

# Guide for Applicants GROW PhD Programme

A Marie Skłodowska-Curie COFUND Programme













Funded by the European Union. Views and Opinions expressed are those of the author(s) only and do not necessarily reflect those of the European Union or REA. Neither the European Union nor the granting authority can be held responsible for them.



# **Contents**

1.	Wel	Icome to GROW	3
	1.1.	GROW at a glance	3
2.	App	plication procedure and eligibility	5
	2.1.	How to apply	5
	2.2.	Eligibility criteria	5
	2.3.	Information and motivation to submit	6
	2.4.	Language proficiency requirement	7
	2.5.	Deadline	7
	2.6.	Non-research ethics and personal data	7
	2.7.	Research ethics	8
	2.8.	Do No Significant Harm	8
	2.9.	Research outside the EU	9
3.	Sup	pervisor / Candidate match and Review	9
	3.1.	Find your supervisor of choice	10
	3.2.	Evaluation criteria and scoring system	
	3.3.	Selection process	12
	3.4.	Committees involved in the selection process	
	3.5.	Equal opportunities	
	3.6.	Appeal and redress	
4.	Afte	er the recruitment	
	4.1.	Personal development in a unique environment	
	4.2.	Employment conditions	16
	4.3.	Procedure of visa	
	4.4.	Further information	17
5	Anr	nex 1 – application form	. 18



# 1. Welcome to GROW

Let me welcome you to the GROW community. With GROW we aim to support and strengthen <u>G</u>raduate <u>R</u>esearch <u>O</u>n <u>W</u>orldwide challenges (hence, *GROW*), specifically related to the African continent (and then beyond). As initiators of this collaboration we see wicked challenges that affect people globally to which science and graduate research can play a valuable contribution. Science can help in understanding the challenges and the interplay in their context at a much deeper level, as well in the development and testing of possible solutions. To do so effectively, scientists must engage in interaction with other disciplines (Interdisciplinarity), other actors (Intersectoral) and across borders (International). Within GROW we call this the Triple-I Philosophy and we invite you to take part in this with us.



Working according to this approach can be challenging in an already challenging PhD project. The GROW community aims to support you with peers, skills development and a Triple-I network. We are building upon the Dutch scientific community and infrastructure and specialize our experiences in working with partners in African countries. Together we work specifically on research and innovation to push the Sustainable Development Goals in African setting forward.

We are looking forward to getting to know you.

Kindest regards,

Prof. Nick van de Giesen – Chairman of the GROW Steering Committee

## 1.1. GROW at a glance

GROW is a doctoral programme, co-funded for circa 50% by the European Commission through a Marie Skłodowska-Curie Action (MSCA) (Co-funding of regional, national and international programmes (COFUND). The five implementing universities will fund the other half of each PhD project.

The GROW programme is a four year international PhD programme that offers tomorrow's leaders a unique opportunity to do high quality and novel research with supervision from globally renowned professors on pressing issues affecting the people of Africa, and make a real contribution to understanding and addressing worldwide problems, notably the UN – Sustainable Development Goals (SDGs). For GROW, 5 high ranking Dutch universities have





joined up with 22 African academic and 16 non-academic partners so that 51 PhD students from anywhere in the world can pursue scientifically challenging research that in some way links Low and Middle Income Countries (LMICs) in Africa with Europe. The possibilities are manifold, as fellowships are available in the Natural Sciences, Social Sciences & Humanities, and Engineering. The Triple-I design of the GROW programme offers you as a PhD student the chance to equip yourself with an advanced, future-proof set of scientific and complementary skills that you will take with you as you pursue high-flying careers in a world that is becoming ever more complex and interconnected.

The selected candidates will be employed as PhD students according to the Dutch Collaborative Labour Agreement at one of the implementing partners:



TU Delft (TUD)



University of Amsterdam (UvA)



Vrije Universiteit Amsterdam (VU)



Leiden University (LEI)



Erasmus University Rotterdam (EUR)

Applicants can choose from a wealth of <u>available supervisors</u>, who all shared their own profile as well as what they would regard to be an ideal candidate on the website. As an applicant you will need to apply with your own idea for an Africa - SDG oriented topic and motivate in your application why you want to work on this topic with your supervisor of choice.





