



**Erasmus Mundus Doctoral Programme  
in  
Sustainable Industrial Chemistry - SINCHEM**

**DOCTORAL CANDIDATE AGREEMENT**

This Agreement defines all the academic, research, financial and administrative issues related to the doctoral candidate's participation in the SINCHEM Programme and governs the relationships between:

**Erasmus Mundus Consortium of Doctoral Programme in Sustainable Industrial Chemistry (SINCHEM – Framework Partnership Agreement nr. 2013-0037)**

represented by the SINCHEM Local Coordinator ,

**and the Doctoral Candidate.**

Both parties agree on these issues and their responsibilities towards them. The parties commit to comply with local rules and customary practices.

**Doctoral Candidate:**

1) *Doctoral candidate:* \_\_\_\_\_, born in \_\_\_\_\_ (\_\_\_\_),  
on \_\_\_\_\_, Nationality \_\_\_\_\_, Passport/ID  
number \_\_\_\_\_

Doctoral candidates are bound to comply with the regulations in force in the universities where they conduct research.

**Supervisors:**

1. Each doctoral candidate will be supervised by at least two supervisors (full-time ordinary, associate and assistant professors) from two different countries (Doctoral Guidance Committee) and, if appropriate, a co-supervisor from a company.

The following researches jointly take full responsibility for the supervision of the candidate's work and commit to fully assume their role of Doctoral Guidance Committee.



**Supervisor 1**

Nome.....Surname.....

HOME partner (research unit/Department, University).....

**Supervisor 2**

Nome.....Surname.....

HOST 1 partner (research unit/Department, University).....

**Supervisor 3**

Nome.....Surname.....

HOST 2 partner .....

Candidate must carry out his research at three Partners of the network, spending two mandatory mobility periods, the first in a different University of the consortium (HOST 1) - for at least 26 weeks - and the second - for at least 10 weeks - preferably in one of the Associated company members (HOST 2). The different research lines will be under the responsibility of researchers from different partner institutions to provide the methodological diversity necessary for the academic training of the students.

**1. Thesis subject**

1. The Doctoral candidate will carry out the following thesis:

Provisional title of the thesis:

\_\_\_\_\_

Subject [abstract]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The thesis will be written in English.

**2. Teaching and research activities**

1. The doctoral candidate acknowledges that his/her research work is a full-time activity.

2. The SINCEM Programme lasts three (3) years. The study and research activity will start on \_\_\_\_\_ and will end on \_\_\_\_\_. The thesis defence must be held no later than \_\_\_\_\_.

3. Research project:  
During the first month, the doctoral candidate will write a detailed research proposal for the three years, in collaboration with his/her doctoral supervisor.
  
4. Credits: ECTS (European Credit Transfer and Accumulation System) credits can give a measure of time to ensure that the demands made on candidates are reasonable; that the amount of research and analysis that they are asked to do is consistent with the length of studies, and to help organize the internships in the elaboration of their doctoral project. Sharing concerns on the actual recognition of credits for research by different Doctoral Offices of the partner, we will use ECTS only as a reference measure taking into account that ECTS is based on the principle that 60 credits are equivalent to the workload of full-time student during one academic year and that one credit generally corresponds to 25-30 hours of work. The SINCHEM doctoral candidate should achieve:
  - Research activities at Home Partner: 116 ECTS
  - Research activities at Hosting Partners (two mobility periods, minimum tot. 36 weeks) : 48 ECTS
  - Training courses 16 credits structured as follows:
    - at least 6 credits in Basic Research Skills (HOME University)
    - at least 4 credits in Advanced Research Skills;
    - at least 4 credits related to professional skills and personal awareness and capacities
    - at least 2 credits obtained following at least two different Summer Schools. Language courses are part of the basic skills courses.
  
5. Implementation of the research project:  
The doctoral candidate has to participate and present the progress of the research in at least two of the SINCHEM annual Summer School (Doctoral Days meeting).
  
6. Conferences and publications.  
The doctoral candidate has to:
  - attend and contribute to minimum two international scientific conferences (with poster or oral presentation);
  - have two publications published or accepted in a peer reviewed high level international journal (ISI, Web of Knowledge journal).
  
7. Yearly report. At the end of each year, a written report on research/training activities pre-emptively approved by the supervisor will be provided to the Coordination Board. The enrolment to the next year of activity, or to the final defence, depends on:
  1. the positive judgment and approval by the Steering Committee;
  2. the positive evaluation on an oral report (as a seminar) on research/training activities during Doctoral Meeting Days, or if not possible, by videoconference.

