PALPROX_Guide4Applicants_260122

This Guide for Applicants includes:

1) the general eligibility criteria
2) the Individual Research Project with the specific eligibility criteria of the Doctoral Program to be enrolled for the candidate, and the contractual conditions at each Beneficiary Institution

3) the procedure for submit the applications
4) the required documents
5) the evaluation criteria and their relative weight
6) the decision of the call and publication of results
7. Information on processing personal data
8) the system for allegations and appeals
9) Contact details to get in touch in case of any doubts

ATTENTION: One candidate can only apply for a maximum of 2 Individual Research Projects, and must to prioritise them as Option 1 and Option 2 in the template application form.

1. The general eligibility criteria of Doctoral Candidates (DCs)

• DCs should not be in possession of a doctoral degree at the closing date of the call.

• DCs can be of any nationality.

• You need to comply with the mobility rule, no residence or main activity (work, studies, etc.) in the country of the recruiting institution for more than 12 months in the 36 months before the date of deadline of the application.

> Country of main activity = not only where the fellow was physically based but also the country of the institution for which the main activity was performed.
>
> *Example: if a fellow did a master in Spain and another master remotely in Italy, the fellow needs to comply with the mobility rule in both countries.*

• If you get the grant, you must enrol in the doctoral programme defined in the IRP in which you have applied.

• Therefore, you must meet at the time in which the call has been officially open, the requirements of the doctorate program admission of the university of enrolment, in accordance with the corresponding offer of each Individual Research Project.

• To have a Weighted Average Mark of 7/10 – 14/20 (depending on the grading system of each country) or higher for their academic transcript, including both their bachelor's and master's degree.

• To have a good level of English: candidates must accredit the required level of English by submitting one of the accepted certificates (level B2 or higher) or, if the university of enrolment accepts, doing a proof of level of English in the frame of CERF.

2. The Individual Research Projects with the specific eligibility criteria of the Doctoral Program to be enrolled for the candidate, and the contractual conditions at each Beneficiary Institution

• Individual Research Projects based in Spain, fellows hired by IPHES-CERCA and enrolled at Universitat Rovira i Virgili in its Doctoral Degree in Quaternary and Prehistory
https://www.doctor.urv.cat/en/prospective-students/courses/7726/index/

Keep attention to the mobility rule: you can not apply to Spain if you have lived (residence) or carried out your main activity (work, studies, etc.) for more than **12 months in the 36 months** before the date of the deadline of the application.

Eligibility criteria of the Doctoral Program to be enrolled for the candidate:

There are neither specific restrictions in terms of your previous related background (archaeology, biology, geology) nor admission requirements, except to have a Master degree or equivalent.

The administrative procedures are detailed and explained on https://www.doctor.urv.cat/en/prospective-students/courses/7726/index/
However, you can be enrolled under special circumstances during the 2025-2026 academic year.

Contractual conditions at IPHES-CERCA:

You will be hired during 3 years as predoctoral researcher, employed under a full-time employment contract according to the Spanish laws, and the contractual conditions at IPHES-CERCA funded by a EU MSCA Doctoral Network.

Once the Spain correction factor (2024–2025) of 0.965% has been applied, the gross salary (the amount the employee will receive after deducting the employer's contribution to the Spanish welfare system and severance payment, and before applying employee contributions and taxes) will be:

Living Allowance: 2.665 €/month
Mobility Allowance: 710 €/month

GROSS SALARY: **3.375 €/month** (Living allowance + Mobility allowance)

If the employee is entitled to receive a Family allowance:

Living Allowance: 2.530 €/month
Mobility Allowance: 710 €/month
Family Allowance: 660 €/month

GROSS SALARY: **3.900 €/month** (Living allowance + Mobility allowance + Family allowance)

The compensation for the end of a predoctoral contract is paid at the end of the employment contract.

