

Concerning the Announcement of the Competition for the SPbU and
the Free University of Berlin Joint Post-Doctoral Fellowship Program

For the purposes of implementing the Memorandum between St. Petersburg University (hereinafter SPbU) and the Free University of Berlin (hereinafter FUB) on a Joint Post-Doctoral Fellowship Program, in accordance with the Memorandum on the SPbU-FUB Joint Post-Doctoral Fellowship Program (Reg. No. SPbU 28-15-259 of April 24, 2018),

I DO HEREBY ORDER:

1. To announce a competition for financial support within the Joint Post-Doctoral Fellowship Program, in accordance with the Announcement of the Competition (hereinafter the Announcement) (Annex to this Order);
2. That the Head of the Public Relations Office, T.T. Zainullin, shall arrange for the publication of this Announcement on the official SPbU website within two working days from the date of the issuance of this Order;
3. That the Head of the Department of International Science and Technology Cooperation, N.V. Taranova, shall be appointed as the official responsible for arranging the competition procedures;
4. That the Acting Head of the Information Technology Service, A.B. Zhamoido, shall, before January 15, 2019, arrange for the possibility of registering external applicants as well as for the collection of data necessary to create applications for the Competition;

5. That the Head of the Administrative Control Department, S.V. Begeza, shall arrange for mail distribution of this Order to corporate e-mail addresses of the SPbU academic staff within two working days from the date of the issuance of this Order.
6. Requests for clarification in relation to the content of this Order shall be addressed to the Vice Rector for Research through the Virtual Reception service on the SPbU website.
7. Proposals for amendments of and/or additions to this Order shall be sent to the following email address: org@spbu.ru.
8. Monitoring the implementation of this Order shall be my responsibility.

Vice Rector for Research

S.V. Aplonov

Annex to Order No. _____ of _____ issued by the Vice Rector for Research

The Announcement of the Competition for the SPbU and the Free University of Berlin Joint Post-Doctoral Fellowship Program

1. General Provisions

- 1.1. St. Petersburg University (hereinafter SPbU) announces the Competition for financial support within the Joint Post-Doctoral Fellowship Program implemented at SPbU and the Free University of Berlin (hereinafter FUB), for the time period from 01 October 2019 to 01 October, 2021 (hereinafter the Competition).
- 1.2. The Competition is held in accordance with the Memorandum on the SPbU-FUB Joint Post-Doctoral Fellowship Program (Reg. No. SPbU 28-15-259 of April 24, 2018) and this Announcement (hereinafter the Announcement). The official responsible for overall supervision over the organization of the Competition is the Vice Rector for Research. The official responsible for arranging the competition procedures is the Head of the Department of International Science and Technology Cooperation (hereinafter the DISTC).
- 1.3. The candidates allowed to participate in the Competition include both internal (with regard to SPbU and FUB) applicants and external applicants, possessing a candidate of science or PhD (or equivalent) degrees awarded not earlier than January 15, 2016, and not working at SPbU or FUB as their principal place of employment.
- 1.4. Following the results of the Competition, support is given to up to 2 postdoc positions for a period of 24 months each, of which 12 months are for postdoc positions at SPbU and 12 months are for postdoc positions at FUB.

2. APPLICATION PROCEDURE

The procedure for preparation and submission of applications involves the following steps:

- 2.1. Submission of electronic applications to Program Coordinators from both universities. The application and the documents attached to it shall be in English. Applications can be submitted until 12:00 am of January 15, 2019 (inclusive), Central European Time.
- 2.2. Entering data into the SPbU Pure System (the login page to the SPbU Pure System: <https://pure.spbu.ru/admin/login.xhtml>), creating the electronic version of the application. Detailed instructions for completing the application form are provided in Annex 1 to this Announcement. Inquiries in connection with the work of the SPbU Pure System should be sent to the following email address: support.pure@spbu.ru. The data should be entered into the application form in the SPbU Pure System until 12:00 am of January 15, 2019 (inclusive), Central European Time. After that, no changes can be made to the content of the application.
- 2.3. The following documents should be attached to the application card in the “Documents” section (type of Document – “Attachment”):
 - 2.3.1. the research proposal (no more than 10 pages, including all appendices, graphs, and tables), with the information on the expected number of publications, indicating affiliation with SPbU and FUB, in peer-reviewed scientific journals included in the international abstract and citation databases;

