Safe underground **H**ydrogen storage **IN** porous subsurface r**E**servoirs

European Doctoral Network

Guide for Proponents (GfP)

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1. SHINE at glance: overview of the European Doctoral Network

Hydrogen is expected to play a key role in a future climate-neutral economy, enabling emission-free transport, heating and industrial processes as well as inter-seasonal energy storage. It is anticipated there will be a requirement for TW scale storage with discharge durations of many months, which can only be delivered by underground hydrogen storage in porous reservoirs. The overarching objective of this European Doctoral Network "*Safe underground Hydrogen storage IN Earth subsurface reservoirs*" (acronym: **SHINE**) is to investigate the hydrogen/rock/pore fluid processes with the aim of assessing the feasibility of subsurface hydrogen storage technologies within porous reservoirs, through **10 cutting edge research and training projects at doctoral level.** The research projects span across many disciplines including *microbiology, geochemistry, geophysics, fluid dynamics, and geomechanics , and will utilise laboratory, computational and field study approaches*. All the projects are interlinked and focused on the characterization of the reservoir and caprock properties and their mechanical integrity, geochemical stability and multi-phase flow properties during hydrogen storage operations. The programmes ultimate aim is to provide high-level research training in the field of subsurface hydrogen storage technologies to produce a new generation of high achieving doctoral researchers skilled in the innovative technologies necessary to support the low carbon energy transition.

For each project on offer, one doctoral candidate will be recruited and assigned to a specific **PhD Host School** (recruiting country/organisation) according to the specific subject of investigation. A total of **10 international Doctoral Candidates** (DCs) will be selected and recruited by the end of year 2023.

2. Project and call for recruitment planning

The SHINE project started on the 1st of February 2023 and will last 48 months. A Call for recruitment for selecting the 10 international Doctoral Candidates (DC-PhDs) opened the **24th of April 2023**, with an application deadline of the **23rd of June 2023** (5 pm CET). We strongly encourage candidates to submit their applications as soon as possible and to avoid submitting their application close to the deadline. The 10 selected and recruited DC PhDs will begin their doctoral training between September and December 2023 (depending on the DC PhD Host school/recruiting county/organisation timeline for running its PhDs).

Project details	
Project start date	1st of February 2023
Project end date	31st of January 2027
Grant agreement number	101073271
Number of PhDs' fellowships on offer	10
Call details and evaluation/selection planning	
Call opening	26/04/2023
Call closing	23/06/2023
Eligibility check of candidates and organisation of evaluation panels	24/25 June 2023
Remote (CV) Evaluation	From 26/06 to 12/07/2023
First ranking list plus Videos to be sent by candidates invited to the interview	From 19/07/2023 to 25/07/2023
Interview (including assessment of the video)	From 25/07/2023 to 28/07/2023
Final ranking list	01/08/2023
Offer of contract /Enrolment of successful candidates in a doctoral course/ starting of the fellowships	Btw August 2023 and Jan 2024
Duration of each fellowship	36 months (with a full-time employment contract)

3) Eligibility criteria – Who can apply

SHINE Call for Recruitment is open to doctoral candidates (DCs) of any nationality, gender and age that respect all the following eligibility and application's admissibility rules at the Call deadline.

Candidates will be regarded eligible if:

1.MSCA Eligibility requirements	Applicants must satisfy the MSCA definition of Doctoral Candidates (DC): "All researchers to be recruited must be **doctoral candidates and have not been awarded a doctoral degree** at the time of the Call deadline (i.e., not already in possession of a doctoral degree). *Researchers who have successfully defended their doctoral thesis but who have not yet formally been awarded the doctoral degree will not be considered eligible.*
2.MSCA Mobility requirements	Applicants must not have lived or carried out their main activity (e.g., study, work, research) in their **main DC PhD host school and recruiting country/organisation** for more than 12 months in the past 3 years immediately prior to the Call deadline. *Compulsory national service and/or short stays such as holidays are not taken into account.* ***Less restrictive mobility rule:*** *The time spent in applying for refugee status or found refuge in Europe in accordance with the 1951 Geneva Convention and the 1967 Protocol and career breaks for compulsory military service and vacation leave will not be taken into account.*
3.SHINE Academic qualifications	Applicants must hold a relevant ***Master's degree or equivalent (EQF 7)*** at the time of the application. ***Exception to this rule***: in case the Master's degree has not been obtained at the Call closing date (by the 23d of June 2023), candidates can nevertheless apply. If a candidate is then part of the final ranking list and bound to be selected, before being offered a contract of employment he/she will be required to send a declaration signed by his/her supervisor or from the University stating that the degree will be obtained within the PhD enrollment starting date (between July 2023 and January 2024). The educational background should preferably be in **geology, biology, chemistry, applied mathematics, physics and engineering**, *or **combinations thereof. Other consistent backgrounds will be considered within the scope of the project***.
4. SHINE Proof of English	Applicants that are not native English speakers must provide proof of their English language capability as established via an internationally recognised test such as: IELTS: minimum 6.5 for PhD; TOEFL paper test: 550 (TWE 4); TOEFL internet test: 79 (R18, L17, S20, W17). In alternative, applicants have to prove to have a sufficient level of English (e.g. providing a Master certificate of bilingual studies).