Three Individual Research Projects based in Spain

Fellow	Host institution	PhD enrolment	PhD Degree in Quaternary and Prehistory
DC 1	**IPHES-CERCA**	**URV**	https://www.doctor.urv.cat/en/prospective-students/courses/7726/index/
Project Title (WP 1-5): Advancing 3D Geometric Morphometric approaches applied to appendicular skeleton in cryptic bats species (Supervisors: Dr Julia Galán, Dr Iván Rey-Rodríguez and Dr Juan Manuel López-García)			
Objectives: 1) To apply new approaches using 3D Geometric Morphometrics methods to bats humeri and radii identification. **2)** To build a modern reference micro-CT dataset to be applied to the fossil material. **3)** To explore the role played by past climate and environmental shifts shaping the humeri and radii morphology of bats.			
Sites / data sets to use: All possible sites used for the Doctoral Research Projects delivering bat remains (MNI per levels > 30).			
Expected Results: 1) The development of new tools for the study of fossil bat specimens based on the analysis of the postcranial skeleton by integrating a set of cut-edge techniques. **2)**. A critical contribution to shed light on the evolutionary history of certain 'cryptic species complexes' of bats (e.g. the large-sized Mouse-eared Bats, the Whiskered Mouse-eared Bats or the Western-European Long-eared Bats), some of which are considered as threatened or endangered species in Europe. **3)** To facilitate an open access data set with the 3D data generated during this project, including modern referential and fossil material, stimulating network contacts with museums, and cultural and conservationist organisations.			
Planned secondment(s): CNRS-UMR6282 Biogéosciences will offer a solid complementary research and training skills in the evolution and local adaptation of other groups of microvertebrates complementing the morphological study planned. Dr Montuire will act as co-supervisor during a secondment spanning from 2 to 6 months. The secondment period will begin after the third month of the second year of the DC contract. The dates will be subject to changes based on the progress of the IRP.			

Fellow	Host institution	PhD enrolment	PhD Degree in Quaternary and Prehistory
DC 2	**IPHES-CERCA**	**URV**	https://www.doctor.urv.cat/en/prospective-students/courses/7726/index/
Project Title (WP 1-5): The diversity of the European Pleistocene Corvidae species: evolutionary trends and paleobiogeographic implications using GIS tools (Supervisors: Dr Carmen Nuñez-Lahuerta, Dr Ana Fagoaga and Dr Juan Manuel López-García)			
Objectives: 1) The osteological description of the different Corvidae species and the assessment of their phylogenetic status. **2)** To analyse the spatial distribution of the Corvidae species recovered in the fossil record through GIS tools. **3)** To quantify the degree of fragmentation of current populations of the species identified in the fossil record, to model the distribution of those species strongly perturbed, and to include them in paleoclimate reconstruction methods through GIS.			
Sites / data sets to use: All possible sites used for the Doctoral Research Projects delivering bird remains (MNI per levels > 30).			
Expected Results: 1) To apply new methodologies to classic collections and to obtain new osteological data. This will allow the correct identification of the Corvidae species and the assessment of the real Pleistocene diversity. **2)** Modelled distribution for the species and precise knowledge of the biogeographic history of the species and their response to climate changes. **3)** To understand the mechanisms and speed of adaptation to landscape and climatic changes of the Corvidae family, widespread birds with high-adaptative capacities.			
Planned secondment(s): The University of Warsaw, Faculty of Archaeology has a substantial focus on past climate and biogeographic studies that will enrich the spatial analysis of Corvidae, providing complementary research tools to the DC. Dr Berto will act as co-supervisor during a secondment spanning from 2 to 6 months. The secondment period will begin after the third month of the second year of the DC contract. The dates will be subject to changes based on the progress of the IRP.			

Fellow	Host institution	PhD enrolment	PhD Degree in Quaternary and Prehistory https://www.doctor.urv.cat/en/prospective-students/courses/7726/index/
DC 6	**IPHES-CERCA**	**URV**	

Project Title (WP 1-5): Late Pleistocene climatic changes and human paleoecology: ecological and geochemical analysis in rodent remains (Supervisor: Dr Mónica Fernández-García and Dr Juan Manuel López-García).

Objectives: 1) To complete the taxonomic identification of small vertebrate communities and identify the origin of the accumulation.
2) To analyse the climatic evolution of the sequences using high-resolution geochemical techniques, specifically stable isotopic compositions in teeth ($\delta^{18}O$/ $\delta^{13}C$). **3)** To reconstruct the past ecology associated with the assemblages using various methods of environmental reconstruction, including correlations based on stable isotopes to estimate past rainfall and temperatures. **4)** To explore the linkage between observed shifts in human subsistence patterns in the sequences and environmental reconstruction, evaluating causality.

Sites / data sets to use: All possible sites used for the Doctoral Research Projects delivering rodent remains (MNI per levels > 30).

Expected Results: 1) An integrated view of the potential of rodents in past ecology studies by different techniques: taxonomy, taphonomy, and geochemistry. **2)** A robust environmental interpretation and integration into the broader context of human paleoecology during the Late Glacial. **3)** A new high-resolution data to the field for integration into open repositories such as the Neotoma database.

Planned secondment(s): CNRS-UMR6282 Biogéosciences has all the required equipment for the analyses and expertise in geochemistry from small mammals of which will be benefited the DC through complementary approaches. Dr Royer will act as co-supervisor during a secondment spanning from 2 to 6 months. The secondment period will begin after the third month of the second year of the DC contract. The dates will be subject to changes based on the progress of the IRP.

