

PhD Technology Driven Sciences: Technologies for Cultural Heritage.

H2020-MSCA-COFUND-2016

FIRST CALL FOR APPLICATIONS

GUIDE FOR APPLICANTS

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1. What is Tech4Culture?

The University of Torino, with the support of the European Commission and the banking foundation Compagnia di San Paolo, is going to launch “**PhD Technology Driven Sciences: Technologies for Cultural Heritage (T4C)**”, a new doctoral programme in “Heritage Sciences” specifically focused on **technologies applied to Cultural Heritage**. Tech4Culture is funded under the H2020-MSCA-COFUND scheme. The project officially started the 1st of January 2018 and will last 60 months.

Tech4Culture aims to create experts able to develop technological solutions for the restoration, the diagnostics, the use and promotion of cultural heritage, with a direct impact on both regional and national research systems.

The project pays particular attention at involving key sectors and companies in the non-academic field and at providing excellent training to PhD students for the acquisition of transferable skills.

Through two calls for application, the Doctoral Programme will attract eighteen transnational incoming early-stage researchers. The PhD programme will last three years.

The first Tech4Culture call for applications will be launched on the 1th of March 2018 and the deadline is the 23th of April 2018 at 12:00 noon (Central Europe Time). This first call will award **up to 10 fellowships**. The second call will open in March 2019. All useful information will be available at www.tech4culture.unito.it

The Scientific Coordinator of the Doctoral Programme is Professor Stefano De Martino. He will work along with the interdisciplinary Scientific Executive Board of Professors, Researchers and Experts appointed to support the work of PhD students, to match awarded applicants and supervisors and to monitor and evaluate the progress and scientific achievements of fellows.

The project forms part of the University of Torino objectives of internationalization and planning of innovative doctoral programmes according to the principles indicated by the European Commission (EU Principles for Innovative Doctoral Training).

2. Why apply?

Tech4Culture is an innovative, international, interdisciplinary and intersectoral doctoral programme.

You will have the opportunity of developing your own PhD research project with a joint supervision (academic and non-academic), while receiving excellent scientific training, training in soft skills and increasing your expertise through national and international short-term visits and secondment opportunities.

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You will join the **University of Torino (UniTO)**, a vibrant community with over 70,000 students and more than 3,700 academic and administrative staff, 27 departments, 32 doctoral programmes and with a long-standing vocation to internationalisation.

You will live in **Torino**, an historical city and a driven centre of innovation in science and culture. From Roman ruins to contemporary arts, with its more than 40 museums, including the Egyptian Museum, the National Cinema Museum and the Reggia of Venaria (Unesco World Heritage Site), the city has plenty to offer.

In particular, Tech4Culture will offer to fellows:

- a Joint Supervision to implement their own research project;
- an interdisciplinary scientific training both in hard and soft sciences;
- a well-structured training on soft skills with the participation of local, national and international trainers and with a specific focus on development of personal, professional and entrepreneurial skills;
- additional training on complementary scientific skills including seminars, workshops, 3 summer schools, given by UniTO and non-academic partners;
- concrete exposure to non-academic sector through secondment periods up to the 50% of the fellowship;
- up to 3 short scientific visits to national and international university and institutes of research. Visits will last from 1 week to 1 month;
- support for Career Development: through a Personal Career Development Plan, supported by Supervisors and Mentors, fellows will be guided in their progress and achievement during the doctoral programme and in their career decisions.

Offered salary and benefits are extremely competitive: the contract scheme provided for Tech4Culture fellows will be the **Research grant** (“Assegno di ricerca” – art. 22 L. 30/12/2010, n. 240) with a duration of **36 months**.

The Research Grant includes social security coverage and social benefits: contribution to pension funds (“gestione separata INPS”), health and accident insurance (through an insurance system adopted by UNITO), parental leave (5-months INPS allowances).

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Each Research Grant will include the following categories of expenses:

Fellow salary/month	Incoming Fellowship
Living Allowance (inclusive of any charges)	2100,00 €
Mobility Allowance	655,00 €
TOTAL GROSS SALARY (inclusive of any charges)	2755,00 €
Family Allowance (if applicable)	200,00 €
TOTAL GROSS SALARY (inclusive of Family Allowance and any charges)	2955,00 €

- living allowance: corresponding to the gross salary paid in monthly instalments to fellows, inclusive of all social security coverage as previously specified;
- mobility allowance: it covers fellows’ expenses linked to their mobility (i.e. relocation, family expenses, travel expenses);
- family allowance: it will be offered to fellows with family obligations (marital or equivalent status and/or charge of children).

Moreover, each Tech4Culture fellowship will include a contribution to research costs: a flat rate covering expenses necessary for carrying out research projects (i.e. consumables, participation in conferences, training courses, travels and publications, etc.).

According to University regulation for the Research Grant “Assegni di Ricerca”, the fellowship can not be held simultaneously to other fellowships of any kind, included other EU or Marie Curie grants, except for those stated in the regulation of the University.

Aggregation of income from working activities, including part-time work, is not accepted.

3. Who can apply?

Tech4Culture Call for Application is open to candidates of any nationality and age that respect the eligibility rules.

Tech4Culture aims to attract incoming early stage researchers.

