

SPIDoc's application guideline

The application guideline includes the following sections:

- Eligibility rules for Marie Skłodowska Curie Action (MSCA)
- Required documents for application
- Application process

Eligibility rules for MSCA

The doctoral candidates must not have resided or carried out their main activity (work, studies, etc.) in the country of the recruiting institution for more than 12 months in the 36 months immediately before their date of recruitment.

Applicants must not be already in possession of a doctoral degree at the date of the recruitment. Researchers who have successfully defended their doctoral thesis but who have not yet formally been awarded the doctoral degree will not be considered eligible.

Required documents for application

Only applications complete of all the required documents listed below will be considered.

Prepare the following documents and submit them as a **single pdf file**:

- Motivation letter**, indicating the motivation to work on the chosen project. If applying to multiple projects, indicate the motivation for each chosen project and the preferential choice (first, second, third).

Recommended length: half page.

- Data privacy statement**, including the electronic signature of the applicant: *"I agree that the data contained in my application documentation will be treated confidentially within the recruitment committee members of SPIDoc's doctoral network. The data will be used only for the purpose of the specific application and can therefore be transferred via infoSPIDocs@cssb-hamburg.de".* Data privacy will comply the GDPR 679/16 - "European regulation on the protection of personal data"

- **Curriculum Vitae**, which should include:
 - Obtained degrees and their grading.
If studies have been carried out in non-EU countries, add the grade comparison to the EU countries: <https://foundation.ifma.org/wp-content/uploads/2019/11/International-Grade-Equivalencies.pdf>
 - Work conducted during bachelor and master thesis as follow: topic and methods conducted upon supervision.
 - Techniques and applications. Specify the level of acquired knowledge as low, medium and high. Low: method performed few times only with supervision; medium: method performed several time and familiar; high: method performed routinely and very familiar, including troubleshooting.
 - Data analysis and/or computational modeling. Specify if previous work required data analysis and/or computational modeling and corresponding methods applied. If so, specify the level of acquired knowledge as described before as low, medium, high.
 - Soft skills
 - Indicate time spent in another country from origin for internships, including the duration of visit.
 - Indicate English language proficiency test, if obtained.
 - Indicate any specific extra-curricula training course
 - It is recommended to not include personal pictures.
 - Indicate the preferred personal pronoun.
Recommended lenght: three pages maximum.
- **Academic transcript**: provide the certificates of conducted master, bachelor and diploma studies
- **Certificate of English language proficiency test**, if obtained. In absence of certificate, indicate if education was done in English language.
- **Certificate of extra-curricula course**, if any.
- **One reference letter**, including the contact details of the referee: email address, phone number and address.
- **Contacts of 2 additional referees** including professional email address, telephone number and work address.

- **“I heard of SPIDoc’s...”**: Indicate how you learned about SPIDoc’s (colleagues, flyers, conferences, university website, LinkedIn, Euraxess jobs...)

Application process

Doctoral candidates can apply to a **maximum of 3 open positions** within SPIDoc’s.

Before applying, consider the following:

- all projects include 2 or 3 **mandatory secondments** to locations and durations as indicated in the project description.
- the projects will **start ideally between 1st March - 1st April 2024**.

For applying:

- Assemble all application documents as a single pdf document
- Send the complete application documentation to **infospidocs@cssb-hamburg.de** indicating the project number in the subject of the email, which should be as follow:
“Application for project [number of the project]”
- You will receive a confirmation email that your application has been received.

Deadline for applications: 13.10.2023

Late applications will be considered if positions are not filled.

For questions, contact Dr. Lorenza D’Alessandro: *infospidocs@cssb-hamburg.de*