

# Guide for Applicants For Wetsus' Post-doctoral/Researchers



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# 1 Introduction

## 1.1 Wetsus

**Wetsus**, European centre of excellence for sustainable water technology, is a research centre located in the city of Leeuwarden, province of Friesland in the Netherlands (**Figure 1**). From its foundation in 2004, Wetsus has created a unique multidisciplinary research environment, becoming a hub where intersectoral cooperation between companies, universities and research institutes takes place. Wetsus scientific programme consists of multiple **multidisciplinary dedicated research projects**, supported by a broad range of laboratory facilities and researchers' expertise in the fields of engineering, biotechnology, chemistry, microbiology and physics. The excellence quality of research at Wetsus is reflected by the increasing number of high-impact scientific publications, with to date 90 granted patents, 36 spin-off companies, and 110 graduated doctors, most of which are now successful entrepreneurs or academics. The current network includes 110 companies and 50 professors from 16 universities



*Figure 1. Wetsus building in Leeuwarden (NL).*

## 1.2 Wetsus' Research Programme

The research objective of Wetsus is to develop innovative and sustainable water technology. In our vision, this technology must be:

- Based on process technology;
- A potential breakthrough solution;
- Emission free;
- Part of an endless cycle (cradle to cradle); and
- Introduced into society by entrepreneurs.

## 1.3 Wetsus' Researcher Profile Descriptor

The researchers at Wetsus is classified based on [the EU new draft for research profiles descriptors](#):

- **First stage researcher (R1)**: up to the point of PhD.
- **Recognised researcher (R2)**: PhD holders or equivalent who are not yet fully independent.
- **Established researcher (R3)**: Researchers who have developed a level of independence.
- **Leading researcher (R4)**: Researchers leading their research area or field.

## 2 Application to Wetsus' postdoctoral/research vacancies

### 2.1 Eligibility criteria

To be eligible, at the deadline of the call, the candidate must fulfil the following mandatory criteria:

- To apply for R1 equivalent positions, the candidate must hold a MSc degree in the discipline associated with the research topic.
- To apply for R2 equivalent positions, the candidate must hold a doctoral degree in the discipline associated with the research topic.
- To apply for R3 equivalent positions and above, the candidate must hold a doctoral degree in the discipline associated with the research topic, and has full-time equivalent research experience more than 4 years, measured from the date when the candidate obtained the doctoral degree.

Moreover, other criteria for the candidates are:

- During their academic path, have shown research excellence either through high grades and/or an outstanding thesis.
- Being able to work in a multidisciplinary team in an international environment, and also to work independently.
- Preferably having previous international experience, outside their home country.
- Have excellent English communication skills, both verbally and in scientific writing.
- Suitability for scientific entrepreneurship and to potentially develop business related skills.

Wetsus is committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. Wetsus is committed to providing the best possible support for all employees and students. Our HR team understand that each person's disability or impairment can affect them in different ways and therefore the support offered is flexible and tailored. Employment conditions in the Netherlands are appealing and supportive to female researchers. Additionally, Wetsus works predominantly on STEM topics with 48% female researchers in the programme, which shows a high degree of gender balance. Attention will be given to candidates holding the refugee status, which definition includes candidates who are either at risk in their origin countries (due to discrimination, persecution, suffering and/or violence), or are seeking refuge out of these reasons or have recently found refuge in Europe.

**We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, ethnicity, religion and belief, gender identity, sex, or sexual orientation.**

### 2.2 How to apply?

The application documents have to be uploaded via the web-based application form on the specific webpage of the research project of choice. Research projects are available online at [Work at Wetsus - Wetsus](#). Please **do not send** your application to the email address of the listed academic and Wetsus supervisors. Only complete applications received via the official application form will be considered for evaluation.

### 2.3 List of documents to apply

To apply, candidates need to submit the following documents via the online application form on the webpage:

1. A **motivation letter** max of 1 page.
2. **An up-to-date *curriculum vitae*** (CV), including the following information: complete name, date of birth, current location, education, list internships and thesis (subject, name supervisor, grade, etc.), publications (if applicable), work experience (if applicable), scientific interests, complementary qualifications, achievements and other relevant information.
3. **A copy of MSc and/or Doctoral diploma(s)** (or a letter from university stating the expected graduation date) and **grades** (with explanation of the grading system).
4. **At least one signed recommendation letter(s)**, dated no longer than 1 year before the application deadline, with contact information of the referee(s). If your referee(s) is only able to give a reference letter just under request by Wetsus, please contact us beforehand maximum a week before the deadline at [recruitment@wetsus.nl](mailto:recruitment@wetsus.nl).

**Please compile all the application documents in one single PDF file, named with first and last name of the candidate. Additionally, see section 6 for the application documents checklist.**

**Only applications that are complete, in English, complied with the application rules, and submitted via the application webpage before the deadline, will be considered eligible.**

### 2.4 Language proficiency requirement

In order to be considered for the research vacancy, the candidate must demonstrate proficiency in the English language. Being a researcher at Wetsus requires English proficiency at a certain level to ensure that the candidate is able to communicate well, participate in English-taught Education courses and write scientific articles.

### 2.5 Research ethics

When enrolled at Wetsus as researchers, candidates will be requested to uphold the research ethics outlined in the Charter of Fundamental Rights of the European Union and by the European Code of Conduct for Research Integrity.

## 3 Selection Process

The selection procedure consists of two rounds. It is a lengthy rigorous process, which will take several months to complete:

**Round 1 – Eligibility check and assessment of application material.** The application documents received per each candidate will be evaluated by department manager and fellow researcher (from Wetsus), together with the HR department.