• **Individual Research Projects based in France, fellows hired by CNRS and enrolled at Université Bourgogne Europe in its Doctoral Program, École Doctorale ES nº554** https://e2s.ubfc.fr/

Keep attention to the mobility rule: you can not apply to France if you have lived (residence) or carried out your main activity (work, studies, etc.) for more than **12 months in the 36 months** before the date of the deadline of the application.

Eligibility criteria of the Doctoral Program to be enrolled for the candidate:

There are neither specific restrictions in terms of your previous related background (archaeology, biology, geology) nor admission requirements, except to have a Master's degree or equivalent.

The administrative procedures are detailed and explained on the ED website (https://e2s.ubfc.fr/) However, you can be enrolled under special circumstances during the 2025-2026 academic year.

Contractual conditions at CNRS:

In France, the duration of predoctoral grants is for 3 years.

Contractual conditions as PhD student will be according to the contractual conditions at CNRS of a EU funded Doctoral Network

Allowance (gross salary)	CNRS	Liability
Living allowance	4735,81 €	Subject to social contribution and income tax
Mobility allowance	710 €	Subject to social contribution and exonerated from income tax
Family allowance	660 €	Subject to social contribution and income tax

Two Individual Research Projects based in France

Fellow	Host institution	PhD enrolment	PhD Degree at Université Bourgogne Europe https://e2s.ubfc.fr/
DC 3	**CNRS**	**Université Bourgogne Europe**	
Project Title (WP 1-5): Evolutionary history of rodent voles cryptic species and biogeography (Sup.: Dr Montuire, Dr Royer, Dr Navarro) https://biogeosciences.u-bourgogne.fr/en/home-page			
Objectives: 1) Evaluation of the accuracy of the discriminant models based on geometric morphometrics: temporal variation of the accuracy (in relation to the evolution of the molar shape complexity with the acquisition of new triangles in some vole species). Some species complexes will be considered (e.g. *Microtus arvalis*, *M. agrestis*, or *Lasiopodomys gregalis*). **2)** Study of the status of fringe populations and their morphological variability at the limits of their distribution concerning core populations. **3)** Tracing the renewal of lineages within a species complex in relation to climate change over the last 100,000 years. Investigation of the potential migratory pulses and species dynamics at the European scale. **4)** Evolution and local adaptation within lineages and their response to climate change.			
Sites / data sets to use: All possible sites used for the Doctoral Research Projects delivering vole remains (MNI per levels > 30).			
Expected Results: 1) Provide new identification model (Establishment of robust models for accurate species identification). **2)** New understanding of the population variability at continental scale in reduced time scales. **3)** Understanding the role of climate change in long-distance migration and long-term dynamics at a continental scale.			
Planned secondment(s): The Centre of New Technologies, (University of Warsaw) will help to better delimit cryptic species at the morphological level combining morphometrics with aDNA, tracing the renewal of lineages and species dynamics at the European scale, and allowing to re-build models that include fossil well-determined species. Dr Baca will act as co-supervisor during a secondment spanning from 2 to 6 months. The secondment period will begin after the third month of the second year of the DC contract. The dates will be subject to changes based on the progress of the IRP.			

Fellow	Host institution	PhD enrolment	PhD Degree at Université Bourgogne Europe https://e2s.ubfc.fr/
DC 4	**CNRS**	**Université Bourgogne Europe**	
Project Title (WP 1-5): Evolution of ecological niches in rodents through time (Supervisors: Dr Royer, Dr Vignoles, Dr Montuire)			
Objectives: 1) Evaluate the relevance of mechanistic or predictive niche models for integrating biotic and abiotic factors on modern species distribution. **2)** Application to key rodent species (e.g. *Dicrostonyx*, *Apodemus*) and to communities. **3)** Integrating fossil data and understanding the structuring of a species' past niche within communities.			
Sites / data sets to use: Databases available in literature and online plus new data from the sites used for the Doctoral Research Projects.			
Expected Results: 1) Construction of datasets of past and present occurrences **2)** Understanding the evolution of niches over time in relation to climate **3)** Evaluate the potential differences in niches achieved over time to explore other causes (*e.g.* competitions).			
Planned secondment(s): Faculdade de Ciências da Universidade do Porto with its focus on biology, ecology, and specialised in Niche Ecological Modelling will contribute to alternative ecological niches methodologies, allowing better delimitations of sensitive variables. Dr Sillero will act as co-supervisor during a secondment spanning from 2 to 6 months. The secondment period will begin after the third month of the second year of the DC contract. The dates will be subject to changes based on the progress of the IRP.			