That means that to apply to this call and to be eligible for a Tech4Culture fellowship **candidates must comply with ALL the following requirements at the date of the call deadline:**

- Candidates must hold a **Master Degree or equivalent qualifications.**

Candidates should have a degree that would formally entitle them to embark on a doctorate, either in the country in which the degree was obtained or in Italy. For this reason, potential applicants must hold a master degree (or equivalent), corresponding to the second level of studies.

- Candidates must be in their **first 4 years of full time equivalent research experience (career break will be taken in account).**

Candidates must be “**early stage researcher**”: that means that at the date of the call deadline, they need to be in the first four years (full-time equivalent research experience) of their research careers and have not been awarded a doctoral degree. **Full-time equivalent research experience** is measured from the date when the 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 envisaged.

When calculating the first four years of an Early Stage Researchers (ESR) research career, **only the time spent as full time equivalent research experience is considered.** Part-time research experience will be counted pro-rata.

As an **example:**

a candidate who obtained their degree entitling them to embark on a doctorate five years ago and spent the equivalent of two years attending taught classes and three years gaining research experience is still eligible as ESR. They are considered to have three years of research experience, as the time enrolled in formal taught classes is not considered as research experience.

Similarly, compulsory national service is not considered as research experience.

So, if you had a **Career Break** it will be taken in account in the calculation of the four years of full time equivalent research experience.

This means that the different career pathways of researchers are taken into account by given more importance to their research experience than simply their age.

A Career Break could have been taken for several reason: family reason (parental leave for example), personal reason (illness for example), work activity not related to research, are some of them.

For **example**:

if you have taken your Master Degree (or equivalent qualification) 6 years ago at the Call for Application deadline, but since then you have spent a year working in a not-related research activity and one year in Parental leaving, you are still eligible for a Tech4Culture fellowship.

Furthermore, you should notice that the experience of a researcher is considered to be of the same value independent of the discipline in which it was obtained. If you have research experience (for example you had a research contract for one year in a University) in a field of research different from the field you obtained your Master Degree in, or different from the domain of research related to the position you are applying for, this year of experience will still count.

- Candidates must **NOT hold a PhD**.

As stated above, early stage researcher should not have more than 4 years research experience **and** should not have been awarded with a PhD.

The reference period to qualify as an early-stage researcher is counted from the degree giving access to doctoral studies and covers the first 4 years of experience in research or the period until a doctoral degree is obtained, whichever is shorter: **persons who have obtained a doctorate are ineligible, independently of the time taken to acquire it.**

At the same time, for **example**,

a researcher who is in the process of writing up their PhD after 4 and a half years of research would not be eligible for this Call for Applications. While they have not yet gained their doctorate, they would not be considered an Early Stage Researcher due to their level of experience.

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If, at the time of the call deadline, you are enrolled in a doctoral programme, but wish to apply for Tech4Culture, you may do so, if you have not more than 4 years of full time research experience. Should you been awarded a Tech4Culture fellowship you will need to drop out from your current PhD programme.

- Candidates must undergo under a **genuine mobility**.

Candidates must comply with the **MSCA mobility rule: applicants should not have resided or carried out their main activity (study, work, etc.) in Italy for more than 12 months in the last 3 years immediately prior to the call deadline.**

Two elements make up the mobility rule:

- the place of residence or
- the place of carrying out one's main activity.

Please note that “place of residence” refers to the place where you actually resided, where you lived, not the administrative residence.

Should you have been living in Italy for more than 12 months in the last 3 years you will not be eligible.

Compulsory national service, short stays such as holidays, and time spent as part of a procedure for obtaining refugee status under the Geneva Convention are not taken into account.

Please note that there is no limitation in terms of nationality to apply to Tech4Culture Call for Applications: candidates of Italian nationality are also eligible, as long as they have resided or carried out their main activity in Italy for less than 12 months on the last 3 years prior to the call for application deadline.

The period to consider for the mobility rule is the following: from the 23 April 2015 to 23 April 2018.

Here are some **Examples of Applicant respecting the mobility rule:**

An early stage researcher who lives in Spain and has resided for 12 months in Italy in the 3 years prior to the deadline is eligible for a fellowship.

An Italian early stage researcher, who has spent 24 months immediately prior to the call deadline out of Italy is eligible.

An early stage researcher who studied for 24 months in Italy from 2012 to 2014 and then moved to France, where they work from until the 2018 call deadline, is eligible for a fellowship in Italy.

Examples of Applicant not respecting the mobility rule:

An Italian early stage researcher, who has spent 12 months in Brazil, 6 in France and 18 in Italy immediately prior to the call deadline, is NOT eligible for a Tech4Culture fellowship.

A non-Italian early stage researcher who has lived in Italy in the past three years is NOT eligible for a Tech4Culture fellowship.

An early stage researcher who has studied in Italy for 7 months in 2016 and worked there for 6 months in 2017 is NOT eligible for a Tech4Culture fellowship.

- Candidates must submit all the requested information and documentations through the **application platform** on T4C website (tech4culture.unito.it).
- Candidates must submit their application **by the given deadline**.
- Applications will be accepted only through the application platform on the Tech4Culture website (tech4culture.unito.it). Application submitted in any other way will not be considered.
- Application submitted after the deadline will be excluded from the evaluation.

Candidates are strongly encouraged to submit their application as soon as possible and avoid registering and submitting the application close to the deadline.

- The documents must be submitted **following the instruction given in the Guide for Applicants**: candidates should use the forms provided in the applications platform, follow editorial rules when requested and upload documents only in **PDF format**. All documents must be readable, accessible and printable.