Applications will be considered eligible if:

1. the complete application pack is received by the Call deadline date and timing (as from the Call text).

2. the application pack is submitted with all the requested documents and templates**. It is a strict condition of application, that all applicants MUST use the template application documents** (CV, reference and motivation letters, declaration of honour) easily accessible from: https://www.shine-edn.eu/recruitment/.
   Applications submitted without using the due applications templates/documents will be deemed as ineligible.

3. the application pack must be complete and sent through the online application form/platform available below. Applications and documents that are incomplete and sent, for example, via mail, will not be considered as eligible.

4) List of the research and training projects on offer

Here below is the list of the **10 doctoral courses** on offer:

Project N	Recruiting organisation short name	Research project title	Research focus	Industrial organisation-s for Secondment-s
1	Università di Napoli Federico II (UNINA)	Quantitative assessment of offshore hydrogen storage: a screening workflow to assess depleted reservoir offshore dataset.	Focusing on the characterization and integrity of the reservoir/caprocks using a modelling and geochemical approach to transfer the results into a screening workflow to assess the suitability of porous reservoirs for hydrogen storage.	ENI
2	Università di Napoli Federico II (UNINA)	Impact of subsurface microbiology on hydrogen storage and reservoir storage efficiency	Exploring the fluid, rock and microbial interactions during hydrogen storage using computational and experimental approach to assess the microbial risks during hydrogen storage in porous reservoirs.	ENI
3	University of Edinburg (UEDIN)	Impact of hydrogen injection and withdrawal on the mechanical integrity of reservoir rocks from different geological storage sites.	Focusing on characterization and integrity of the reservoir/caprocks using modelling and geochemical approaches and to transfer the results to assess the security of porous reservoirs during hydrogen storage operations.	REPSOL
4	University of Edinburgh UEDIN	Durability and integrity of well cements and casing under hydrogen storage at the casing-cement-rock interface.	Addressing issues related with leakage risk integrity and monitoring of new and legacy wells using experimental approaches, geomechanical modelling and geophysics/geochemical monitoring tools.	SCHLUMBERGER, UK
5	TECHNISCHE UNIVERSITEIT DELFT (TUDelft)	Integrated Numerical-Experimental analyses of the safety of porous rocks under cyclic loading	Assessment of caprock and reservoir porous rocks (sandstone) elasto-plastic characteristics under cyclic loading relevant for H2 storage for integrity monitoring.	SHELL
6	TECHNISCHE UNIVERSITEIT DELFT (TUDelft)	Multiscale modelling and simulation of cyclic storage of H2 in heterogeneous porous rocks	Performing multi-scale numerical simulations to quantify the interaction of H2 with the reservoir rocks and fluids across scales and to test technical feasibility including purity assessments.	ENI
7	UNIVERSITE GRENOBLE ALPES (UGA)	Permeability and migration pathways to the surface using field observations, laboratory tests and numerical modelling.	Exploring workflows, monitoring techniques and analytical procedures that are able to provide reservoir-scale detection of the hydrogen plume as well as criteria to select to assess leakage risk of subsurface hydrogen storage sites.	SCHLUMBERGER
8	UNIVERSITE GRENOBLE ALPES (UGA)	Modelling and laboratory studies of fluid-solid interaction during H2 transport along fractures	Exploring the consequences resulting from the chemical disequilibrium brought on by potential hydrogen leakage along faults, with a focus to the geochemical and biochemical reactions that may impact the sealing potential of subsurface faults.	SHELL
9	AGENCIA ESTATAL CONSEJO SUPERIOR DE INVESTIGACIONE SCIENTIFICAS (CSIC)	Fault stability and induced seismicity under cyclic injection and production of H_2	Use numerical modelling to gain knowledge on the processes that may induce seismicity during hydrogen storage and develop mitigation measures to minimize the magnitude of induced seismicity	SEISMIK
10	AGENCIA ESTATAL CONSEJO SUPERIOR DE INVESTIGACIONE SCIENTIFICAS (CSIC)	Modelling of coupled THMC processes and assessment of long-term caprock integrity	Use numerical modelling to assess the effect of coupled thermo-hydro-mechanical-chemical (THMC) processes on caprock sealing capacity.	SEISMIK