• **Individual Research Projects based in Poland, fellows hired by Uniwersytet Warszawski and enrolled at its Interdisciplinary Doctoral School** https://msd.uw.edu.pl/en/home/

Keep attention to the mobility rule: you can not apply to Poland if you have lived (residence) or carried out your main activity (work, studies, etc.) for more than **12 months in the 36 months** before the date of the deadline of the application.

Eligibility criteria of the Doctoral Program to be enrolled for the candidate:

There are neither specific restrictions in terms of your previous related background (archaeology, biology, geology) nor admission requirements, except to have a Master degree or equivalent.

The administrative procedures are detailed and explained on https://msd.uw.edu.pl/en/recruitment/recruitment-schedule/
However, you can be enrolled under special circumstances during the 2025-2026 academic year.

Contractual conditions at Uniwersytet Warszawski:

In Poland, the duration of predoctoral grants is for 4 years. Please, notice how this 4th year will work. It will be directly funded by the Uniwersytet Warszawski with a different salary.

You will be hired as assistant, employed under a full-time employment contract as PhD student will be according to the contractual conditions at Uniwersytet Warszawski of a EU funded Doctoral Network, during the first three years, and with usual Polish conditions during your 4th year.

Allowance (gross salary)	UNIWARSAW	Liability
Living allowance*	2971,14 €	Subject to social contribution and income tax
Mobility allowance	710 €	Subject to social contribution and exonerated from income tax
Family allowance	600 €	Subject to social contribution and income tax
During the fourth year		
Gross salary	PLN 5340,9 1255 €	

* The living allowance also includes a prepayment toward the 13th salary - so every January or February the candidate will receive additional salary).

Two Individual Research Projects based in Poland

Fellow	Host institution	PhD enrolment	Interdisciplinary Doctoral School https://msd.uw.edu.pl/en/home/
DC 5	**Uniwersytet Warszawski**	**Uniwersytet Warszawski**	
Project Title (WP 1-5): New and integrated statistical approaches to estimate Late Pleistocene climate changes through the study of fossil small vertebrates (Supervisor: Dr Claudio Berto)			
Objectives: 1) To develop climate models that estimate the major parameters (e.g. MAT, MAP, etc.), as well as their probability distribution, starting from Late Pleistocene small vertebrate assemblages. **2)** To link those models to a solid chronological framework thanks to direct radiocarbon dates datasets on small vertebrates and thanks to rodent voles aDNA chronological estimation datasets. **3)** To verify and compare the obtained data with major continental and marine records (e.g. Oxygen Isotopes Compositions or Pollen sequences) as well as other results from the same small mammal assemblages (e.g. isotope records, and other climatic reconstruction methods).			
Sites / data sets to use: All possible sites used for the Doctoral Research Projects delivering vole remains (MNI per levels > 30).			
Expected Results: 1) New and verified data that will enhance the main climatic oscillations related to the main Late Pleistocene paleontological and archaeological sequences in Europe. **2)** To set up a robust method for estimating past climatic records from small vertebrate assemblages. **3)** To create free R and Stan (or similar language) scripts that allow to estimate the climate parameters.			
Planned secondment(s): IPHES-CERCA specialization in Prehistory will offer to the DC an ideal context for the integration of climate models in archaeological studies. Dr López-Garcia will act as co-supervisor during a secondment spanning from 2 to 6 months. The secondment period will begin after the third month of the second year of the DC contract. The dates will be subject to changes based on the progress of the IRP			

Fellow	Host institution	PhD enrolment	Interdisciplinary Doctoral School https://msd.uw.edu.pl/en/home/
DC 7	**Uniwersytet Warszawski**	**Uniwersytet Warszawski**	
Project Title (WP 1-5): Small vertebrate population dynamics and major climatic events in Europe during the early Late Pleistocene (MIS 5 to MIS 4) (Supervisors: Dr Claudio Berto and Dr Mateusz Baca)			
Objectives: 1) To investigate the major small vertebrate changes and stasis in fossil assemblages from MIS 5 and 4 in Europe. **2)** To apply climate and environment reconstruction models to the fossil assemblages to link small vertebrates population changes to the major climate oscillation of MIS 5 to MIS 3. **3)** To assess the homogeneity of the selected small vertebrate assemblages and to link developed climate models to a solid chronological framework on radiometric dates and molecular age estimations based on aDNA datasets of various rodent species. **4)** To verify spatial and diachronic homogeneities and differences between macrobioregions (i.e. the Mediterranean and the Central European ones or Central and Western Europe).			
Sites / data sets to use: All possible sites used for the Doctoral Research Projects (MNI per levels > 30).			
Expected Results: 1) New and verified data that will give new insights on the main climatic oscillations related to the main early Late Pleistocene paleontological and archaeological sequences in Europe. **2)** A better dataset on small vertebrate communities context for MIS 5 and MIS 4 sequences, as well as a better knowledge of climate and environment changes related to this time span. **3)** Identification of the main drivers and turning points of small mammal population dynamics during MIS5 and MIS4.			
Planned secondment(s): Faculdade de Ciências da Universidade do Porto will provide to the DC with additional insights into biogeography, complementing this study. Dr Sillero will act as co-supervisor during a secondment spanning from 2 to 6 months. The secondment period will begin after the third month of the second year of the DC contract. The dates will be subject to changes based on the progress of the IRP.			