Evaluation will be carried out according to eligibility criteria evaluating each candidate for different skills such as basic knowledge, communication approach, teamwork, problem solving, management of research and innovation, public awareness activities, etc. Particular attention will be paid to the suitability for the interaction with industries, and for patents or inventions development. Among all the eligible applicants, maximum of 15 CVs applicants (with score  $\geq 70$ ) will be selected for Round 2.

**Round 2 – Video or ‘live’ interviews.** Interviews will be conducted with Wetsus supervisor, an internal Wetsus evaluator, and 2 other Wetsus Researchers who are involved in the research project. The best candidate (with score  $\geq 90$ ) will be offered an employment at Wetsus.

### 3.1 Scoring system

In the selection process, the suitability of the applicant is assessed using a scoring system. In each round, the evaluators will take into consideration the whole range of experience of the candidates, focusing on their potential as researchers, but also assess the candidate considering their creativity and level of independence. To ensure this, the evaluation process will consider a wide range of skills which are grouped under five main evaluation criteria. The criteria and their maximum scores are listed as below:

1. Motivation and affinity for the proposed topic (15 points)
2. Research skills and basic knowledge (40 points)
3. Affinity for personal development (15 points)
4. Initiative and independency (15 points)
5. Communication skills (15 points)

These criteria evaluate each candidate for different skills such as basic knowledge, communication approach, teamwork, problem solving, management of research and innovation, public awareness activities, etc. Particular attention will be paid to the suitability for the interaction with industries, and for patents or inventions development.

### 3.2 Transparency and feedback

Within one month after the application deadline, all the applications will be evaluated, and the candidates will be informed whether her/his submission meets the requirements to be invited for the video interviews (Round 2). The interviews will take place as soon as possible and ultimately within one month after a positive evaluation in the first round.

Wetsus aims for a fully transparent evaluation procedure for all the applicants by giving timely feedback. After each selection round, all the candidates will be informed by email about their score. After Round 2, the applicants will get personal feedback from the evaluators about strengths and weaknesses of their application and interview. This feedback aims to help the candidate with future applications and other career choices.

### 3.3 Appeal and redress

After each round, candidates can appeal within 2 weeks if they feel they are evaluated unjustly for one of the following reasons: relevant information was not taken into account; procedural errors; discrimination on the basis of gender, ethnicity, nationality, age, religion, creed, disability, sexual orientation, gender identity, or gender expression; or any other ethical issues. Appeal can be filed through email at: [appeals@wetsus.eu](mailto:appeals@wetsus.eu).

## 4 After The Recruitment

After Round 2, the selected candidate will be offered the position and the project timing will be determined in accordance with all the supervision panel. The availability of the candidate will be taken into account.

### 4.1 <https://www.wetsus.nl/work-at-wetsus/>

A challenging job goes hand-in-hand with excellent remuneration. We offer, besides a market-based salary, good study- and sabbatical arrangements that includes a 13<sup>th</sup> month bonus, 35 vacation days on a fulltime basis (1.0 fte), parental leave and a pension plan.

### 4.2 Procedure of visa

For the candidates selected for the Round 2, the HRM of Wetsus will organize their visa application. Depending on the country where the applicant is travelling from, HRM supports the candidate by applying for the right visa.

At the procedure of enrolment as a Researcher, Wetsus will take care of the paperwork f.i., the labour contract, and applying for the residence permit (only applicable if the researcher is non-European).

### 4.3 Researchers with disabilities

The Wetsus building (built in 2015) is fully equipped and accessible for persons with physical disabilities. The HR team will provide a tailored support for each specific case. The programme timeline can be adjusted accordingly, in terms of attendance of courses, laboratory work, and utilization of research facilities. Material facilities as special desks, customized chairs and adaptation to the canteen space will be considered. Finally, a doctoral candidate counsellor and/or a “research buddy” will be provided when necessary.

### 4.4 Gender equality

Employment conditions in the Netherlands are appealing and supportive to female researchers (good secondary working conditions for women, such as paid maternity leave for 16 weeks and parental leave, flexible working hours and working from home facilitated). Wetsus works predominantly on STEM topics and with 48% female ESRs the current PhD programme shows a high degree of gender balance.

## 5 Further Information

PhD experiences at Wetsus: <https://phdpositionswetsus.eu/experiences/> and <https://phdpositionswetsus.eu/videos/>

Research at Wetsus: <https://www.wetsus.nl/wetsus-research/>

Wetsus laboratory facilities: <https://www.wetsus.nl/https-wetsus-nl-research-facilities/>

Information about Leeuwarden: <https://www.friesland.nl/en/discover/eleven-cities-and-villages/leeuwarden>



## 6 Application Documents Checklist

- A **motivation letter** (max 1 page) (*MANDATORY*)
  
- An **up-to-date *curriculum vitae*** (CV) (*MANDATORY*)
  
- A **copy of MSc and/or Doctoral diploma(s)** (or a letter from university stating the expected graduation date) and **grades** (with explanation of the grading system) (*MANDATORY*)
  
- At least one signed recommendation letters** (*MANDATORY*)
  
- Contact of additional referees** (*if applicable*)
  
- English proficiency certificate** (*if applicable*)
  
- Abstract of one of the papers published** (*if applicable*)

**NOTE:** All the documents **must be merged and uploaded as one PDF file**. The PDF file **must be named with first and last name of the candidate**. To make a merged PDF with all your application files, you can use the following online resources:

[https://www.ilovepdf.com/merge\\_pdf](https://www.ilovepdf.com/merge_pdf)

<https://combinepdf.com/>

<https://www.pdf-merge.com/>