An overview of each research and training project on offer is available at: https://www.shine-edn.eu/projects-on-offer/. By clicking on each project title, full details are given about the research area, the training, the expected results and the secondment opportunities. A full presentation of the quality and experience of the main supervisor as well as of the equipment and infrastructures available is also provided. Please read this information carefully before selecting your main and second project in the **application form, accessible from the page:** https://www.shine-edn.eu/recruitment.

5) Evaluation and selection procedure

SHINE evaluation and selection process will be based on openness, transparency, merit, impartiality and equality for the candidates according to the Principles of the European Charter and Code for the recruitment of researchers.

The evaluation and selection process will be articulated in four steps:

1) Eligibility check
2) Individual remote evaluation
3) Interview
4) Final ranking

with this will culminate in the sending of the offer of employment to the 10 doctoral candidates that appears at the top of the final ranking list for each project offered.

The specificities of each step are:

Steps	Tasks/Output
1-Eligibility check	After the Call deadline all submitted applications will be checked for eligibility. **Complete applications must have the online application form duly filled in and submitted together with the required application documents using the provided document templates**. If the application is complete, and has all the requested template application documents, then it will be evaluated. Ineligible applicants will be notified by the project manager (PM).
2-Remote Evaluation	Eligible applications will be matched by the project coordinator (PC) to the project choice of the candidates (main choice). The eligible applications will then go forward to the project specific evaluation committee (EC). Scores will be given for each candidate by the EC. Applicants scoring more than 40% will be part of a first ranking list and invited by the PM to send a **short video** via a dedicated what's up number before to the web interview (step 3).
3-Video and Interview	The **video** must be sent via the dedicated what's up number to the project manager within the given deadline. It will be maximum 5 minutes length, and candidates will be asked to present themselves, the reasoning for choosing a particular project (or two projects, depending), and their future career plans. All **interviews** will be conducted in English and the interview panel will be made up of at least 3 people. The interviews will be designed to explore the candidates' achievements, motivation, main research interests and knowledge and experience in the field of their chosen project. All interviews will follow the same format, with all candidates first giving a brief 10-minute presentation on their achievements and rational behind the project choice, followed by a series of questions, with each candidate being asked the same questions. Interviews will be carried out via **video**/**web** conferencing. Each evaluation committee will develop a final report with reviews and scores **(both video and interview)** for each candidate and will send it to the PC/PM who will prepare the documentation to be discussed in step 4.
4-Final ranking list	Applicants that score **minimum of 70% will be eligible for consideration**. Applications will then be ranked, **and the top candidates for each of the 10 projects on offer will be offered a contract**. The final ranking list will be developed by the PC/PM. There will be a **reserve list of candidates**, if the top ranked applicant refuses the funding offer, then the next candidate from the reserve list of that project will be offered a contract. This list will be approved by the Supervisory Board (SB). Both successful and unsuccessful applicants will be informed via email by the PM.
5-Offer of contract	The selected candidates will be offered employment contracts in line with the national legislation of the recruiting organisation and enrolled on a doctoral course.

The entire evaluation process will include **members from the academic and non-academic sector acting as evaluators** in the CV assessment, the video assessment and during the interviews. For each candidate that has passed the eligibility criteria (step 1) a specific **Evaluation Committee (EC)** will be created for each specific project, composed of **2 main evaluators**; the **main PI** of each specific project and **one member from the industry** (PO), the later selected on the basis of their expertise and track record of research. All EC's will be chaired by the **Project Coordinator** (PC) and the **Project Manager** (PM). Each panel will also include a **third member** from the project **Advisory Board (AB),** acting as observer, to ensure transparency and openness of the overall process.