- 2.3.2. a brief CV, including the list of most important publications (no more than 4 pages);
 - 2.3.3. a work plan, containing information on how the candidate plans to schedule work during the 24-month research period, as well as the information on the university in which he/she plans to start the research project (SPbU or FUB);
 - 2.3.4. two letters of recommendation (including one from the applicant's research supervisor (within the doctoral studies (aspirantura) program, a PhD program or an equivalent degree program); letters of recommendation can be sent directly to the coordinators at the discretion of the recommenders;
 - 2.3.5. two endorsement letters from potential research supervisors of the post-doctoral student at SPbU and FUB, containing a justification of additional benefits from the joint post-doctoral research project and research supervision, as well as a clear indication of obligations with respect to the research infrastructure, inventory and equipment resources, and the intellectual research environment to be provided to the post-doctoral researcher.
- 2.4. The application will be considered invalid and will not be accepted for participation in the Competition in the following cases:
 - 2.4.1. the application was submitted after the established deadline for the Competition applications (12:00 am of January 15, 2019, inclusive, Central European Time).
 - 2.4.2. the application was submitted to only one coordinator (for SPbU or FUB only);
 - 2.4.3. the application data has not been entered in the SPbU Pure System and the application has not been sent for internal approval in accordance with section 4 of the Instructions herewith;
 - 2.4.4. the application has not been executed in compliance with the requirements established by this Announcement (including Annexes herewith).

3. PROCEDURE FOR APPLICATIONS EVALUATION AND FOR DETERMINING THE WINNERS OF THE COMPETITION

- 3.1. The applications will be reviewed by a joint board consisting of the SPbU and FUB academic staff members, holding the position of a professor; the board shall be chaired by the Vice Rector for Research or other duly authorized persons from both parties (hereinafter the Board).
- 3.2. The applications are reviewed in accordance with a jointly developed evaluation scale. Based on the results of the evaluation made by the members of the Board and entered into the applications Evaluation Form (Annex 2 to this Announcement), the coordinators jointly draw up a ranked list of applications. The final decision concerning the winners of the Competition is made by the chairpersons of the Boards.
- 3.3. The list of the Competition winners at SPbU shall be approved by the order of the Vice Rector for Research.
- 3.4. When evaluating the applications, the Board will use the following criteria: the academic excellence of the applicant, the quality of the research proposal; a convincing demonstration of potential synergies by the applicant; the expected number of publications indicating affiliation with SPbU and FUB; the obligations of the research supervisors with respect to the research infrastructure, inventory and equipment

resources, and the intellectual research environment to be provided to the post-doctoral researcher at both universities.

4. SIZE OF FELLOWSHIPS AND TERMS OF PAYMENT

4.1. The fellowship pay during the 12 months spent at FUB is administered as follows:

- 4.1.1. a monthly stipend of 1,853 euro;
- 4.1.2. a lump-sum of 1,000 euro to cover the expenses for moving to the place of research if post-doctoral researchers need to relocate to Berlin;
- 4.1.3. fellowship holders will be further supported through the Researcher Development Program of the Dahlem Research School.

4.2. The fellowship pay during the 12 months spent at SPbU is administered as follows:

- 4.2.1. a monthly stipend of 60,000 rubles;
- 4.2.2. a lump-sum of 60,000 rubles to cover the expenses for moving to the place of research if post-doctoral researchers need to relocate to St. Petersburg;
- 4.2.3. a monthly reimbursement of living expenses in the amount of 20,000 rubles or payment of accommodation charges at SPbU halls of residents (subject to availability of places) if post-doctoral researchers need financial support to cover accommodation costs in St. Petersburg.

5. CONTACT INFORMATION

5.1. Program Coordinator at SPbU: Yulia Andreyevna Ditmar, Chief Specialist, the Department of International Science and Technology Cooperation, e-mail: j.ditmar@spbu.ru, tel.: (812) 324-08-88.

5.2. Program Coordinator at FUB: Hans-Martin Meis, hans-martin.meis@fu-berlin.de; +49 (0)30 838 73942.

Annex 1 to the Announcement of the Competition for the SPbU and the Free University of
Berlin Joint Post-Doctoral Fellowship Program

**INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM
IN THE SPBU PURE SYSTEM**

1. After logging in to the SPbU Pure System (<https://pure.spbu.ru/admin/login.xhtml>) through the SPbU Researcher Portal (<https://research.spbu.ru/ru/>), select the “Applications” item in the main menu located on the left side of the screen and click “+” (“Add”).
2. The application should be filled out in Russian, in accordance with the guidelines provided below. Only the following fields are mandatory:

No.	Field name in the application form	Instructions
2.1.	Application type	Select “Competitions for development of research activities at SPbU > Application for a post-doctoral position at SPbU”
2.2.	Description of the type of activity	Click the “Add the description of the type of activity” button. From the drop-down list, select “research and development - basic research”, or “research and development - applied research”, or “research and development - exploratory research”, or “research and development - experimental design work”, depending on the primary purpose of the project, and click “Add”.
2.3.	Title	Provide the title of the project.
2.4.	Acronym	Enter “POSTDOCFUBSPBU 2019” by CUTTING AND PASTING DIRECTLY FROM THE COMPETITION ANNOUNCEMENT (in capital letters, without quotation marks).
2.5.	Summary	Provide a brief summary of the project.
2.6.	Rationale for the application	Provide justification for conducting the proposed research project at SPbU and FUB. Provide information on the relevance of the project goals, on methods and approaches to be used when achieving the goals. Specify the existing scientific groundwork for the project.
2.7.	Expected results	Indicate the expected scientific and (or) scientific and technical, and other results (specify).
	Results that are planned for publishing in scientific and scholarly serial publications	Provide information on planned publications.
2.9.	Results that are planned for	Provide information on planned publications.