A community of more than 40 <u>academic institutes and non-academic partners from the African</u> <u>continent</u> support the programme with opportunities for interdisciplinary exchanges and secondments for a better understanding of the SDGs in the African context.

Selection of the candidates will take place based on 1) Academic excellence, 2) Vision on emerging needs and challenges in Africa and 3) Personal motivation, experience and affinity with Africa. These criteria are weighted equally.

# 2. Application procedure and eligibility

#### 2.1. How to apply

The only and mandatory procedure for applying is by completing the form in the online GROW application portal. You can reach out to your supervisor(s) of choice to discuss the research options you are considering or raise any content related questions you might have. However, eligible applications run exclusively via the formal portal.

The portal will become available via the <u>GROW website</u> on 1 December 2023. The application deadline will be midnight at 31 January 2024, Central European Time. In Appendix 1 of this instruction manual you can already find the questions that will be raised in the application portal.

You can only apply once in this call. You present yourself the best you can and share your (SDGs in Africa related) topic of research interest in the application form. It is not expected to submit a research proposal yet. A detailed research plan will be worked out in consultation with your supervisor after selection. You can indicate your second preference on the application form. Multiple applications for different positions will result in disqualification.

## 2.2. Eligibility criteria

To be eligible, at the deadline of the call (31 January 2024), an applicant must meet the following criteria:

- Researchers of all nationalities and countries of origin are eligible, unless national, international, or European legislation or embargos prohibit specific (combinations of (sub) disciplines and) countries of origin;
- you must comply with the MSCA mobility rule: you must not have resided or carried out your main activity (work, studies, etc.) in The Netherlands for more than 12 months in the past 3 years prior to the call deadline (31<sup>st</sup> of January 2024)<sup>1</sup>;

<sup>&</sup>lt;sup>1</sup> Compulsory national service, short stays such as holidays, and time spent as part of a procedure for obtaining refugee status under the Geneva Convention 113 are not taken into account.





- you must have completed a university degree that entitles you to embark on a doctoral programme in The Netherlands (Master of Arts (MA), Master of Science (MSc), or Master of Laws (LLM)). The degree must be dated less than 10 years prior to the call deadline<sup>2</sup>;
- you do not already work on, and do not hold yet a doctoral degree;
- you are not already permanently employed by one of the implementing partners;
- you must be available to work on the PhD on a full time basis<sup>3</sup>.

#### Furthermore, we expect you to:

- Submit the completed application before the deadline and in English;
- Have excellent English communication skills, both verbally and in scientific writing. Uploading of internationally recognised certificates is possible during the application process or can be realized (mandatory) after selection. See also section 2.4;
- Provide us with a letter of recommendation from a party, not connected to your supervisor (group) of choice;
- Upload a 2 minute movie clip as a means of introducing yourself;
- A certified copy of your degree(s) (or a letter from university stating the expected graduation date, if this is before the call deadline of 31<sup>st</sup> of January 2024) and grades (with explanation of the grading system).
- A copy of or a link to your Master thesis.

#### 2.3. Information and motivation to submit

Next to the formal eligibility criteria, we encourage you to pay ample attention to the following part of your application as it will allow you to stand out among your fellow applicants:

- Description of your profile, professional career, honours etc.;
- Links to publications (if applicable);
- Motivation and vision on Africa-connected challenge of interest;
- Proposed research group and supervisor + the reasoning for this choice;
- Generic research idea;
- Connection with the local context in / understanding of Africa.

<sup>&</sup>lt;sup>3</sup> A part-time 0,8fte is possible due to justified reasons provided the candidate can finish the PhD within the GROW run-time of 60 months.



<sup>&</sup>lt;sup>2</sup> This eligibility window can be extended up to 6 months per child for the mother, (additional) parental leave (actual time up to 6 month per child), training for medical specialists (3 years), compulsory and reserve military service (actual time), or for refugees/researchers at risk (up to 3 years). Documentation providing evidence must be included with the application.