The selected members of each EC will be required to declare any potential *conflicts of interest* for each applicant. Reasons for disqualification may include: (i) p*ersonal or financial interest in the outcome of the assessment*; (ii) *close academic co-operation with the candidate*; (iii) *personal family or other relationship with the candidate*; (iv) *other issues that may raise questions about the member's impartiality.* Each member of the EC will also have to be up to date with their home institution's Unconscious Bias and Equality, Diversity and Inclusion training.

6) Evaluation criteria

The weighted criteria against which candidates will be assessed at steps 2-3 are detailed below. A maximum **score of 100** is achievable and the minimum threshold is **70**. Candidates achieving the minimum score of 70 will then be ranked and this list is used at step 4 to make the final selection and develop the final ranking list, with the top candidate for each of the 10 projects to be offered a position.

STEP 2: CV Evaluation	Max score / sub-criteria	Available score
-Education and qualifications as from the CV	15	60
-Academic track record and reference letters	25	(minimum threshold to progress to step 3 = 40)
-Evidence of creative thinking and international experience, including presentations at international conferences, any other award and /or recognition or mobility period	20	
STEP 3: Video & Interview		**Available score**
-Scientific knowledge of the chosen discipline	15	40
-Communication skills/English language skills	10	(minimum threshold to progress to step 4= 30)
-Motivation	15	
-Potential for career development		

The main criteria of **the <u>CV assessment</u>** will be:

1-*Previous academic experience* in relation to the proposed research project and research experience performed during MSc studies.

2-*Evidence of creative thinking and international experience*, (as appropriate to the candidate career stage), for example evidence of previous mobility (e.g. ERASMUS programme), active participation in European and international conferences in the chosen discipline, presentations, prizes and awards (if any).

For the **<u>interview step</u>** candidates will be asked to provide **first a short video** about their choice of project **(a Whats'up number will be provided to those who passed step 2, and before the interview date**). The **video** must be sent via the dedicated what's up number to the project manager within the given deadline. It will be maximum 5 minutes length, and candidates will be asked to present themselves, the reasoning for choosing particular project (or two projects, depending), and their future career plans.

During the interview we will ask each candidate to give a **brief presentation of maximum 10 minutes** on their latest achievements and their reasons for choosing their particular DC PhD project. For both the video and the interview, candidates will be assessed on 1) *motivation*, 2) *academic/research experience and potentials for growth*, 3) *long-term career plans and potentials to reach a position of professional maturity/independence and leadership, 4) communication and English language skills*.

In the event of a tie, candidates will be further evaluated against the following criteria (in order of importance): 1) background in relation to the chosen project; 2) Gender; 3) International experience (example participation to ERASMUS, others).

7) Equal opportunities

The SHINE selection and recruitment process fully adheres to the principles set by the <u>European Charter and Code for the recruitment of researchers</u> in applying equal opportunities policies, to ensure that the overall evaluation and selection process is fair, public, open and transparent. All applicants regardless of their age, ethnicity, nationality, social background, religion, sexual orientation, disability, political opinion, or economic condition can apply. SHINE is open to any eligible DC/PhD candidate around the world, including scientists with a *refugee status* (**less restrictive mobility rule**- see section 2 above) and scientists at risk (those suffering any grave threats to their lives, liberty and well-being). If a recruited PhD candidate falls into this category, an extra financial support request can be sent to the Research Executive Agency (REA) to cover any dedicated special needs costs, such as to ensure necessary assistance by third persons or for adapting the work environment, in accordance with <u>Council Directive 2000/78/EC</u> establishing a general framework for equal treatment in employment and Regulation (EU) No 1290/2013.

All the recruiting five organisations have a **<u>Gender Equality Plan (https://www.shine-edn.eu/)</u>** in place. To monitor the application of equal opportunities in the running of the PhDs, a report based on non-discrimination policies, accessibility, attractiveness and openness to diversity will be provided periodically.

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8) How to submit your application

Please note that it is not possible to save your online application form: it is therefore strongly suggested to prepare the due applications documents rather than filling in the application form directly online

An **online application form** is available under the project website at the page: **https://www.shine-edn.eu/recruitment/,** and must be duly filled in all its parts and submitted by the given deadline.
For the application to be eligible all accompanying applications documents must be submitted together with the online application form.
ALL applications must use the provide document templates fully accessible and downloadable from the SHINE website, **recruitment page**. **Other CV formats or/and application document formats not complying with the due annotated templates will not be considered.**

The language to be used for the application form (free fields) and for the application documents is English. **Applications in other languages will not be considered eligible.**

Please read carefully section 11 of his Guide on how to complete your online application form.