- All documents must be submitted **in English**. For certificates and other official documents in any other language, a certified English translation of each one must be provided.

*That means, for **example**, that if you have a Master Degree Certificate written in French, you need to obtain the same certificate in English from the University who issued or get a certified English translation of the certificate.*

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The only exception to this rule applies in case you have a Master Degree Certificate (or equivalent qualification Certificate) in Italian. In this case you may submit your certificate as it is. Please note that this exception only apply to the Master Degree Certificate and the Bachelor Degree Certificate and to Transcripts issued by an Italian university: any other document and information must be submitted in English.

Applicants not complying with one or more of the aforementioned eligibility rules and admission requirements will not be admitted to the Evaluation and Selection procedure after STEP 1 (Eligibility Check, see Art. 5 of the Call for Applications Evaluation and Selection Procedure).

A candidate is not allowed to submit more than one application.

Coherently with the aim of Tech4Culture programme of supporting the most promising early stage researchers in their career development, permanently employed researchers of universities and research centres are considered ineligible for this competition.

4. The Evaluation and Selection procedure

The whole selection procedure of Tech4Culture PhD Programme will emphasise the excellence of candidates.

The Call for Applications does not pose any restriction in terms of the nationality and age or any other characteristics of candidates. The University of Torino is an equal opportunity committed employer. The University of Torino strongly encourages applications from women and will ensure that equal opportunities are guaranteed to each applicant during the selection procedure.

For applicants with disabilities and specific learning difficulties, specific arrangements can be made for the interview to guarantee equal treatment. Applicants invited to interview should inform the Management Team of their condition(s) in due time, providing a clinical certificate(s) about their condition(s) issued by the appropriate health care authorities or medical practitioners.

The evaluation and selection procedure is organized in **3 steps**:

STEP 1: ELIGIBILITY CHECK

STEP 2: SCIENTIFIC EVALUATION

STEP 3: INTERVIEW.

A Technical Committee will be in charge of assessing applicants' eligibility during Step 1.

A Scientific Selection Committee will be in charge of evaluating applications during Step 2 and Step 3.

Members of the Scientific Selection Committee are experts in the research fields of Tech4Culture PhD Programme. They will be selected through an open call for expert. They may be academic or non-academic, of any nationality. A representation of experts of the University of Torino will be guaranteed in order to ensure that applicants' expectations can be meet.

The Scientific Selection Committee will work in four Panels to the purpose of assessing applicants presenting Research Proposal in the same domain.

The **four Panel** are:

Basic and Natural Sciences; Digital Sciences; Environmental Sciences; Physical Sciences.

Applicants should choose in the application one (1) Panel, (max) two (2) Research Areas within the chosen Panel and (max) three (3) Keywords, better fitting their Research Proposal, so that their application can be evaluated from the most appropriate members of the Scientific Selection Committee (for information about Panels, Research Areas and Keywords see point 8.7 of this Guide).

4.1 Step 1, Eligibility check.

The Technical Committee will assess the eligibility of applicants against the criteria established in Art.3 of the Call for Applications.

The sole reference for the Tech4Culture Eligibility Rules and admission requirements is Art. 3 of the Call for Applications. Here below we simply remind you the elements the Technical Committee should consider during Step 1:

- Education and research experience: candidates must hold a Master Degree or equivalent qualifications, NOT holding a PhD and NOT having more than 4 years of full time research experience (career break will be taken into account).
- Mobility: candidates undergoing a genuine mobility (MSCA mobility rule). Applicants should not have resided or carried out their main activity (study, work, etc.) in Italy for more than 12 month in the last 3 years immediately prior to the call deadline.
- Submission: candidates having submitted all requested information and documentation (in English, respecting editing rules and files format when indicated, using provided forms when requested), through the application platform on T4C website (tech4culture.unito.it), by the given deadline.

4.2 Step 2, Scientific Evaluation.

The Scientific Selection Committee will evaluate applications against the following criteria:

Evaluation Criteria	Supporting document(s)	Evaluation Score
<i>1 - Education and training</i>	CV, Master Degree Certificate, Master Degree Transcripts, Bachelor Degree (if applicable)	0/10

2 - <i>Research experience and skills</i>	CV, Reference Letters, Publications and Patents uploaded in the application (if any, max 5)	0/10
3 - <i>Research proposal</i>	Research proposal	0/10
4 - <i>Motivation</i>	Motivation Letter	0/10

Evaluation scores will be attributed for each of the 4 listed criteria and each criterion will be scored out of 10. The scores indicate the following:

0 = proposal fails to address the examined criterion; 1 = very poor; 2 = poor; 3 = insufficient; 4 = mediocre; 5 = sufficient; 6 = more than sufficient; 7 = average/almost good; 8 = good; 9 = very good; 10 = excellent

In case of proposals with the same score, priority will be given to evaluation criteria 3, 4, 1, in this order. In second instance, in case of *ex aequo* of applicants, preference will be given to gender balance.

An overall threshold of 24 points as well as individual thresholds (5/10) will be applied.

Applicants whose proposals fail to meet the overall threshold or any of the individual thresholds will not be admitted to the interview.

Applicants attaining a score equal or above the overall threshold will be shortlisted for the interview.

In any case, the number of candidates invited to Step 3 (interview) will not exceed three times the number of available positions.

The Scientific Selection Committee will provide each applicant an Evaluation Summary Report.