## 2.4. Language proficiency requirement

In order to be admitted to the GROW PhD programme, you must demonstrate proficiency in the English language. Doing a PhD at one of the implementing universities requires English proficiency at a professional level<sup>4</sup>. You should be able to communicate effectively with scientific peers and supervisors, participate in English-taught Doctoral Education courses, write scientific articles, and write and successfully defend your PhD dissertation.

If you are from a non-Anglophone country, you will have to submit an internationally recognised Certificate of Proficiency in the English Language, before employment.

You do not need to present the test results as part of your application; these results will be requested at a later stage during the selection procedure, but if you have one, you may already provide it together with your application.

Exemption: Candidates who have completed their higher education entirely taught in the English language are exempted from submitting an English proficiency test.

#### 2.5. Deadline

Applicants submit applications and all accompanying documents via the GROW application portal before the deadline of 23.59:59 CET on the 31<sup>st</sup> of January 2024. The selection process will occur from February until May and the selected PhDs will start their employment from July 2024 onwards.

## 2.6. Non-research ethics and personal data

To comply with General Data Protection Regulation (GDPR), each applicant formally consents at the moment of submission of their application that during the selection process, different members inside and outside the host organization will evaluate the provided personal data. All of the information collected at the application stage is necessary and relevant to evaluate applicant's suitability for the position applied for and for follow-up steps in order to come to an employment contract once an applicant is selected. We will use the information provided by the applicant, by reviewers, and educational institutions with whom we may undertake to verify the applicant qualifications with, for recruitment and selection purposes only. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

In case of selection for a PhD position, the personal data you have entered on the application form will be uploaded in the EU Portal. Other supporting documents for which we may ask for

<sup>&</sup>lt;sup>4</sup> For reference, please find definitions on the TU Delft PhD <u>admission requirements page</u>.





during the GROW project, will only be transmitted to bodies inside the EU for purposes of monitoring, inspection or regulatory tasks under the Horizon Europe EU law. Data will not be transferred to other third parties.

If the application procedure ends without being selected for a PhD position in the GROW programme, you may indicate during the application procedure that we may retain your data (for a year at the longest) for future vacancies.

#### 2.7. Research ethics

When an applicant is selected for a PhD position in the GROW Programme, the PhD candidates will be requested to uphold the research ethics outlined in the European Code of Conduct for Research Integrity, the Charter of Fundamental Rights, the European Convention for the Protection of Human Rights and Fundamental Freedoms and its Supplementary Protocols, and by the European Code of Conduct for Research Integrity, under penalty of exclusion from the doctoral program.

PhD's selected must complete a research ethics checklist (Horizon Europe self assessment<sup>5</sup>) as part of their detailed research plan which they will draw up in consultation with their supervisor. An Ethics mentor is available for guidance in this ethics process. All of the five partners have mature and robust ethics procedures in place.

Research plans/projects are permitted, if only they:

- do not involve the use of Human Embryonic Stem Cells (hESCs) or human embryos (hE);
- do not aim at human cloning for reproductive purposes;
- do not intend to modify the genetic heritage of human beings which could make such modifications heritable (with the exception of research relating to cancer treatment of the gonads);
- do not intend to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer;
- do not lead to the destruction of human embryos (for example, for obtaining stem cells).

## 2.8. Do No Significant Harm

In line with the goal of GROW to contribute to the UN Sustainable Development Goals, and in line with the MSCA Green Charter, all research and innovation activities funded under GROW

<sup>&</sup>lt;sup>5</sup> https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment\_en.pdf





should comply with the 'do no significant harm' (DNSH) principle. This means that the research and innovation activities should not be supporting or carrying out activities that make a significant harm to any of the six environmental objectives (Art. 9 and 17 of the EU Taxonomy Regulation). Specifically, an economic activity is considered to do significant harm to:

