Information and calendar for SC: 2017/2019 edition

Introduction

The Procedure for the analysis of candidates will follow the same pattern used in previous years. The period for applicants was open from 1st October until 15th December, and for the referees' reports until 30th December. This information has been written in the first page of EMQAL webpage.

The number of incidences has been very low and mainly due to mistakes of the candidates in fulfilling emails data of the referees into the applicative and/or some overweight in some document.

The total number of complete candidatures is 107 (from the 145 appearing in the applicative, 34 were clearly incomplete (no documents and/or no proposed referees) and 4 were repetitive.

Information and Calendar

Candidate data base is at the pre-inscription system of University of Barcelona (UB applicative) and the Excel files for evaluation and some additional information will be sent by mail and also it can be found at University of Bergen (UiB) Portal.

Pre-inscription system of UB

In order to enter in the pre-inscription system of UB, go to the URL

   http://www.giga.ub.edu/acad/pops/inPopsAplic.php

For any further clarification on the use of the applicative, you can check the file **Instructions for SC: UB applicative.**

In the applicative you will find all the candidates alphabetically ordered. Even if the applicative is including some repetitions (candidates applying more than one time), these have been removed from the Excel files in order to have only one code per applicant being qualified. The code with the complete or the best data for the applicant in the UB data base has been kept in the Excel files.

Files in UiB portal

In order to find the proper files in UiB Portal, access to it and follow the sequence:

Home – My files – European Master in Quality in Analytical Laboratories (EMQAL) – Files Storage – EMQAL2 – Candidates 2017

There in the folder **Excel files for groups** you can find 5 Excel files corresponding to the 5 groups and the instructions.

After deleting the repetitions, all candidates who have completed the online application have been collected in alphabetical order into 5 Excel files: groups 1 – 5. The groups have been prepared by splitting the full list of candidates.
Each member of the SC will focus on one criterion, A, B, C, D or E, as follows:

Criteria A – Academic Excellence – UAlg

Criteria B – Languages - UB

Criteria C – Motivation – GUT

Criteria D – Suitability – UCa

Criteria E – References – UiB

As in previous years, each element of the SC will start with one excel file containing only one group of candidates, and will evaluate the corresponding criteria for all candidates in that group. There will be a deadline to complete the evaluation of all candidates in the group. Each element of the SC will upload in the UiB portal, in the folder **Excel files for groups,** an excel file with their evaluation of the group including the criteria evaluated in the file name. Next SC element, according to the calendar will work on this new file.

The sequence will be the following:

First round:

UAlg – Criteria A – Group 1

UB – Criteria B – Group 2

GUT – Criteria C – Group 3

UCa – Criteria D – Group 4

UiB – criteria E – Group 5

Second round:

UAlg – Criteria A – Group 2

UB – Criteria B – Group 3

GUT – Criteria C – Group 4

UCA – Criteria D – Group 5

UiB – Criteria E – Group 1

and so on, as summarised in the table below:

Period/ Partner	16 - 18 Jan	19 – 22 Jan	23 – 25 Jan	26 – 29 Jan	30 Jan – 1 Feb
UAlg	1	2	3	4	5
UB	2	3	4	5	1
GUT	3	4	5	1	2
UCA	4	5	1	2	3
UiB	5	1	2	3	4

The SC and PMT meetings will be held on 6th-7th February in UAlg. In such a way we have a week at UB to merge and checked Excel files to be discussed in Faro. Final file will be sent to you before the SC meeting.