• **Individual Research Projects based in Portugal, fellows hired by Universidade do Porto and enrolled at its Doctoral Program in Environmental Sciences and Technology**
https://sigarra.up.pt/fcup/en/CUR_GERAL.CUR_VIEW?pv_ano_lectivo=2025&pv_curso_id=1013

Keep attention to the mobility rule: you can not apply to Portugal if you have lived (residence) or carried out your main activity (work, studies, etc.) for more than **12 months in the 36 months** before the date of the deadline of the application.

Eligibility criteria of the Doctoral Program to be enrolled for the candidate:

You must have a previous related background in biology, environmental science and technology, environmental engineering or geology
https://sigarra.up.pt/fcup/en/CUR_GERAL.CUR_VIEW?pv_ano_lectivo=2025&pv_curso_id=1013

You can be enrolled under special circumstances during the 2025-2026 academic year.

Contractual conditions at Universidade do Porto:

In Portugal, the duration of predoctoral grants is for 3 years.

You will be hired as PhD student, employed under a full-time employment contract as PhD student will be according to the contractual conditions at Universidade do Porto of a EU funded Doctoral Network.

Country correction coefficient for Portugal (2024-2025): 0,937%

− *For DN: 4 010 * 0,937% = 3 755,97 € GROSS SALARY/MONTH for the fellow given by the European Commission. These amounts include the* net salary + employee's taxes and contributions

Allowance (gross salary)	UPORTO	Liability
Living allowance*	2310 €	Subject to social contribution and income tax
Mobility allowance	550,83 €	Subject to social contribution and exonerated from income tax
Family allowance	539,65 €	Subject to social contribution and income tax

* In addition to these items, there are vacation and Christmas bonuses, as well as a meal allowance, in the amount and under the conditions provided for public workers

Two Individual Research Projects based in Portugal

Fellow	Host institution	PhD enrolment	Doctoral Program in Environmental Sciences and Technology https://sigarra.up.pt/fcup/en/CUR_GERAL.CUR_VIEW?pv_ano_lectivo=2024&pv_curso_id=1013
DC 8	**Universidade do Porto**	**CICGE - FCUP**	
Project Title (WP 1-5): Using Synthetic Aperture Radar (SAR) images to determine the influence of paleo-rivers on the distribution of microvertebrates (Supervisors: Dr Neftali Sillero, Dr João Campos and Prof Ana Claúdia Teodoro)			
Objectives: 1) To identify paleo-rivers using SAR images. **2)** To model the potential distribution of microvertebrates with and without the distribution of paleo-rivers as a predictor with ecological niche models such as Maxent and Random Forest. **3)** Determine the most influential variables to the distribution of the species.			
Sites / data sets to use: SAR images from the Geographical area of the sites used for the Doctoral Research Projects.			
Expected Results: 1) Developing a new tool based on SAR images to identify archaeological sites near paleo-rivers. **2)** Predictive model of the potential distribution of microvertebrates. **3)** Quantification of variable contributions to the distribution of the species. **4)** Provide a user-friendly application based on Google Earth Engine to derive paleo-rivers			
Planned secondment(s): University of Warsaw, Faculty of Archaeology will offer complementary resources in palaeogeography that will enrich this project, namely related to paleo-rivers. Dr Berto will act as co-supervisor during a secondment spanning from 2 to 6 months. The secondment period will begin after the third month of the second year of the DC contract. The dates will be subject to changes based on the progress of the IRP.			
* PhD Degree at UPORTO: Doctoral Program in Environmental Sciences and Technology https://sigarra.up.pt/fcup/en/CUR_GERAL.CUR_VIEW?pv_ano_lectivo=2024&pv_curso_id=1013			