- 1. Climate change mitigation if it leads to significant greenhouse gas (GHG) emissions;
- 2. Climate change adaptation if it leads to an increased adverse impact of the current climate and the expected Future climate, on the activity itself or on people, nature or assets;
- 3. The sustainable use and protection of water and marine resources if it is detrimental to the good status or the good ecological potential of bodies of water, including surface water and groundwater, or to the good environmental status of marine waters;
- 4. The circular economy, including waste prevention and recycling, if it leads to significant inefficiencies in the use of materials or in the direct or indirect use of natural resources, or if it significantly increases the generation, incineration or disposal of waste, or if the long-term disposal of waste may cause significant and long-term environmental harm;
- 5. Pollution prevention and control if it leads to a significant increase in emissions of pollutants into air, water or land;
- 6. The protection and restoration of biodiversity and ecosystems if it is significantly detrimental to the good condition and resilience of ecosystems, or detrimental to the conservation status of habitats and species, including those of Union interest.

#### 2.9. Research outside the EU

Due to the focus on Africa, special attention will be given to the ethical dimension of doing research in non-EU and LMIC countries. Any research activity must comply both with the rules of the Netherlands and the non-EU country where the research is carried out. Activities that are prohibited in the EU (see paragraph 2.7) cannot be carried out even if they should be permitted in the non-EU country. A statement about this is a mandatory topic to investigate and must be included in the research plan (after selection).

# 3. Supervisor / Candidate match and Review

In the GROW programme, we have one unique and challenging recruitment round for candidate selection. Please read this important information to apply for a position in the GROW programme.

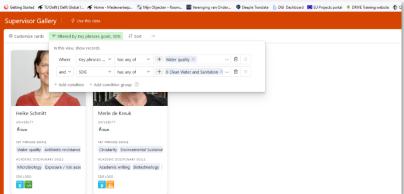




## 3.1. Find your supervisor of choice

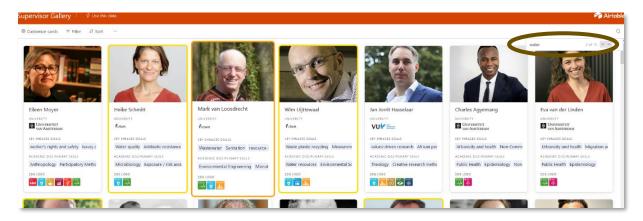
On the GROW website, you can find the Supervisor Gallery with all the different supervisors, their research profile, interest in Sustainable Development Goals, earlier work connected to Africa, publication lists and what type of candidate they would consider to be ideal. You can **browse** through the supervisors, but also use the **filtering** and **sorting** options to find your interest or educational background:







Or use the **free search field** to find your topic of interest in any of the profiles. Matching profiles will light up:



Based on your preferences and the best match with a supervisor, you can select a maximum of two senior supervisors from either the same or different research groups you want to apply with. One is also sufficient.

In the gallery senior and junior supervisors (called co-supervisors) are included and both are excellent supervisors to select, based on your preferences and personal background. If you find the best match with a junior supervisor profile you will automatically be connected to a senior supervisor as well. This will still count as one selection (of the maximum two possible).

Be sure to describe clearly why you selected your supervisor, based on their interest, previous work, institute, you heard them during a conference once etc. Your arguments here will be part of the review process.

## 3.2. Evaluation criteria and scoring system

All applications will be assessed taking into account the evaluation criteria. In all steps of the selection process the same equally weighted criteria apply. These criteria are the following:

#### 1. Applicant Excellence (0-5 points)

- Study background in relation to the research direction for the PhD (Master thesis topic, university) as described by your supervisor of choice.
- Grades, prizes, honours etc.
- Publications, other output/results achieved in relation to the career level/years of work experience.
- Extracurricular activities.
- Communication skills and video presentation ability.
- Letter of recommendation in line with the described profile by your supervisor of choice.