4.3 Step 3, Interview.

Applicants invited to Step 3 will receive a formal communication with the exact date and time of the interview. The **interviews will be conducted remotely**, through a conference call (using Skype).

The Scientific Selection Committee will assess applicants against the following criteria:

Evaluation Criteria	Evaluation Score
1 - <i>Scientific Knowledge in the selected topic</i>	0/10
2 - <i>Research Experience in the selected topic</i>	0/10
3 - <i>Motivation</i>	0/10
4 - <i>Excellent Command of English</i>	0/10

An overall threshold of 24 points and individual thresholds (5/10) will be applied.

In case of applicants with the same score, priority to will be given to evaluation criteria 1, 3, in this order. In second instance, in case of *ex aequo* of applicants, preference will be given to gender balance.

The Scientific Selection Committee will provide a feedback to each applicant interviewed.

After Step 3, the Scientific Selection Committee will draw the final ranking list that will be published on the Tech4Culture website (tech4culture.unito.it).

5. Redress

After Step 1 (Eligibility Check) and after Step 2 (Scientific Evaluation), applicants not admitted to the next step of the Evaluation and Selection procedure may present a redress.

If an applicant intends to redress, they should send a written request to the Management Team, by email (tech4culture@unito.it), within the time limit specified on the communications sent to applicants after Step 1 and Step 2. In the written request, they should clearly point out the reasons why the redress is occurring. Only requests of redress clearly expressed will be taken into consideration.

If a redress on the Eligibility Check (Step 1) is asked, the redress should explicitly refer to the list of eligibility criteria (Art. 3 of the Call for Applications). The redress should explicitly refer to one or more of the eligibility criteria concerned. Redress not clearly addressing the criteria will not be considered.

If a redress on the Scientific Evaluation (Step 2) is asked, only the evaluation criteria will be re-considered. The redress should explicitly refer to scientific criteria concerned (Art. 5 of the Call for Applications). Only if there is a clear evidence of a factual shortcoming in the application evaluation, the application will be re-evaluated. This means for example, that a problem relating to one evaluation criterion will not lead to a re-evaluation if an application has failed anyway on other criteria. The scientific evaluation of the expert-evaluators (Scientific Selection Committee) will not be called into question. Should the redress procedure be applied concerning Step 2, an internal selection committee will be appointed.

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6. Award of fellowship, Acceptance and Enrolment

The final ranking list will be published on the website of the project (tech4culture.unito.it) after Step 3 (Interview) of the Evaluation and Selection Procedure.

The University of Torino could decide to assign less than the 10 positions available, if candidates should not meet the criteria of excellence expected.

Awarded applicants will receive a formal communication via e-mail from the University of Torino offering the fellowship.

Awarded applicants must accept the fellowship within 2 (two) weeks from receiving the formal communication.

Should one or more applicants do not accept the fellowship, the University of Torino will consider offering the fellowship(s) to the next best-ranked applicant(s) in the final ranking list.

Fellows should be available to start courses in Torino from the **1st of November 2018**. They will be asked to finalise their position enrolling to the PhD Programme by the end of October 2018.

7. How to apply?

7.1 What do I need to know before applying?

Before preparing your application, please visit the Tech4Culture website (tech4culture.unito.it), read carefully the Call for Applications and this Guide for Applicants.

In particular, you need to **verify to be eligible** for the fellowship: please read carefully Art. 3 of the Call for Applications and Section 3, “Who can apply?”, on this Guide.

7.2 What documents do I need to provide?

- Valid PASSPORT/ID
- Master Degree Certificate or equivalent qualification
- Master Degree Transcripts
- Bachelor Degree Certificate (if applicable)
- Bachelor Degree Transcripts (if applicable)
- Curriculum Vitae
- Letter of Motivation
- Research Proposal and Ethics declaration
- 2 (two) letters of reference
- Publication(s)/Patent(s) (optional; max 5)

Candidates may also upload any further documents (up to 3) useful to assess their Master Degree or equivalent (e.g. Diploma Supplement, Declaration of Value).

To write your CV and your Research Proposal you need to use the provided template.

You can upload by yourselves the 2 Letters of Reference written by 2 Referees of your choice.

All the documents submitted must be in PDF format.

Further information about the documents you need to provide, including editorial rules when needed, can be found on the section 8, “Submitting your application: step by step”, of this Guide.

7.3 General rules to follow to submit your application

If you fulfil the eligibility criteria, and you wish to apply for a Tech4Culture fellowship, you can submit your application on line on the application platform of the Tech4Culture website.

Applications sent by email or postal mail will not be considered.

All the on-line forms and the submitted documents must be filled in English, in a full, clear and concise way.

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8. SUBMITTING YOUR APPLICATION: STEP BY STEP

Let's start: registering on our application platform

To apply to the Tech4Culture First Call for Application you need to create a personal account by registering to the application platform on the Tech4Culture website (tech4culture.unito.it). Follow the instructions:

- Go to tech4culture.unito.it
- Click on the “APPLY” button you will find on the homepage or find the “Apply – Manage your application” page on the “Application Package” section on the Main Menu at the top of the homepage.
- Click on “Registration (new user)”
- Fill in the form with your:
 - First Name
 - Last Name
 - E-mail
 - Password (of your choice)
- Read and Accept the Privacy Policy
- Finally, click on “Confirm”

Please note that this information cannot be changed after you clicked on “Confirm”. The email address you insert must be the same email you want to use to be contacted.