Fellow	Host institution	PhD enrolment	Doctoral Program in Environmental Sciences and Technology https://sigarra.up.pt/fcup/en/CUR_GERAL.CUR_VIEW?pv_ano_lectivo=2024&pv_curso_id=1013
DC 9	**Universidade do Porto**	**CICGE - FCUP**	
Project Title (WP 1-5): Identification of potential archaeological sites for microvertebrates using Remote Sensing data (Supervisors: Dr João Campos, Dr Neftalí Sillero and Prof Lia Duarte)			
Objectives: 1) To identify and better characterise archaeological sites using Remote Sensing data. **2)** Derive probability maps of potential undiscovered archaeological sites for microvertebrates. **3)** Transfer the elaborated methodology to different spatial scales, following a standard workflow in Google Earth Engine.			
Sites / data sets to use: Remote Sensing data images from the Geographical area of the sites used for the Doctoral Research Projects.			
Expected Results: 1) Developing a new tool based on RS (e.g., SAR images) to identify archaeological sites for microvertebrates. **2)** A map with the locations of possible archaeological sites for the Iberian Peninsula. **3)** Provide a user-friendly application based on Google Earth Engine to derive probabilistic models for different species at different spatial scales (e.g. from an Iberian to a global scale).			
Planned secondment(s): CNRS-UMR6282 Biogéosciences will offer an expanded perspective on ecology and local adaptations, necessary for a characterisation of the archaeological sites. Dr Royer will act as co-supervisor during a secondment spanning from 2 to 6 months. The secondment period will begin after the third month of the second year of the DC contract. The dates will be subject to changes based on the progress of the IRP.			

3. The procedure for submit the applications

Applications will be submitted in a pdf file to the email address <pr.palprox@iphes.cat>.

Please, delete the word “template” and put your surname at the end of the file name.

For example, “06_PALPROX_Template_CV” rename as “06_PALPROX_CV_surname”
OR “05_PALPROX_Application_form” rename as “05_PALPROX_Application_form_surname”

The submission period of the applications will remain open for 1 month. All the required information and documents must be complete in order to be considered.

4. The required documents

Applications must include the following documents (in English):
1. The **application form**, following the template that can be download from the PALPROX webpage.

2. **Document(s) that certificate or proof the mobility rule**: not have resided or carried out their main activity in the country of Doctoral enrolment for more than 12 months in the last 36 months (at the application deadline):

> Provide a copy and an English translation of the certificates of enrolment in presential courses at academic institutions. Be carefully with the remote courses
>
> If the applicant has finish his/her predoctoral studies more than one year before, provide in addition the Certificate of Census Registration or similar.

3. The **academic record 1**: Copy of the academic degrees.

4. The **academic record 2**: Academic transcripts of your qualifications (undergraduate and postgraduate studies), with the date of obtaining the degree and its average grade.

> If you apply for Spain and Portugal, you must submit a declaration of equivalences of the average grade using their official established procedures (see below for official links).
>
> If you apply for France there are two possibilities depending on your previous studies:
>
> > If you have a master’s degree from the Bologna Process you can provide your documentation just translated in English.
> >
> > If your previous studies do not belong to Bologna Process you must provide your academic mark transcript, including a description of the university's grading system, indicating the maximum and minimum grades, as well as the minimum passing grade. Documentation that verifies this system must be attached.
>
> If you apply for Poland, you must provide your academic mark transcript in English, including a description of the university's grading system, indicating the maximum and minimum grades, as well as the minimum passing grade. Documentation that verifies this system must be attached.

5. A narrative Curriculum Vitae following the template that can be download from the PALPROX webpage.

6. A letter of motivation: Write a maximum of 5000 characters, including spaces, in Arial or Times New Roman size 12. After this figure of 5000 characters the reading of this section will be considered finished.

7. For applications in France, Portugal and Spain you must provide a proof of level of English to evaluate your application. The required level of English may be by submitting one of the accepted international certificates (level B2 or higher) or doing a proof of level of English in the frame of the "Common European Framework of Reference for Languages (CEFR) self-assessment grids" https://www.examenglish.com/CEFR/cefr.htm as is framed by European Union https://europass.europa.eu/en/common-european-framework-reference-language-skills.

However, for applications in Poland you should follow that requirements English certificates recognised in the process of enrollment as is explained at https://rekrutacja.uw.edu.pl/en/language-competence/

8. If is of application, justified documentary evidence of potential career breaks (e.g. maternity leave, paternity leave, national service, elderly care), as well other special personal circumstances (e.g. disability, sickness, refugees status) that should be consider in the assessment.

5. The evaluation criteria and their relative weight

The evaluation criteria will be formally covenant in the Consortium Agreement, according to the requirements of each Individual research project and the to the rules and procedures of the country and the Doctoral Program in which each DC will be enrolled.

The quantitative appraisal of the candidates will be done during the **Stage 3 throughout 3 Steps**. The final assessment and prioritisation ranked will be carried out according to a scale of 0 to 100 points, with three decimal places, and in accordance with the following three general criteria and percentages:

Step 1. Evaluation of the Weighted Average Mark + CV + Motivation Letter = Score 1

Criterion 1. Weighted Average Mark (40%): It will be scored over 100 points.