- 2. Vision on emerging needs and challenges in Africa (0-5 points)
  - Vision on a worldwide challenge with a special focus on SDGs in Africa;
  - Ideas on research directions needed to address the challenge;
  - Rationale of why this aligns with the research group/supervisor of choice.
- 3. Personal motivation, experience and affinity with Africa (0-5 points)
  - Originating from, having network / previous experience in Africa or other LMIC;
  - Personal motivation to address the proposed challenge;
  - Who will you include from your own network/who are you looking for/stakeholder involvement;
  - Vision on how research outcomes can contribute to achieving impact;
  - Perspective on personal leadership role in development of the African continent.

Applicants receive a score between 0.0 (decimal points permitted) and maximum 5 for each criterion. The threshold score for each criterion is 3.5 and 12.0 for the sum.

## 3.3. Selection process

The selection procedure is a lengthy careful process, which will take several months to complete and comprises the following steps:

- 1. submission of application, eligibility check and pre-selection (if applicable)
- 2. first review round
- 3. second review round
- 4. final decision

#### 1. Submission of application and eligibility check

Applicants submit applications and all accompanying documents via the GROW application portal before the deadline of 23:59:59 CET on the 31<sup>st</sup> of January 2024. You can continue working on your application until the deadline, but you can submit your "final application" sooner as well, so that we can start the eligibility check already. Applicants will receive a confirmation of receipt.

After final submission, all applications will be checked on formal eligibility at the GROW Programme Office. All applicants will receive information on the outcome of the eligibility check within 2 weeks after the call deadline. In case of missing, incomplete or erroneous formal documents, applicants will have 5 days to amend this after notice. If the eligibility issue cannot be remedied, applicants will receive notice of rejection within two weeks after resubmission.





In case of the call being more than 7 times oversubscribed, pre selection is part of the procedure, to ensure that no more than seven times the number of available openings (7\*51 = 357) proceed to the longlist in the *first review round*. This preselection will be done by the GROW Programme Office supervised by the Selection Committee, taking the evaluation criteria into account. In case your application is not preselected for the first review round, you will receive notice of rejection within 4 weeks after the call deadline or after resubmission in case of incompleteness.

#### 2. First review round

The Review Panel will shortlist the applications by scoring according to the evaluation criteria, which will result in a shortlist of three times the number of applicants in relation to the number of available PhD openings (3\*51 = 153) and a reserve candidate per participating research unit.

After the process of shortlisting each applicant will receive information whether their application is put on the shortlist or not and will receive their scores on the criteria The outcome of this review round is expected at the end of March 2024.

#### 3. Second review round

A panel of external disciplinary experts and the intended supervisors will rank the applicants on the shortlist, using the same evaluation criteria as the review panel in the first round. Online interviews with the applicants are part of this review round and will take place in April 2024. A ranked shortlist of candidates per research department will be presented to the Selection Committee.

#### 4. Final decision

The Selection Committee hosts a consensus meeting to finalise the list of proposed candidates. In case of equal scores preference will be given to the underrepresented gender, or researchers from LMICs or researchers at risk/refugees. This consensus meeting will result in a list of 51 proposed candidates. Candidates ranked 2 and 3 will remain reserve candidates.

This list is presented to the Steering Committee, who will formally confirm the final list of selected candidates. Each applicant will be informed about the outcome of the selection process by the beginning of May 2024, supported by information on the scores according to the three evaluation criteria and a motivation from the reviewers. The names of reviewers matched to each application will remain confidential.





#### 3.4. Committees involved in the selection process

GROW will have three separate bodies of evaluators: the Review Panel, External Disciplinary Experts and Supervisors, to ensure unprejudiced selection of the best candidates in two review rounds. Independent evaluators, from outside the partnership, with no conflict of interest, will be involved at all stages of the evaluation process. The ultimate decision body is the GROW Steering Committee, supported by the GROW Programme Office. In the table below all bodies of authority and evaluators are listed, including their powers and roles in the selection process.