After having click on “Confirm”, you need to confirm your email address using the link sent to you (at the address you provided on the Registration Form). If you do not receive the email, you can request a second email. Please, be sure to have checked also the Spam Folder on your email.

Now you can login to the Application Platform inserting your **Username (email address) and the Password you chose**.

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The application platform consists in 8 form you must fill in.

Please note that you can fill in your application in different moments until the call deadline: **before logging out, REMEMBER TO CLICK ON THE “SAVE AND CONTINUE” button you will find on every form.**

Please note also that you are not allowed to pass from one form to the next one until you have fill in all the fields required. If you need to make amendments, you can do so at any time until the call deadline.

Form 1 – Welcome Page

You are in the **Welcome Page** of the Tech4Culture application platform.

Please read carefully and click on the “Next” button.

Form 2 – Personal Information

Fill the form with your Personal Information:

- First Name
- Last Name
- Date of Birth: the only accepted format for your date of birth is a numerical one, as follows:
DD/MM/YYYY
- Place of Birth
- Country of Birth: (please choose between offered options)

- Nationality
- Gender Identity: (please choose between offered options)
- Family status: Do you have family obligations?

If you have family obligations you need to answer YES and select between the offered options provided to describe your family status.

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You are considered having family obligations if:

- You are married or in a relationship with equivalent status to marriage recognized by the legislation of the country or region where this relationship was formalized
- You have dependent children who are actually being maintained by you

If you are in both situations, please select both options.

When you have filled in all the information, please click on “Save and Continue”: by doing so you will save the information provided and the system will send you to next form to fill in.

Form 3 – Contact Information and Passport/ID

Provide your Contact Information and Passport/ID

Please, pay particular attention to provide your contact information, as they will be used for any communications related to the Call for Application and the Status of your application.

Fill in the form with the following Contact Information:

- Your mobile number (please pay attention to select the correct area code of your mobile number)
- Your phone number (if you have one, please fill in. However, this information is not compulsory)
- Your Skype contact

Please note that your Phone and Mobile Number as well as your Skype contact are requested in order to contact you on the day of the Interview, should you be shortlisted for Step 3 of the Evaluation and Selection procedure (for more information see section 4 of this Guide, “The Evaluation and Selection procedure”).

Fill in the form with your Passport/ID information:

- Type of Document: (please choose between offered options).
- Document number
- Date of expire: the only accepted format for the date of expire of you ID is a numerical one, as follows: DD/MM/YYYY

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Upload you Passport/ID

Please note the only PDF files will be accepted.

Please name this file as follows:

ID_LAST NAME_FIRST NAME

Please note that Valid Passports and Identification Documents are the only admitted type of document. Other documents (such as Driving Licences) are not accepted.

When you have filled in all the information, please click on “Save and Continue”: by doing so, you will save the information provided and the system will send you to next form to fill in.

Form 4 – Master Degree and Bachelor Degree

Please fill in this form with all the requested information about your Master Degree (or equivalent qualification) and about your Bachelor Degree.

The information requested both for your Master Degree and for your Bachelor Degree are the following:

- Degree Title
- Date of issue of the Degree (Date of Award): the only accepted format for the Date of Issue is a numerical one, as follows: DD/MM/YYYY
- University that issued the Degree
- Country of the University (please choose between offered options).

Should you have been awarded with more than one Master Degree (or equivalent qualification), please note that you need to insert the information related to the first qualification obtained in your career, as the date of issue of this qualification will be used to evaluate your research experience (for more

information please see section 3 of this Guide, “Who can apply”, dedicated to the Eligibility Rules, in particular the Early Stage Researcher and the Full Time Equivalent Research Experience definitions).

- **Upload your Master Degree Certificate, naming the file as follows: MD_LAST NAME_FIRST NAME**
- **Upload your Master Degree Transcripts, naming the file as follows: MD_TR_LAST NAME_FIRST NAME**
- **Upload your Bachelor Degree Certificate, naming the file as follows: BD_LAST NAME_FIRST NAME**
- **Upload your Bachelor Degree Transcripts, naming the file as follows: BD_TR_LAST NAME_FIRST NAME**

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If you have any other documents useful to assess your Master Degree (e.g. diploma supplement, declaration of value) you may upload them on this form (you can upload max 3 documents).

Please note the only PDF files will be accepted.

When you have filled in all the information, please click on “Save and Continue”: by doing so, you will save the information provided and the system will send you to next form to fill in.

Form 5 - Career Break and MSCA Mobility Rule

If you have any **Career Break** in your curriculum after the date of award of your Master Degree, you need to provide all the information about the break(s).

Click on the “Add” button and fill in the following blanks:

- Exact dates (**start date** and **end date** of the period of break). The only accepted format for Period(s) of Break Dates is numerical, as follows: DD/MM/YYYY
- the **country** you were residing during the break : (please choose between offered options)
- the **reason** for the Career Break(s) (please choose between offered options)

You need to click on the green tick to confirm the information you provided. You can still modify them or delete them afterwards.

Please note that you can **add** as many period you need.

For further information about Career Breaks please read about it on the section 3, “Who can apply?”, of this Guide.

To assess your eligibility under the **MSCA Mobility Rule** you need to provide all the information requested related the **last 3 years of your career prior to the deadline** of the Call for Applications (that mean for the period going **from 23 April 2015 to 23 April 2018**).