The weighted average mark from the academic transcript of the candidate will have a maximum value of 40 points and it will be calculated according to the rules and procedures of the country and the Doctoral Program in which each DC will be enrolled:

• Spain: Equivalence of the average grades of university studies carried out in foreign institutions
https://www.aneca.es/en/equivalence-average-grades-university-studies-carried-out-in-foreign-institutions

• Poland: If you apply for Poland, you must provide your academic mark transcript, including a description of the university's grading system, indicating the maximum and minimum grades, as well as the minimum passing grade. Documentation that verifies this system must be attached.

• France: There are two possibilities depending on your previous studies:

If you have a has a master's degree from the Bologna Process you can provide your documentation just translated in English.

If your previous studies do not belong to Bologna Process you must provide your academic mark transcript, including a description of the university's grading system, indicating the maximum and minimum grades, as well as the minimum passing grade. Documentation that verifies this system must be attached.

• Portugal: Equivalence of Foreign Qualifications
https://www.dge.mec.pt/faq-equivalence-foreign-qualifications

The weighted average mark for bachelor' studies or equivalent degree will have a 70% weighting and the weighted average mark for master's studies a 30% weighting.

If the access to the doctorate do not require a master's degree, only will be taken into account the weighted average grade of the degree studies or the equivalent degree as 100%.

If the applicant has completed more than one degree or equivalent study, it will only be taken into account the weighted average mark of the studies most closely related to the Doctoral Program in which each candidate will be enrolled, according to his/her Individual Research Project.

Criterion 2. Curriculum Vitae (35%): It will be scored over 100 points.

The candidates will be required to deliver a narrative CV in order to present a contextual information about their academic and particular itineraries, and eligible applications will be appraised according to the following criteria:

Research Mobility: institutional, interdisciplinary, intersectoral mobility during the Bachelor period and Master's Degree (Erasmus or similar). 5 points for each period of 3 months of mobility.	Up to 25 points
Number and quality of publications: 1 point for each authored non-indexed publications, 2 points for each authored indexed publication (WOS or Scopus). If the candidate is the first author and/or the corresponding author, 3 more points will be added.	Up to 15 points
Presentations in international scientific meetings: 5 points for each lead presentation either oral or poster.	Up to 20 points
Participation in research activities: 4 points for each participation in fieldwork activities and 3 points for each participation in research projects.	Up to 20 points
Other related activities: 4 points for each participation in courses, internships, and accredited competences related with the subjects of the Individual Research Project in which the candidate is applying.	Up to 20 points

Justified documentary evidence of potential career breaks (e.g. maternity leave, paternity leave, national service, elderly care), as well other special personal circumstances (e.g. disability, sick, refugees status) will be taking account in the assessment under special rules after the identification of the specific cases, and an agreement in the Recruitment Committee Taskforce and the Supervisory Board.

Criterion 3. Motivation letter (25%): The motivation letter will be scored over 100 points.

The professional background	20 points
Interest in developing a PhD in the related IRP	40 points
The potential impact of the candidate	40 points

Each CV and motivation letter will be evaluated independently by the Recruitment Committee members. The Project Assistant will not have the right to evaluate CV, acting only as Secretariat giving administrative support to the process.

The initial score of this step will be sum of the scores of the evaluations of the three criteria divided by the number of evaluators, that is, the average of the experts' scores. The final score will be obtained taking into account the weight assigned to each criterion.

Score 1 = (40xSCr1)+(35x$\overline{X}$SCr2)+(25x $\overline{X}$SCr3)/100

SCr= Score Criterion
$\overline{X}$= Average of the experts' scores

In case of wide discrepancies between the evaluators' scores (if the difference between the highest and lowest score is higher than 30 points), the chair of the Recruitment Committee, one of the members of the External Advisory Group, will seek other evaluators to appraise again the candidate according to the same criteria of the Step 1.

The threshold for being included to the final short-list for the next step will be set at 70 points

Step 2. Evaluation of interviews and final ranking and results = Score 2

The evaluation of interviews will be also scored over 100 points. The members of the Recruitment Committee will meet for the final selection stage.

In addition to the natural Recruitment Committee, the corresponding main supervisor and co-supervisor of each IRP will also participate in the interview in order to precise a competency-based interview.

The remote interviews will be done in English and divided and evaluated by two main criteria:

Short presentation of the candidate' training background, and motivations (max. 5 minutes)	40 points
Competency-based interview (max. 20 minutes)	60 points

Score 2. Each member of the Recruitment Committee, including supervisors and co-supervisors will fill in a grid giving a score for the short presentation and the interview of each candidate (over 100)

Step 3. The final score for each candidate will be the average of the scores obtained from the values given by Recruitment Committee members. The final ranking will be the result of applying the following formula:

Final score = (score1+score2)/2

Fellowships will be awarded according to the final ranking. The list of awardees and reserve candidates per each Individual Research Project will be communicated to the candidates by the Scientific Coordinator and also will made public through the Doctoral Network webpage.