ENTITY	Role and power in the selection process
Steering Committee (SC)	GROW's executive entity: 5 senior professors (gender and diversity balanced) appointed by the partnering institutes. Very experienced PhD supervisors. Recent extensive collaboration with African institutes. Represent the 5 institutes running the programme. Decide on programme strategy matters, oversee the selection process, formally approve the 51 candidates proposed by the Selection Committee, manage liability issues, and resolve appeals (via the independent appeals committee) and potential conflicts. Supported by the PO.
Programme Office (PO)	Embedded at TU Delft. Day-to-day management, coordination and recruitment support. General questions regarding the programme can be emailed to <a href="mailto:grow@tudelft.nl">grow@tudelft.nl</a>
Selection Committee (5+1)	Selection executive entity, established by the SC. Each hosting institute delegates one senior professor who is not directly involved in the programme, e.g. emeritus professor or not-supervising professor. The Selection Committee oversees the entire recruitment process and presents the balanced shortlist of 51 candidates to the SC. Supported by PO.
Review panel for Round 1	20 tenured staff of the 5 hosting institutes (distributed over engineering (7), natural sciences (6) social sciences (7)), being not related to research groups involved. 15 external, independent members from African Academic institutes and 6 members from non-academic partners equally balanced in terms of gender. Involved in the first review round to create the shortlist of candidates.
Panel of External Disciplinary Experts for Round 2	Experts in the field of the proposed research projects working within academia, but not part of the hosting research groups (both EU and Africa). Established for the second review round. Each of the research units will propose external discipline experts, 2 of each group will be invited by the PO to review the applicants for their group.
Proposed (co)supervisor	Supervisor(s) and / or co-supervisor of applicants' choice. The (co)supervisor(s), together with the 2 external disciplinary experts will have an online interview with the candidates. The supervisor(s) and external reviewers will rate the candidates, resulting in a ranked shortlist of candidates per department. The ranked shortlist of candidates is submitted to the Selection Committee, resulting in a balanced shortlist of 51 candidates, plus a reserve list.



## 3.5. Equal opportunities

The GROW programme fully endorses the principles of gender and diversity equality as the programme is founded on the conviction that a diverse composition of the participating research groups will enhance its functioning and overall output and impact. All five implementing partners adhere to national and European legislation regarding equal opportunities (e.g. Directive 2006/53/EC) and the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers. For the GROW PhDs a 50/50 gender balance with a maximum margin of 40/60 in either direction (m/f) is aimed for.

## 3.6. Appeal and redress

The coordinator of the programme (TU Delft) will take all measures to implement the principles set out in the <u>Commission Recommendation in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.</u>

Candidates can appeal within two weeks after receiving a rejection, if they feel relevant information was neglected or procedural errors occurred. Two senior professors who are not connected to the programme, having long experience of Dutch-African collaboration projects will act as the appeal committee for the selection process. They will assess whether the decision to reject the application has been made with care. This may lead to a reconsideration and/or re-evaluation by 2 new evaluators resulting in an advice to the Steering Committee. After two weeks of the deadline for appeal, candidates are notified of the outcome of the appeal decision. Appeals can be filed through email at: <a href="mailto:GROW@tudelft.nl">GROW@tudelft.nl</a>

# 4. After the recruitment

## 4.1. Personal development in a unique environment

GROW PhD students will benefit from the high-quality training programmes offered by the Graduate Schools they are embedded in, and from the dedicated GROW Training plan for the Triple-I skills training and complementary non-academic and African Academic network. Each PhD student will undertake one or more secondments or field study trips to African partners as part of the PhD-project, tailored to their research and individual career development plan. Doing a PhD in the GROW programme means that you commit yourself not only to science but also to a personal development programme.

All partners in the GROW programme offer high-level professional support to young talent wanting to grow into mature researchers, including advanced research facilities, a Graduate





School for training and career opportunities, HR and project offices as well as Open Access publishing agreements, Online Learning platforms, data sharing and storage platforms aligned with FAIR protocols. The partners offer a broad spectrum of research options from Social Sciences & Humanities, including Religious Studies and Theology to Natural Sciences and Engineering. The 17 non-academic partners and the 20 African Academic partners are enthusiastic to contribute by being part of the PhD student advisory teams, giving input in their projects and taking part in the annual GROW network sessions with talks, challenge owners and lectures. Moreover, as a GROW PhD-student you will become part of a larger collaboration frame, the GROW Community. All participating research departments of the five implementing partners have been working together since 2016 and decided to bring their efforts together into one lasting – virtual – Community. This Community captures the vision and activities of the partners (implementing as well as supporting) in the GROW programme:

- Addressing global challenges with scientific approaches
- Co-creating with academic and non-academic partners from various low and middle income contexts
- Recruiting young, talented and highly motivated scientists from around the world to work together, learn together and grow together
- Conducting interdisciplinary and intersectoral research from the start of every project
- Making use of and building further upon existing facilities from professional research institutes
- Training future leaders in the Triple-I philosophy
- Building long-lasting cross-continental collaborations on equal footing

## 4.2. Employment conditions

PhD's recruited in the GROW programme will be offered a PhD contract. Anticipated starting dates are from July 2024 on and will be determined in consultation with the PhD candidate and the supervisor and also depend on the duration of administrative procedures (visa, see paragraph 4.3).

Salary and working conditions are in accordance with the <u>Collective Labour Agreement of Dutch Universities</u>. The standard PhD duration in The Netherlands is 48 months, as is the duration of the PhD projects in the GROW programme. Per 2023, the salary for a fulltime PhD candidate is as follows (in Euros before tax per year, including holiday allowance and end of year bonus):





Year 1: €38.658,-6 Year 2: €45.022,-Year 3: €47.129,-Year 4: €49.390,-

Doctoral candidates are appointed by one of the implementing partners/host institutes. They will be offered a 4-year period of employment for 38 hours per week in the form of 2 temporary employment contracts. Depending on the host institute this will be either an initial 12 respectively 18 months contract with an official go/no-go progress assessment, followed by an additional contract for the remaining 36 respective 30 months assuming everything goes well and performance requirements are met.

#### 4.3. Procedure of visa

For the candidates selected and if applicable, the HR department of the hosting university will organize the visa application. At the procedure of enrolment as a PhD candidate, the hosting university will take care of the paperwork (employment contract), and applying for a residence permit (only applicable if the PhD candidate is non-European). If the candidate is from a non-EU/EEA country and requires visa to reside in the Netherlands, the candidate should take into account that some of the hosting university(s) can only apply for the visa after the candidate has met the language requirements (see 2.4).

#### 4.4. Further information

In a later stage a guide for appointed PhD candidates will be drafted with more information about living and moving to the Netherlands, requirements that must be met during your employment in the GROW programme etc. If you are already interested in more details, you can visit <u>this site</u> to compare the cost of living throughout the world or visit <u>this site</u> about life in academia in the Netherlands.

If you have questions or you want more information about the recruitment procedure please send an email to grow@tudelft.nl.

<sup>&</sup>lt;sup>6</sup> the gross salary in year 1 will result in a net amount of around € 31,500 per year, depending on someone's personal circumstances. No rights can be derived from this calculation. A tax exemption or reduction rule might apply, which can result in a higher net income.





# 5. Annex 1 – application form

Please read the Guide for Applicants carefully before filling in this form.

- Candidates should submit applications via the GROW application portal.
- You can start building your profile in the portal from December 1<sup>st</sup> and return to continue working We advise you not to wait until the deadline: 23:59:59 CET (midnight) - 31 January 2024.
- After the submission of your application you will receive a confirmation of receipt.
- Should you have any further questions, do not hesitate to contact the GROW Project Office (<u>GROW@tudelft.nl</u>).
- Tip: although AI tools such as ChatGPT are becoming more and more interesting, using them too obviously, will not have you standing out positively among the group of applicants.