	publishing in non-serial publications	
2.10.	Potential registrability	Specify the potentially registrable results.
2.11.	Intended use of the SPbU Research Park	Specify (if applicable)
2.12.	Intended use of SPbU collections	Specify (if applicable)
2.13.	Applicants > Participants of the application	Check that the last name, first name, and patronymic name of the user are written correctly and that the role is set as "Leader".
2.14.	The department supporting the application	Indicate the department where the research project is planned to be carried out.
2.15.	Partners	In the "Application for a joint project with partner participation", choose "Yes". Click "Add partner"; in the pop-up line start typing the name "Freie Universität Berlin" and select the receiving organization "Freie Universität Berlin" from the drop-down list.
2.16.	Funding	In the "Funding" section, press "+" ("Add funding"). In the "Financing organization/Project owner" window, press the "+"; then in the pop-up line type SPbU and select the external organization: "SPbU". In the "Project financing structure (research Program)" window, enter the name of the competition as "St. Petersburg State University and Freie Universität Berlin Joint Post-Doctoral Fellowship Program" by CUTTING AND PASTING DIRECTLY FROM THE COMPETITION ANNOUNCEMENT (without quotation marks). Below, in the "Financial indicators" field, select "Brief". Click the "Create" button.
2.17.	Life cycle	In the "Expected start date" and "Expected completion date" fields, enter the project implementation dates. The start date for the project cannot be earlier than October 1, 2019. The completion date for the project cannot be later than October 1, 2021.
2.18.	Documents	Add the following files: the research proposal (no more than 10 pages, including all appendices, graphs, and tables), with the information on the expected number of publications, indicating affiliation with SPbU and FUB, in peer-reviewed scientific journals included in the international abstract and citation databases; a brief CV, including the list of most important publications (no more than 4 pages); a work plan, containing information on how the candidate plans to schedule work during the

		24-month research period, as well as the information on the university in which he/she plans to start the research project (SPbU or FUB); two letters of recommendation (including one from the applicant's research supervisor (within the doctoral studies (aspirantura) program, a PhD program or an equivalent degree program); the letters of recommendation can be sent directly to the coordinators at the discretion of the recommenders; two endorsement letters from potential research supervisors of the post-doctoral student at SPbU and FUB, containing a justification of additional benefits from the joint post-doctoral research project and research supervision, as well as a clear indication of obligations with respect to the research infrastructure, inventory and equipment resources, and the intellectual research environment provided to the post-doctoral researcher.
2.19.	KEYWORDS	Enter the keywords related to the project topic (one per each free field). As soon as you start typing the first keyword in an empty window, another empty window will open, etc.
2.20.	INTERNATIONAL CLASSIFICATION CODES	By clicking the “Add international classification codes” button, select the international classification codes from the drop-down list.
2.21.	PRIORITY AREAS OF THE SCIENTIFIC AND TECHNOLOGICAL DEVELOPMENT OF THE RUSSIAN FEDERATION	Click the “Add priority areas of the scientific and technological development of the Russian Federation” button to select the priority areas from the drop-down list or select “No”.
2.22.	PRIORITY AREAS OF THE SPbU STRATEGIC PLAN 2020	Click the “Add priority areas of the SPbU Strategic Plan 2020” button to select the priority areas from the drop-down list or select “No”.
2.23.	Visibility	Do not change the default “Confidential” visibility mode.

3. After filling in the fields described above, click the “Save” button at the bottom of the page. After saving the information, you will still be able to return to the editing mode and edit the application.

4. After filling out all the information required for the application, you need to re-enter the application and click the “Submit for internal approval” button to send the application for consideration to SPbU officials responsible for the competition. You will need to click the “Submit for internal approval” button in the opened window again.

Note: All inquiries in connection with the work of the SPbU Pure System should be sent to the following email address: support.pure@spbu.ru.