Click on the “Add” button and fill in the following blanks:

- exact dates (**start date** and **end date** of the period of activity). The only accepted format Period(s) of Break Dates is numerical, as follows: DD/MM/YYYY
- the **country** you were residing during the period of activity : (please choose between offered options)
- the **type of activity** you were occupied with during the period

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You need to click on the green tick to confirm your information. You can still modify them or delete them afterwards.

Please note you can add as many period you need related to as many country you resided or carried out your main activity **during the period 23/4/2015-23/04/2018**.

For further information about the Mobility Rule please read about it on the section 3 of this Guide “Who can apply?”.

PhD Declaration

For be eligible for Tech4Culture Call for Applications, you need NOT to have been already awarded with a PhD. For this reason, on the same form, you need **to tick off the declaration** provided: **“I declare I have not yet been awarded with a PhD degree”**.

For more information about this point, please read paragraph “Candidates must NOT hold a PhD” in the “Who may apply?” section 3 of this Guide.

When you have filled in all the information, please click on “Save and Continue”: by doing so, you will save the information provided and the system will send you to next form to fill in.

Form 6 - Panel, Research Areas and Keywords

On this form you need to choose the Panel, the Research Area(s) and the Keywords that are more pertinent to your Research Proposal, in order for it to be better evaluated within the Scientific Selection Committee.

The **4 Panels** are:

- Basic and Natural Sciences
- Digital Sciences
- Environmental Sciences
- Physical Sciences.

- **Select one (1) Panel within the 4 options provided.**
- **Select one (1) or (max) 2 Research Area(s) within the chosen Panel.**
- **Select (up to) 3 keywords for (each) chosen Research Area.**
- **Provide (up to) 2 keywords or your choice for (each) chosen Research Area (optional).**

Below you can find the list of Research Areas for Panel and the keywords associated to each Research Area.

PANEL BASIC AND NATURAL SCIENCES:

Research Area 1: Biodeterioration of Cultural Heritage: prevention and remediation approaches

Keywords	bacteria decay fungi organic and non-organic materials oxidation prevention
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Research Area 2: Investigation techniques for film base photographic materials

Keywords	conservation treatments deterioration handling procedures maintenance protection visuality
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Research Area 3: New approaches to the analysis of materials in the Cultural Heritage domain

Keywords	ageing mechanisms analytical strategies degradation studies diagnostics inorganic materials monitoring non-invasive/micro-invasive methods organic materials quantitative analyses stabilization
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Research Area 4: Innovative characterization methods and experimentation of artefacts' production

Keywords	creative art-making experimental archaeology experimental archaeometallurgy production processes
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Research Area 5: New sustainable solutions in terms of methodologies and materials for Cultural Heritage conservation

Keywords	composites cleaning systems consolidation environmental impact laser and physical treatments materials for conservation nanomaterials protectives
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PANEL DIGITAL SCIENCES:

Research Area 1: Innovative interfaces and interaction for the communication, promotion, and dissemination of Cultural Heritage

Keywords	collaborative Web GIS collection display digital engagement human-computer communication information retrieval personalization of services storytelling user interaction with digital content visualization
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Research Area 2: 3D/4D modeling, virtual, augmented, and immersive realities for Cultural Heritage and exhibitions

Keywords	3D capture 3D modelling 3D reconstruction augmented reality immersive experience immersive reality virtual and digital museum virtual environment virtual reality
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Research Area 3: Knowledge management, metadata, and catalogation for Cultural Heritage

Keywords	<ul style="list-style-type: none"> annotation digital content digital cultural resources knowledge management linked open data metadata tagging metric quality assessment overarching networks representation standards
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Research Area 4: Digitization and algorithmic techniques for the analysis of Cultural Heritage

Keywords	<ul style="list-style-type: none"> crowdsourcing data mining digital assets digital heritage digitization embodied museography heritage information image retrieval and understanding monitoring repositories risk assessment visual analytics
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Research Area 5: Digital design and tools for documentation, maintenance, preservation, and protection of Cultural Heritage

Keywords	<ul style="list-style-type: none"> 3D printing 3D scanner digital documentation of heritage digital model digital humanities heritage documentation prototyping of heritage virtual design
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PANEL ENVIRONMENTAL SCIENCES:

Research Area 1: Protection and conservation of art in public spaces

Keywords	contemporary art cultural landscapes degradation environment extended museums in situ analyses monitoring murals non/micro-invasive analyses public art public domain street art testing
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Research Area 2: Methods and technologies for endangered Cultural Heritage

Keywords	awareness digital documentation emergence integrated approaches intervention prevention protection R2P reconstruction virtual
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Research Area 3: Preventive conservation and techniques for monitoring environmental conditions

Keywords	contaminants enhanced documentation indoor pollution sensors smart cases
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Research Area 4: Assessment of diversities for Cultural Heritage enhancement and Geoheritage conservation

Keywords	cultural diversity geodiversity geoparks globalization native populations traditions
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Research Area 5: New methods for promoting the inclusion of local stakeholders in Cultural Heritage preservation

Keywords	awarness local economy low-cost technologies resilience sustainability tourism
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PANEL PHYSICAL SCIENCES:

Research Area 1: Provenance and production techniques of archaeological materials and artworks

Keywords	archaeometallurgy archaeometry experimental archaeometallurgy historical painting techniques material culture provenance and techniques of artifacts (i.e. ceramics, metal alloys, stones, glasses...)
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Research Area 2: Development and application of instrumentation for the non-invasive analysis of Cultural Heritage