The GROW programme bases its selection on the following 3 equally weighted evaluation criteria:

- 1. Applicant Excellence
- 2. Vision on emerging needs and challenges in Africa
- 3. Personal motivation and affinity with Africa

#### 1. Generic information

Personal information	
Name, first name, title (s)	
Gender	m/f/other
Date of birth	
Nationality	
Email	
Address + Zip code	
Town	
Country	





History of place of residence (since 1 J	anuary 2021)
Applicants shall not have spent more th	han 12 months in the Netherlands in the 3 years immediately
prior to the recruitment date of 1 May	2019. If an applicant had more places of residence in this period,
please indicate the periods and countri	es.
Country of residence	Period of residence
· ·	

## 2. Applicant Excellence

# a. Your degrees

Master diploma (multiple entries possible) Applicants must have completed a university degree that entitles them to embark in a doctoral programme in the Netherlands (Master of Arts (MA), Master of Science (MSc), or Master of Laws (LLM)). Documentation providing evidence must be included with the application.	
Graduation thesis	Please upload (the link to) your thesis here.
Topic(s) a) education programme and b) graduation thesis:	
Award date The applicant's degree must be dated less than 10 years prior to the call deadline (31 January 2024).	
Institution	
Cumulative grade point average (GPA)	
Country	
Extension window  The eligibility window can be extended by 6 months per child for the mother, (additional) maternity or paternity leave (actual time	





up to 6 months per child), training for medical specialists (3 years), compulsory and reserve military service (actual time), or for refugees/ researchers at risk (up to 3 years). Evidencing documentation must be uploaded here as well.	
Upload an original or certified copy of your master's degree here	
If the degree/transcript is in a language other than English, French, German or Dutch, a certified translation is also required.	
*A certified copy is a copy with an official wet stamp verifying the copy to be true to the original.	

<b>Bachelor diploma</b> (multiple entries possible)	Mandatory
Topic education programme:	
Cumulative grade point average (GPA)	
Award date	
Institution	
Country	
Upload your diploma here	

## b. Special mentions (all optional)

English speaking certificate	Upload option
For reference, please find more information <u>here</u>	
Prizes, awards, cum laude graduations etc.	Free text field
Extracurricular activities	Free text field





Current profession	Free text field
Previous professions	Free text field
Peer reviewed publications (if any), please share titles +	Free text field
links to most important three	

## c. Upload (mandatory)

- 1. Letter(s) of recommendation (at least one) to underpin your education, academic and or professional skills.
- 3. Vision on emerging needs and challenges in Africa
- a. Please describe your vision and ideas

What do you regard to be a topic of vital importance that you want to understand better and / or develop solutions for? (max. 400 words).	
To what SDG(s) do(es) your topic of interest connect?	Select from the 17 goals.
How would you like to address this challenge with research? And what (sort of) partners or stakeholders would you like to include with such research?  In max 250 words.	
Five keywords of your topic of interest  Can be SDG oriented and research oriented keywords.	





Your field of research  Select from the predefined research fields or add your own	[Based on the input from the GROW supervisors]	
Hosting University & group	Select from the list (max 2 groups in total)	
Supervisor of choice from the group	Select from the list (1 per group, thus max 2 names in total)	
Motivate your choice for supervision (250 words max)		
Why would these groups best fit your research		
ambitions? Include a.o. their previous work		
(publications), network, research facilities, profile		
they are looking for etc. How do you and the		
group match?		



## 4. Personal motivation and affinity with Africa

## a. Description

Your connection with the African context (200
words max). As GROW supervisors, we know that
in-depth experience with the African (or Low and
Middle Income setting) context is essential to do
good research and / or develop relevant solutions in
your project. Please describe your experience with
the context.
Motivation (200 words max.)
Please describe your personal motivation to work on
topic you described under 2.a.
Impact in society (max 200 words)
Please describe how you believe that (your) research
could contribute to the topic of your interest.
Personal leadership (max 200 words)
How do you foresee your own role in developing the
African continent and / or the fostering of
international (academic) collaborations after your
project? How will becoming a GROW PhD student,
assist you in becoming a more influential agent of
change?
Your existing network
GROW research revolves around including non-
GROW research revolves around including non-academics in the research as stakeholders. Think
academics in the research as stakeholders. Think

## b. Movie-clip upload or link to online location (mandatory)

Movie of yourself 2 (min) - 3 (max) minutes to introduce yourself and your motivation to become a GROW Fellow. Be creative and convince us of your capacities, motivation and understanding of your topic of interest in the African context.