9) Documents to be submitted

A concise description of the application documents required at application stage and how they will be used during the eligibility check and evaluation of candidates is given below. For eligibility purposes (see section 3 above) all documents listed below must be submitted by the given deadline.

Applicants must submit their application by filling in the requested **online application form** and by uploading the **documents requested below in PDF** format. *Please be aware that it is possible to submit your application multiple times, and if this is the case the latest submitted application will be considered during the eligibility check*.

Application documents	Stage in evaluation process
Application form online: Applicant details, current address and last 3 years address (*for mobility requirement check*), plus selection of the project and other eligibility questions.	1.Eligibility Check
Appendixes: - A scanned copy of the original Master Degree **(EQF 7)** with full transcripts -In case the master's degree has not been obtained at the Call closing date (by the 23d of June 2023), applicants must upload their BsC degree/diploma in English, and also upload the transcript of the exams sustained so far during their master course, with a clear indication of the conclusion of the studies. **Failing to do so will make the application not eligible**. -English Proficiency certificates for non-native speakers or a certificate of bilingual studies. -Signed Declaration of Honour to certify that the info in the application is correct and complete.	1. Eligibility Check
Applicants CV -Complete CV **following template** -Two referee letters with referees' contact details	2. CV evaluation 3. Interview
Video: of 5 minutes, to be sent to the PM before the interview date, and by the given deadline. **Motivation letter:** clearly explaining the candidate main choice, the adherence of his/her research background with his/her choices for selection, what are the expectations by undertaking such a training and research pathway, short- and long-term career development ambition.	3. Interview

10) Contacts

Candidates will be updated and informed on the outcomes of their eligibility check and their evaluation in a timely manner. In case of any technical, administrative and/or procedural questions during the application phase on how to apply, applicants can contact support@shine-edn.eu

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11) Application documents' annotated templates

The data and information required in the application form is all compulsory. NOTE: It is not possible to save the form in stages, it must be submitted together with the due accompanying application documents in a single sitting.

The language to be used for the application form (free fields) and for the application documents is English.

Applications in other languages will not be considered eligible, as well as incomplete applications and/or applications not using the due application templates.

Online Application Form

Step 1- PERSONAL CONTACTS AND INFORMATION. *Please insert your personal and contact details and upload your current and valid ID.*

Personal contacts - Step 1 of 4

It is strongly suggested to carefully read the **Guide for Proponents** before starting to apply.

The online application form must be duly filled in all its parts and submitted together with the related accompanying applications documents by the given deadline. Please note that it is not possible to save your online application form: it is therefore strongly recommended to prepare and have ready for uploading the due applications documents before filling in the application form directly online.

Surname *

First Name *

Date of Birth *

Place of Birth *

Contact Email *

Email

Confirm Email

Phone Number *

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Copy of ID document (passport, national identity card) *

Click or drag files to this area to upload.
You can upload up to 2 files.

front and back (if needed)

Next

Step 2- RESIDENCY OF THE LAST 3 YEARS. *Please record your place of actual and past residency of the last 3 years. This information will be checked by the project manager after the closing of the Call to determine your eligibility and adherence to the programme mobility rule.*

Residency of the last 3 years - Step 2 of 4

Residency Country (last year) *

Range Date, last year (from-to) *
day/month/year to day/month/year

Position last year *
example: working, study, out of work, others

Reason for moving/leaving/relocating (last year) *

Residency Country (two years ago) *

Range Date, two years ago (from-to) *
day/month/year to day/month/year

Position two years ago *
example: working, study, out of work, others

Reason for moving/leaving/relocating (two years ago) *

Residency Country (three years ago) *

Range Date, three years ago (from-to) *
day/month/year to day/month/year

Position three years ago *
example: working, study, out of work, others

Reason for moving/leaving/relocating (three years ago) *

Previous   Next

Step 3- EDUCATIONAL STATUS AND PROJECT CHOICE.