Annex 2 to the Announcement of the Competition for the SPbU and
the Free University of Berlin Joint Post-Doctoral Fellowship Program

Evaluation Form:
Joint FUB-SPbU Post-Doctoral Fellowship Program 2019 (in Russian)

ФИО заявителя	
Область исследований	
Год получения ученой степени	
Место работы в настоящее время	
План предполагаемого исследования	
Письма - подтверждения	
Рекомендательные письма	

Критерии оценки:

Пожалуйста, оцените качество заявки в целом, используя следующие категории, используя оценки от 0 до 5 (0 – наименьшая возможная оценка, 5 – наибольшая):

1=плохо, 2= удовлетворительно – с серьезными замечаниями, 3=хорошо, но необходимо внести изменения, 4=очень хорошо, хотя возможен ряд улучшений, 5=превосходно – все возможные недостатки незначительно

Пожалуйста, используйте следующую структуру в комментариях:

- Сильные стороны проекта
- Слабые стороны проекта
- Общие замечания

<p>1) Академические успехи заявителя На основании:</p> <p>a. CV</p> <p>b. Рекомендательных писем</p>	<table border="1"> <tr> <td data-bbox="1165 322 1337 412">Удельный вес</td> <td data-bbox="1337 322 1487 412">Оценка</td> </tr> <tr> <td data-bbox="1165 412 1337 479">30 %</td> <td data-bbox="1337 412 1487 479"></td> </tr> </table>	Удельный вес	Оценка	30 %	
Удельный вес	Оценка				
30 %					
<p>2) Качество предложенного исследовательского проекта</p> <p>a. Насколько инновационным является предложенный проект?</p> <p>b. Насколько план исследования целесообразен и достижим?</p>	<table border="1"> <tr> <td data-bbox="1165 546 1337 636">Удельный вес</td> <td data-bbox="1337 546 1487 636">Оценка</td> </tr> <tr> <td data-bbox="1165 636 1337 703">40 %</td> <td data-bbox="1337 636 1487 703"></td> </tr> </table>	Удельный вес	Оценка	40 %	
Удельный вес	Оценка				
40 %					
<p>3) Синергия СПбГУ/СУБ</p> <p>a. Насколько убедительно рассматриваемый проект демонстрирует преимущества предложенного исследования с использованием ресурсов СПбГУ и СУБ и добавочную ценность выполнения совместного исследовательского проекта?</p> <p>b. Насколько убедительными являются письма-подтверждения потенциальных научных руководителей из числа сотрудников СПбГУ и СУБ?</p>	<table border="1"> <tr> <td data-bbox="1165 801 1337 891">Удельный вес</td> <td data-bbox="1337 801 1487 891">Оценка</td> </tr> <tr> <td data-bbox="1165 891 1337 958">30%</td> <td data-bbox="1337 891 1487 958"></td> </tr> </table>	Удельный вес	Оценка	30%	
Удельный вес	Оценка				
30%					

Комментарии:

**Evaluation Form:
Joint FUB-SPbU Post-Doctoral Fellowship Program 2019**

General Information

Name of Applicant	
Field of Research	
Year of PhD	
Current affiliation	
Research Proposal	
Endorsement letters	
Recommendation letters	

Evaluation

Please evaluate the overall quality of the application in terms of the following categories using marks from 0 to 5 (0 being the lowest and 5 the highest points that can be given:

1=poor, 2= fair - with significant weaknesses, 3=good - but improvements would be necessary, 4=very good - although certain improvements are still possible, 5=excellent - any shortcomings are minor)

Please use the following structure in your comments (in bullet points):

- *Strengths of the proposal*
- *Weaknesses of the proposal*
- *Overall comments*

<p>1) Academic excellence of the applicant Based on:</p> <ul style="list-style-type: none"> c. CV d. Letters of Recommendation 	<table border="1"> <tr> <th data-bbox="1233 239 1358 306">Weight</th> <th data-bbox="1358 239 1471 306">Mark</th> </tr> <tr> <td data-bbox="1233 306 1358 374">30 %</td> <td data-bbox="1358 306 1471 374"></td> </tr> </table>	Weight	Mark	30 %	
Weight	Mark				
30 %					
<p>2) Quality of research proposal</p> <ul style="list-style-type: none"> c. How innovative is the proposal? d. Is the research plan feasible and convincing? 	<table border="1"> <tr> <th data-bbox="1233 450 1358 517">Weight</th> <th data-bbox="1358 450 1471 517">Mark</th> </tr> <tr> <td data-bbox="1233 517 1358 584">40 %</td> <td data-bbox="1358 517 1471 584"></td> </tr> </table>	Weight	Mark	40 %	
Weight	Mark				
40 %					
<p>3) Synergies FUB/SPbU</p> <ul style="list-style-type: none"> c. Does the proposal convincingly show how the proposed research will benefit from the academic environments of FUB and SPbU? d. Are the letters of endorsement by FUB and SPbU faculty convincing? 	<table border="1"> <tr> <th data-bbox="1233 660 1358 728">Weight</th> <th data-bbox="1358 660 1471 728">Mark</th> </tr> <tr> <td data-bbox="1233 728 1358 795">30%</td> <td data-bbox="1358 728 1471 795"></td> </tr> </table>	Weight	Mark	30%	
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Comments