Keywords	X-ray based techniques (radiography, tomography, X-Ray Fluorescence...) multi scale imaging luminescence techniques (ionoluminescence, X-ray luminescence...) large scale facility techniques
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Research Area 3: Innovative use and development of large-scale facilities techniques and methods for Cultural Heritage materials

Keywords	ion beam techniques (PIXE, RBS, PIGE, ...) neutron based techniques (Diffraction, PGAA, activation analysis...) use of synchrotron (X-ray tomography, XRD, XAFS...)
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Research Area 4: Mapping and dating Earth's landforms and materials

Keywords	cultural geology cultural lanscape geoarchaeology geologic structures geomorphology human landscape radiometric dating socionatural landscape
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Research Area 5: Development and characterization of innovative materials related to Cultural Heritage

Keywords	host/guest interactions hybrid composites large scale facilities nano-technologies palaeo-inspired materials science
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When you have filled in all the information, please click on “Save and Continue”: by doing so, you will save the information provided and the system will send you to next form to fill in.

Form 7 - Curriculum Vitae / Motivation Letter / Research Proposal and Ethics / Letters of Reference / Publications and Patents

Curriculum Vitae:

Please, **download the Word template** provided in this section **for your CV**. You can now work on this file remotely. You will need to fill in this file following the paragraphs and pay attention to suggestions provided.

The CV template is made up of the following paragraphs:

- EDUCATION
- OTHER TRAINING (if applicable)
- CURRENT POSITION(S)
- PREVIOUS RESEARCH AND PROFESSIONAL POSITION(S) / PARTICIPATION TO RESEARCH GROUPS (if applicable)
- FELLOWSHIP(S) (if applicable)
- AWARDS AND PRIZES (if applicable)
- TEACHING ACTIVITIES (if applicable)
- ORGANISATION OF SCIENTIFIC MEETINGS (if applicable)
- COMMISSIONS OF TRUST (if applicable)
- SERVICE TO THE SCIENTIFIC AND CULTURAL COMMUNITY (if applicable)
- MEMBERSHIPS OF SCIENTIFIC SOCIETIES (if applicable)
- CAREER BREAKS (if applicable)
- PRESENTATION OF PAPERS, POSTER, GIVEN SPEECHES AT CONFERENCES AND SEMINARS (if applicable)
- LIST OF PUBLICATIONS AND PATENTS (if any; please list here the publication/s and patent/s you will upload in your application, MAX 5)
- OTHER PUBLICATIONS AND PATENTS (if any; please list here any publication and patents not uploaded in your application)
- COMPUTER SKILLS
- TECHNICAL / ARTISTIC SKILLS

- LANGUAGE SKILLS
- SOFT SKILLS

Format:

The document cannot be longer than 4 pages. The font is Calibri, size 12.

You are not allowed to change the file structure (margins, font, etc.).

You may however cancel paragraphs suggested in the CV template that you may not need. (For example if you have no awards or prizes, you may cancel the paragraph dedicated). You are not allowed however to change the names of the suggested paragraphs.

Suggestions provided within the paragraphs are merely a guideline for you to write your CV.

When you have finished filling in the CV template **transform you CV into a PDF file.**

Name the file as follows: CV_LAST NAME_FIRST NAME

Upload the file in the application platform.

Motivation Letter:

There is no template provided for the Motivation Letter.

Editorial rules: this letter cannot be more than one page long, font Calibri, size 12, single spacing.

Upload your Motivation Letter in the application platform. You need to upload a PDF file, named as follows:

MOTIVATION_LAST NAME_FIRST NAME

Research Proposal and Ethics

- Provide the **Title** of your Research Proposal.
- You also need to provide an **Acronym** that will identify your Research Proposal.

Please, **download the Word template** provided in this section for your Research Proposal. You can now work on this file remotely. You will need to fill in this file following the paragraphs and pay attention to suggestions provided.

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Format:

Editorial rules: your research proposal must not exceed 10.000 characters, spaces included, not including graphs, tables, images, the timetable, the bibliography and the ethics issues table/Annex.

The font is Calibri, size 12.

You are not allowed to change the file structure (margins, font, etc.).

You need to fill in all the paragraphs provided:

LAST NAME AND FIRST NAME:

RESEARCH PROPOSAL TITLE:

RESEARCH PROPOSAL ACRONYM:

Project description:

State of the art on the topic/Background:

Methodology and feasibility of your project:

Expected outcomes/significance/impact in the field:

Timetable:

Bibliography:

It is mandatory to fill in the Ethics Issues Table you can see below (you will find the table in the Research Proposal template).