Please indicate if you have a <u>*university master's degree/second upper degree equivalent (*[EQF 7]*) and*</u> <u>*provide a copy of your degree, and state*</u> *if this is in English. If your answer is no, in order to be eligible you must provide a transcript/a copy of the degree in English.*

In case <u>*the master's degree has not been obtained at the Call closing date*</u> *(by the 23d of June 2023), candidates can nevertheless apply. If this is the case, applicants must upload their BsC degree/diploma in English, and also upload the transcript of the exams sustained so far during their master course, with a clear indication of the conclusion of the studies. Failing to do so will make the application not eligible.*

Please indicate if you are <u>*native English speaker*</u>*: if you are not a native English speaker, a certificate of English language or a certificate of bilingual studies must be provided and the following information submitted: Name of English language certificate/of any other bilingual certificate, Awarding date, Name of awarding School/Institution with contact details, Score.*

Select if you a have a <u>*family status*</u> *(Y/N). For the purposes of the MSCA, family is defined as "persons linked to the researcher by marriage (or a relationship with equivalent status to a marriage recognized by the legislation of the country where this relationship was formalized) or dependent children who are actually being maintained by the researcher". Note that your family status is determined at the time of your recruitment and remains fixed during the lifetime of the project. If you select yes, additional supporting documents, such as certificate of marriage or others, will be required by the project Manager only to those candidates that have been selected and offered a position.*

<u>*CHOICE OF THE RESEARCH PROJECT.*</u> *You might select a first and second choice of the project you wish to apply in the drop-up menu.*

Educational status and project choice - Step 3 of 4

Do you have a university Master Degree/second upper degree equivalent? Y/N *
○ Yes   ○ No

Are you English native speaker?
○ Yes   ○ No

Do you have a family status? *
○ Yes   ○ No
Please refer to the Guides for proponents to assess if you are eligible for family status

Primary choice of the research project *
--- Select one ---   ▼

Secondary choice of the research project
--- Select one (optional) ---   ▼

[Previous]   [Next]

Step 4- APPLICATION DOCUMENTS.

In this page you are asked to include in your application package your CV, motivation letter, two reference letters and the duly signed and dated self-declaration form. <u>*In order to be eligible, you must use the template provided and submit them together with your online application form.*</u>

<u>*Personal data processing disclaimer (GDPR)*</u>*. Please read carefully section 12 Data Protection of this document before*

selecting "I agree". Also, you are bound to send a copy of your valid ID document.

Click on submit to send your application.

Application documents - Step 4 of 4

Have you included your degree or transcript? *
○ Yes   ○ No

Before uploading the required attachments below and clicking on submitting, please make sure you have downloaded and used the application documents available in word at the bottom of the recruitment page. Failing in do so will deem your application as not eligible.

Attach your CV *

Click or drag a file to this area to upload.

Attach your motivation letter *

Click or drag a file to this area to upload.

Attach two letters of reference *

Click or drag files to this area to upload.
You can upload up to 2 files.

Attach your signed and dated self-declaration form *

Click or drag a file to this area to upload.

GDPR Consent *
☐ I agree to having this site store my submitted information so they can respond to my inquiry.

[Previous]

[Submit]

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CV annotated Template

Curriculum Vitae *(Must be of max 3 pages)*

A) Personal and contact details

Surname

First name

Date and place of Birth

Researcher ID, if applicable (e.g. ORCID, Researcher ID)

Date of the CV

B) Education/Degrees

List the degrees from the most recent one first; for each degree insert:

Date of awarding of the degree certificate (from *day/month/year-* to *day/month/year)*

Research discipline

Degree title

Name of the educational institution and faculty/department

Country where the degree was completed

Major subjects of study/degree programme

Score

Supervisor/tutor name and contact details

C) Other Education, qualifications and/or supplementary training
List the studies and trainings (example High School diploma) from the most recent one first. For each insert:

Dates of completion (from *day/month/year-* to *day/month/year)*

Name of the certificate/diploma

Name of the provider of the education or training (name and locality) with contact details

Main subjects or modules of study

Score

D) Current employment, if any

Start date of employment (from *day/month/year-* to *current)*

Job title

Employer name, contact details and place of work (*if the work is part-time, this should be stated*)

Short description of your role and main responsibilities

E) Previous work experience

Start date of employment (from *day/month/year-* to *current*)

Job title

Employer name, contact details and place of work (*if the work was part-time, this should be stated*)

Short description of your role and main responsibilities:

F) Career /study breaks (if any) (*the inclusion of this information is optional, but it may have a positive impact on the evaluation*)

Dates (from-to) *day/month/year*	Reason (**e.g.** family leave, sickness, military or non-military service, working in another sector/area, other leaves of absence or career/study breaks)