6. The decision of the call and publication of results

After completing the period of launching of the offers (**Stage 1**), the Project Assistant, who will participate only giving administrative support, planning agendas and writing minutes; will check with the scientific coordinator that all applications are eligible (mobility rule and in accordance with the specific rules of the Doctoral Program of Each Beneficiary) and correctly completed (**Stage 2**).

In case of potential confusions or mistakes in your documentation, the Project Assistant will write you offering 10 working days to present clarifications or amendments.

Then, they will send them to the Recruiting Committee, who will carry out the **Stage 3**, ranking a short list of three possible candidates for each of the nine Individual Research Projects (Step 1).

Then, the final candidates will be interviewed by the supervisor and co-supervisors of each IRP with the Recruiting Committee, composed at least by three members, including one of the External Advisory Group. The gender balance composition of this panel will be monitored, and the interviews will be carried out using synchronous communication by video conference (Step 2).

A ranked list will create after the interviews, including a reserve list. The supervisor and the co-supervisor of each Individual Research Project will act as Rapporteurs of the Evaluation Summary Report (Step 3).

Finally, the name of the all-selected candidates will be approved in a consensus report by the Recruitment Committee (**Stage 4**) and communicated to the candidates by Dr. López-García as PALPROX Scientific Coordinator. The non-selected candidates will be also informed with a rejection letter including feedback in the form of an Evaluation Summary Report, hoping that could be useful for them in future applications.

7. System for allegations and appeals

The Recruitment Committee will establish a procedure to deal with complaints made by applicants who believe that they have been treated negligently, unfairly or incorrectly. Appeals may be submitted by unsuccessful applicants within 10 working days of receiving notification of the decision. Appeals will be assessed on the basis of one or more of the following issues:

- Evidence of bias or conflict of interest by one or more evaluators.
- Factual error(s) made by one or more evaluators that could have altered the outcome of evaluation.

Possible **appeals** will be evaluated and assessed by an external and independent panel from the Recruiting Committee. If there is a justified cause for appeal, the panel will convene a special joint session with the Recruiting Committee and the External Advisory Group, to review the evaluations and ranking. Providing that the conclusion confirms that the candidate should have been short-listed for concession, the provisional results can be modified to configure the final ranking. All complainants will receive a response within 5 working days after the appeal submission.

The selected candidates will have a period of acceptance of the grant of 10 working days from the notification by email.

Likewise, the selected candidates will have a period to formally incorporate to theirs hosting institutions of 2 months for those with a European Union citizenship, and 4 months for non-European Union citizenships.

8. Information on processing personal data

During the selection process of the PALPROX Doctoral School, personal data will be collected and digitally sealed from all the applicants. The details provided will be included in a file managed by IPHES-CERCA, only for the purpose of managing the grant application, and in the final award process. Therefore, in accordance with the provisions of the Article 13 of the General Data Protection Regulation (EU) 2016/679 (GDPR) on data protection:

- Applicants consent that their data will be collected and processed by the IPHES-CERCA, in order to be a candidate of the selection process. Applicants may also be sent communications about the

activities and services of IPHES-CERCA that may be of their interest. Applicant's data will not be transferred unless legal obligation.

- Applicants can exercise their rights to access, rectify and/or suppress their data, according to the General Regulations of Data Protection, using the contact details provided at the time they submit the information.

Data Protection Statement

1) Contact details of the data controller: Institut Català de Paleoecologia Humana i Evolució Social (IPHES-CERCA), Zona Educacional 4 - Campus Sescelades URV (Edifici W3), 43007 Tarragona (Spain). Phone: (+34) 977 943 003. Email: info@iphes.cat
2) Contact details of the data protection officer: Email address of the data protection officer: proteccio.dades@iphes.cat
3) Purpose and legal basis of data processing: The personal data is saved and processed solely for the application and recruitment processes of the Predoctoral PALPROX Doctoral School call.
4) Data recipients and categories of data recipients: PALPROX administrative officers, the Recruitment Committee, and the corresponding supervisors and co-supervisors of the Individual research Projects have access to the data.
5) Duration of data storage: Data will be stored until the end of the recruitment process
6) Rights of people concerned: You may access the personal data provided, request their rectification or deletion, oppose or limit their processing by contacting: proteccio.dades@iphes.cat

9. Contact details to get in touch in case of any doubts

To get in touch in case of any doubts, please contact with the Project Assistant of the Network at pr.palprox@iphes.cat