ETHICS ISSUES TABLE	
1. HUMAN EMBRYOS/FOETUSES	YES / NO
Does your research involve Human Embryonic Stem Cells	
Does your research involve the use of human embryos?	
Does your research involve the use of human foetal tissues / cells?	
2. HUMANS	YES / NO
Does your research involve human participants?	
Does your research involve physical interventions on the study participants?	
3. HUMAN CELLS / TISSUES	YES / NO
Does your research involve human cells or tissues (other than from Human Embryos/ Foetuses, i.e. section 1)?	
4. PERSONAL DATA	YES / NO
Does your research involve personal data collection and/or processing?	
Does your research involve further processing of previously collected personal data (secondary use)?	
5. ANIMALS	YES / NO
Does your research involve animals?	
6. THIRD COUNTRIES	YES / NO
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	

Do you plan to import any material - including personal data - from non-EU countries into the EU?	
Do you plan to export any material- including personal data - from the EU to non-EU countries?	
In case your research involves low and or lower middle income countries, are any benefits-sharing actions planned?	
Could the situation in the country put the individuals taking part in the research at risk?	
7. ENVIRONMENT & HEALTH and SAFETY	YES / NO
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	
Does your research deal with endangered fauna and/or flora and/or protected areas?	
Does your research involve the use of elements that may cause harm to humans, including research staff?	
8. DUAL USE	YES / NO
Does your research involve dual-use items in the sense of Regulation 428/2009 or other items for which an authorisation is required?	
9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS	YES / NO
Could your research raise concerns regarding the exclusive focus on civil applications?	
10. MISUSE	YES / NO
Does your research have the potential for misuse of research results?	
11. OTHER ETHICS ISSUES	YES / NO
Are there any other ethics issues that should be taken into consideration? Please specify	

If your research has any ethical implications - you answered “yes” to one or more of the questions of the Ethics issues table - you need to fill in the Ethics Issues Self-Assessment (Annex 1) describing the ethics issue/s and how you will address them. You will find this parte (Annex 1) at the end of the Research Proposal Template.

Please remember to change the template header with your Research Proposal Acronym (RP_ACRONYM) and with your Last Name and First Name.

When you have finished filling in the Research Proposal template **transform you Research Proposal into a PDF file.**

Name the file as follows: RP_LAST NAME_FIRST NAME

Upload the file of your Research Proposal in the application platform.

Letters of Reference

You need to provide 2 (two) Letters of Reference.

The Letters of Reference can be written by academic Referees (for example your Master Degree Thesis Tutor) or not academic Referees (for example your present or former employer).

You can upload the Letters of Reference by yourselves. To be sure to have the Letters in time to be uploaded, applicants are strongly encouraged to contact the two referees of their choice ahead of the deadline of the Call for Applications.

Please note **there is no template** provided for the Letters of Reference.

The file uploaded must be in **PDF format.**

For the two Referees, you need to provide also the following **contact information**, in order for the Scientific Selection Committee to contact your Referees if deemed necessary:

- First Name
- Last Name
- University/Institute/Company

- Email
- Phone number

Publications and Patents

This is the last section on the application platform. If you have any publication and/or patent you can upload them in this section. You can upload up to 5 files.

The files must be in **PDF** format.

Please name your files as in the examples below:

1_PUBLICATION_LAST NAME_FIRST NAME

2_PUBLICATION_LAST NAME_FIRST NAME

1_PATENT_LAST NAME_FIRST NAME

When you have filled in all the information, please click on “Save and Continue”: by doing so you will save the information provided and the system will send you to the last form.

Form 8 - Submit your application

If you have filled in all sections and uploaded all required documents, you can click on “Confirm and Submit” button and submit your application for the selection and evaluation process.

Please remember that before submitting you application, the information and documents you provided are saved and you can amend them when you want before the call deadline.

However you must click on the “Confirm and Submit” before deadline. Please remember that if you have saved your application, but did not submit it before deadline, the application will not be considered.

After submission, the system will generate a ZIP Folder containing a PDF file (“Application”) with a summary of your application and all the documents you uploaded. You can download this folder if you want.

Once you have submitted your application you can still amend it and resubmit it until the call deadline. However, we strongly suggest you to submit your application as soon as possible and not to make changes near the deadline.

If you submit your application more than once, only the latest submission will be considered.

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9. DEADLINE

The period for submitting the applications goes from the 1st March 2018 to the 23 April 2018.

The deadline for applying is the 23 April 2018, at 12:00 noon (Central European Time).

We strongly encourage candidates to submit their applications as soon as possible and avoid registering and submitting the application close to the deadline.

10. Communications and contacts

All modifications and communications about this Call for Application will be published on the Tech4Culture website (tech4culture.unito.it).

Applicants will receive communications about the results of the Evaluation and Selection procedure after every Step (1, 2, 3). Communications will be send at the e-mail address given by applicants in their applications.

Applicants should promptly inform Tech4Culture Management Team of every change in their contact information by sending an email at tech4culture@unito.it. Applicants will be also able to check the status of their application on the application platform after the call deadline.

Every quest concerning technical, administrative and procedural issues may be sent to the Tech4Culture Management Team at the following address:

tech4culture@unito.it

11. TIMELINE

1- FIRST CALL FOR APPLICATIONS	PUBLICATION: 1° MARCH 2018 DEADLINE: 23 APRIL 2018
2- EVALUATION AND SELECTION PERIOD: - STEP 1 (Eligibility check) - Redress Procedure (10 days) - Results Redress - STEP 2 (Scientific Evaluation) - Redress Procedure (10 days) - Results Redress - STEP 3 (Interview)	APRIL – JULY 2018 26 of April – Mid May 2018 May 2018 By the end of May 2018 Mid May – Mid June 2018 June 2018 By the beginning of July 2018 Second week of July 2018
3- FORMAL COMMUNICATION TO APPLICANTS	By the end of July 2018
4- ACCEPTANCE OF FELLOWSHIP	By the second week of August 2018
5- ENROLMENT	By the end of October 2018
6- START OF COURSES	1 ST November 2018