Mother tongue

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	

 G) Language skills (*see (use the Common Reference Levels available at* [*https://www.coe.int/en/web/common-european-framework-reference-languages/level-descriptions*](https://www.coe.int/en/web/common-european-framework-reference-languages/level-descriptions)

H) Any scientific publications or published books? (*list maximum 3 in chronological order*)

I) Communication skills (*short description of maximum 500 words*)

J) Organisational/managerial/Team leadership skills (*short description of maximum 500 words*)

K) International experience, including presentations at international conferences, or any other mobility period (*short description of maximum 500 words*)

L) Prizes/awards or other societal merits and honours (if any)

M) Methods, software, infrastructures, materials, guides , patents and/or tools developed or published (if any)

N) Your academic/training and working results in comparison to the chosen project (*short description of maximum 500 words*)

Motivation letter template (_**Max 2000 words**_)

First name and Surname of the candidate:

Project Number, Title and name of main Supervisor:

Text of the Letter

The letter must be of maximum **2000 words** and include:

- a brief presentation of yourself

- the main reasons for your choice of DC PhD project

- your general knowledge on the research topic of your choice

- your main research and training goals (what do you expect from this doctoral course?)

- your main (research) interests

- your future plans (how do you see yourself in the next 5 and 10 years?)

- your main complimentary skills (e.g. team leadership, working in international teams, languages,

communication skills, others)

- any other information you might deem as essential

   Date, place   **Signature**

Template letter of reference (_**max 1 page**_)

To: _(please insert the name of the Main Supervisor, and recruiting organisation)_

Place and Date: _must be dated 2023. Old references letters not tailored to the project-s choice will not be taken into account under evaluation._

Dear Prof……,

I undersigned ….. [_First name and surname_], current ….. (_role/position_) at ….. _(name of the organisation and address)_ with over ….. (_years of experience in the field_)) years of experience in the field of.......... ,. personally know (_name and surname of the candidate_) because ……(_specify why you know the candidate_). It is therefore my pleasure to recommend **him/her** (_select_) for undertaking a doctoral/PhD course at your university.

Here insert the contents of the reference (motivation, capabilities, strengths in general, punctuality, team working, others) of maximum 200 words).

If you need further information on the candidate, I am at your full disposal and available at ......(_insert mail address and telephone number_)

Yours sincerely,

Name, date, signature

SELF-DECLARATION OF HONOUR (*to be submitted in order to be eligible, duly signed and dated***)**

The undersigned, _____ , born on _____ , in

_____ , citizenship _____ , currently resident in _____ ,

DECLARES UNDER ITS OWN RESPONSIBILITY

1. **to respect MSCA mobility rule**

I will not have resided or carried out my main activity (work, studies, etc.) in the main recruiting country for more than 12 months in the 3 years immediately prior to the Call for recruitment deadline.

2. **to respect the Doctoral Candidate definition under MSCA in HE**

At the time of recruitment, I will not be awarded of any doctoral degree.

3. **to have an English language proficiency**

[provide supporting information, if any]

Place and date

Signature

11) Data Protection
Art. 11 – Information on principles relating to the processing of personal data

In conformity with Art. 12 "Transparent information, communication and modalities for the exercise of the rights of the data subject" and Art 13 "*Information to be provided where personal data are collected from the data subject*" of the Regulation (EU) 2016/679 (General Data Protection Regulation) and of the legislative decree n. 101/2018, the University of Naples Federico II (**as coordinator**) provides to the candidates applying for the SHINE the following information regarding the processing of their personal data:

- The **controller** is the University of Naples Federico II, with registered office in Corso Umberto I n. 40 - 80138 Napoli, with the named Rector and General Director being the legal people in charge of the specific provisions. The contact mails of the controller are: ateneo@unina.it; PEC: ateneo@pec.unina.it
- The **office responsible for data processing** (RDP) at the controller premises is available at: University of Naples Federico II, address: Corso Umberto I n. 40 – 80138, Naples. Contact mails: rpd@unina.it; PEC: rpd@pec.unina.it.
- For information regarding the procedure to be applied in SHINE, the contact mail is:

The personal data being processed are: name, surname, place and date of birth, actual and past residence of the last 3 years, contacts, type of degree, CV; current and past professional occupations, scientific publications. These data will be gathered by the controller during the application stage, by being inserted in the online application form by each candidate. These data will be used for the only purpose of allowing the participation of candidates to CRESCENDO selection procedure, to allow the eligibility check and further to this to allow the allocation by the controller of each candidate application to the due evaluation panel. They might also be used for any internal and institutional communication during SHINE evaluation and selection stages.

