing procedure must be repeated for this candidate.

Table 3: Selection Criteria hearing

Selection Criteria	Indicators	Source	Weight	Score ⁵
Presentations	Self-presentation, MSc thesis, motivation	Assessment by RC	40%	0-5
	Scientific article (ability to quickly convey and interpret relevant scientific information)	Assessment by RC	40%	0-5
Case study	Skills and attitude	Assessment by RC	20%	0-5

Feedback forms with scores from 0 (worst) to 5 (best) will be available to the RC members to document their decisions.

Teleconference Interviews (Round 2)

These interviews will have a duration of up to 45min. During these interviews the candidates will engage into a conversation with the RC where they will present their academic goals and plans to achieve them, their research/academic activities and achievements (if any) as well as their extra-curricular activities and achievements (if any) and discuss the research project (s) they applied for.

Additionally, they will have to answer 2 key questions on the fundamentals of the chosen TUW-DK research areas. These questions will be determined by the PIs of the corresponding research project, will be cross-checked with the RC and will be the same for all candidates applying for the same research project. This will assist the RC to identify the 2 most qualified candidates that will be invited for a hearing. This pre-selection process will be completed within 1 week. The RC and each candidate will be asked to sign a confidentiality agreement, prior to the Skype interview, not to disclose any information concerning the questions asked during the selection process before a decision is made. This agreement applies to the Skype interview and hearing as well.

Hearing Procedure (Round 3)

An impartial host (either internal or external, with relevant training) will chair the hearing.

During the hearing the candidates will:

- present themselves, their completed MSc Thesis and justify their interest in completing a PhD in the specific TUW-DK/motivation (PPT talk, public, 10 min)
- present a paper relevant to their preferred research option; the paper will be sent to the candidate two weeks prior to the hearing (ppt and black board style, public, 10 min)
- have interviews with the RC (private, 40min)

After the public presentations, the audience will have the possibility to ask questions to the candidate chaired by the host (10min).

A short break will then take place and the hearing will proceed after 15 min with the private interview.

During the interview the RC will focus only on field-related questions (10min). Afterwards, the host will interview the candidates in order to transparently assess skills and attitude using the **STAR technique** and by presenting them with a **case study** which they will have to analyze from their point of view (30min).

1. STAR interviewing method (**Situation, Task, Action, Result**); the candidates will be asked about:

- A situation from the recent past (explain the situation, who was involved etc.) depending on which skills would like to be assessed (e.g. perseverance, teamwork, communication skills etc.)
- A defined role or task (what was their specific task/role, what was the goal, what had to be achieved)
- Actual behavior (what did they say/do, what was their contribution)
- With a provable and clear result (what was the end result, what effect did they have, what would they change in the future, lessons learned)

2. Case study; the candidates will be presented with a situation, depending on which skills would like to be assessed (e.g. perseverance, teamwork, communication skills etc.) and will be asked to analyze it or describe their course of action in the given situation.

Redress Procedure

All candidates rejected after the 2nd and 3rd selection rounds will have a right to a redress procedure if they feel that their application was poorly evaluated, or if they believe that the results of the eligibility checks were incorrect. Upon notification of rejection they will be informed about this right and that they can appeal within 2 weeks if they feel they are unjustly evaluated. The redress requests have to state a clear description of the reasons for appeal and can relate to the handling of the evaluation process and the eligibility checks, but will not call into question the judgment of appropriately qualified expert reviewers. The redress requests will be addressed to tuwdk.appeals@tuwien.ac.at and they will be examined by the TUW-DOC Head and the RC. The role of the TUW-DOC Head is to ensure a coherent interpretation of such requests, and equal treatment of all applicants. All requests for redress will be treated in confidence. Requests must:

- be related to the evaluation process, or eligibility checks;
- be received within the time limit specified, i.e. 2 weeks from the eligibility verdict.

NOTE: *If COVID-19 restrictions are still in place the hearings will have to be held virtually and thus some adjustments have to be done in order to accommodate the RC and the applicants who are based in different time zones.*

That said the hearing procedures would be modified as follows:

The Head of the TUW-DOC will chair the hearings which will **last MAX 1h** each.

The applicants will be interviewed individually per DK project. The PI and co-PI of the relevant project will be participating in the RC.

During the virtual hearing the candidates can:

- present themselves, their completed MSc Thesis and justify their interest in completing a PhD in the specific TUW-DK/motivation (PPT talk, 10 min)
- present a paper relevant to their preferred research option; the paper will be sent to the candidate two weeks prior to the hearing (ppt and black board style, public, 10 min or more depending on the PIs)

Should the PIs wish to spend more time on the paper and field-related questions they can omit the PPT talk related to the background of the applicant.

During the interview the RC will focus only on field-related questions; **MAX duration of the above-mentioned procedure 45 min.**

Afterwards, the host will interview the candidates in order to transparently assess skills and attitude using the **STAR technique** and by presenting them with a **case study** which they will have to analyze from their point of view (15min).

1. STAR interviewing method (**Situation, Task, Action, Result**); the candidates will be asked about:

- A situation from the recent past (explain the situation, who was involved etc.) depending on which skills would like to be assessed (e.g. perseverance, teamwork, communication skills etc.)
- A defined role or task (what was their specific task/role, what was the goal, what had to be achieved)
- Actual behavior (what did they say/do, what was their contribution)
- With a provable and clear result (what was the end result, what effect did they have, what would they change in the future, lessons learned)

2. Case study; the candidates will be presented with a situation, depending on which skills would like to be assessed (e.g. perseverance, teamwork, communication skills etc.) and will be asked to analyze it or describe their course of action in the given situation.