The legal basis concerning the processing of personal data is Art 6 "*Lawfulness of processing*" of the Regulation (EU) 2016/679 (General Data Protection Regulation), whereby data processing shall be lawful only if and to the extent that at least one of the following (a and c) applies:

a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes,

c) processing is necessary for compliance with a legal obligation to which the controller is subject.

In case of denial of consent to data processing by any applicant of SHINE, his/her application will not be considered as eligible. In case of withdrawal of consent by any applicant, this does not influence the lawfulness of the data processing based on the consent granted before the withdrawal of consent.

The legal basis for the submission of personal data through the online application, as from Art 6 "*Lawfulness of processing*" of the Regulation (EU) 2016/679 (General Data Protection Regulation), part a), is given by the consent on processing personal data granted by each applicant in the online **application form** (https://www.shine-edn.eu/recruitment/) specifically by agreeing on the following:

I hereby declare to have fully read and agree on art 11 about the information on the processing of personal data reported in the Guide for Proponents (GfP), and for this end I also attach my valid identification document (national ID, passport).

The personal data gathered by the controller will be used with paper and mainly electronic tools. The processing if data with electronic tools is most suitable to best guarantee the data security and confidentiality.

In order to guarantee data protection and confidentiality of applicants, the gathering and processing of personal data will be manged by fully adhering to the principles of lawfulness, correctness, transparency, limitation of their use, data minimization, correctness, limitation to their conservation, integrity and accountability, as from Art 5 "*Principles relating to processing of personal data*" of the Regulation (EU) 2016/679 (General Data Protection Regulation), that clearly states that personal data shall be:

1. processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency')
2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall, in accordance with Article 89(1), not be considered to be incompatible with the initial purposes ('purpose limitation')
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation')
4. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy')
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the

personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) subject to implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedom of the data subject ('storage limitation')

6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

For computerised and electronic data management, the data processing will be handled only by the authorised staff of the Department of Earth Science and environment of the University Naples Federico II that will be operating on the basis of the legal and technical instructions provided by the legal controller and requested by the SHINE project. The controller informs that the application form on line to be submitted and stored at the server of the website SHINE.

The controller might not transfer any personal data which are undergoing processing or are intended for processing after transfer to a third country or to any other international organisation (Art. 44 *General principle for transfers* of GDPR) **unless** there is fully insurance of an adequate level of protection, as from Art 45 of Regulation (EU) 2016/679 **"***Transfers on the basis of an adequacy decision***"** which states that **"***a transfer of personal data to a third country or an international organisation may take place where the Commission has decided that the third country, a territory or one or more specified sectors within that third country, or the international organisation in question ensures an adequate level of protection. Such a transfer shall not require any specific authorisation* .**"**
In case of a lack of such level of adequacy of data protection, the transfer of personal data to a third country or to any other international organisation will be allowed only if there is an explicit consent granted by the applicant (Art 49 of Regulation (EU) 2016/679)

The personal data provided by SHINE applicants will be handled only by the authorised staff nominated by the controller. The controller might, nevertheless, communicate these personal data to other public or institutional or governmental organisations and bodies, in case these organisations need them to process their internal regulations or actions, and only in case the controller is deemed to transfer the data by national or European regulations.
The consents acquired through the online application form will be stored for 5 years, as the duration of the signed GA with the EC. According to Art 15 "*Right of access by the data subject*" of Regulation (EU) 2016/679 applicants shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to their personal data and to the following information:

- the purposes of the processing
- the categories of personal data concerned
- the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations
- where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period
- the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing
- where personal data are transferred to a third country or to an international organisation, the data subject shall have the right to be informed of the appropriate safeguards pursuant to Article 46 relating to the transfer.
- the right to obtain a copy of the stored data

SHINE applicants shall have the right to lodge a complaint with a supervisory authority, in particular in the Member State of his or her habitual residence, place of work or place of the alleged infringement if the data subject considers that the processing of personal data relating to him or her are infringed, as specified by art 77 and 79 of Regulation (EU) 2016/679 .
Exclusively for the exercise of protection rights, the interested applicant can contact:

- the **controller** at ateneo@unina.it; PEC: ateneo@pec.unina.it
- the **office responsible for data processing** (RDP) at rpd@unina.it; PEC: rpd@pec.unina.it