### **3. Final exam**

In order to be admitted to the thesis defence doctoral candidates must have attained 180 ECTS credits as requested at point 2.4 and meet the following criteria:

- i) presentation of the results of the research in at least two international scientific conferences, and at least two publication published or accepted in a peer reviewed qualified journals;
- ii) fulfilled the scheduled mobility periods;
- iii) at least 16 ECTS credits for educational/training activities.

The doctoral candidate is required to submit the PhD thesis manuscript to his Admission & Examination Committee upon approval of the supervisors according to deadlines and regulations set up in each Home university.

The PhD thesis will be accompanied by a written notification of the supervisors on the thesis quality and degree of innovation, the research work done by the student and his/her capability to team work, self-organization, and creative thinking. The thesis has to prove an independent scientific achievement that advances the state of research in the specific studied field.

The doctorate procedure for the awarding of the degree requires a defence of the thesis during an interview. The final public defence will take place at one of the Universities of the consortium in compliance with provisions contained in the co-tutorship (co-tutelle) agreement. The doctoral candidate will present key findings and outcomes of his/her research activities. The audience will be given opportunity to make comments or questions. The results will be announced immediately after the deliberation in public section.

Evaluation criteria for the final exam will be: originality and innovation of the work, candidate autonomy and involvement in the work; interdisciplinarity; ability of pertinent discussion written and oral; clarity; publications in scientific journals; potential contribution to innovation and knowledge improvement. An extended summary of each defended Thesis will be published on the SINCHEM website and linked to the partners website.

The accommodation and travel costs for the thesis defence attendance are under the responsibility of the doctoral candidate.

#### **4. Awarding of the PhD degree**

If the doctoral student has passed the doctoral examination successfully, he or she shall receive a jointly awarded double degree, in the form of the national degrees of the institutions where the students has spent a period of study or research. These degrees are given alternate not cumulated.

The Home University and the Host University signatories of individual cotutorship of a PhD thesis agreements (cotutelle scheme) will award its own specific doctoral degree according to the national laws, specifying that the doctoral degree has been awarded within the SINCHEM Programme. The following degrees can be awarded (*tick the appropriate boxes*):

- Alma Mater Studiorum – Università di Bologna: Dottore di ricerca in Chimica**
- Università di Messina: Dottore in Ingegneria/Dottore in Chimica dei Materiali**
- University of Nottingham: Doctor of Philosophy**
- Ecole National Supérieure de Chimie de Montpellier: Doctor en Sciences Chimiques**
- RWTH Aachen University “Doktor der Naturwissenschaften” (Dr. rer. nat.)**
- Université de Lyon: Doctorat en Chimie**

- **Politecnico di Torino: Dottore di Ricerca in Ingegneria Chimica/Dottore di ricerca in Scienze e Tecnologie dei Materiali**

In addition to the jointly awarded double degree, PhD candidates will be awarded a Diploma Supplement (released by the co-ordinating institution on behalf of the SINCEM Consortium) containing details about the whole doctoral path.

**5. Management of the Erasmus Mundus grant** (this article does not apply for SINCEM doctoral candidate not awarded an EACEA grant).

The gross amounts of individual EMJD fellowships are below detailed:

	<b>CATEGORY A</b>	<b>CATEGORY B</b>
Fixed contribution to travel, installation and any other type of costs (I)	€ 7,500	–
Fixed contribution to doctoral candidate participation costs (education and research related costs, attendance at meetings, conferences etc.) (II)	€ 7,200/year (total € 21,600 over 36 months)	€ 7,200/year (total € 21,600 over 36 months)
Fixed living allowance (III)	€ 2,800/month (total € 100,800 over 36 months)	€ 2,800/month (total € 100,800 over 36 months)

The grant for installation, travel and living allowance (I and III) will be transferred to the candidate's European bank account. The net amount of salary will result from deducting all relevant charges and taxes according to national regulations.

The participation costs (II) (7,200 Euros/year) will be directly retained by the SINCEM Consortium from the gross amount of the individual EMJD fellowship. Then € 21.600 (€ 600 x 36 months) will not be transferred to the candidate's bank account but will instead be used to cover the monthly participation costs. This contribution will cover the following expenses: participation costs at the hosting institutions, the issue of diploma or other related costs such as University fees, bench fees, costs for the participation in summer schools and/or international scientific conferences, SINCEM Doctoral days meetings and costs related to training activities.

The grant will cover 36 months starting from the first day of the PhD programme according to regulations in force at each Home University.

#### **6. Candidate's bank details/data**

All the above-mentioned amounts, unless stated otherwise, if due by any of the SINCEM Consortium's partners, shall be transferred to the bank account mentioned in the financial identification form attached. The doctoral candidate is responsible for submitting the correct data concerning his/her bank account. If the bank account details appear to be wrong, mistake's subsequent bank fees will be charged to the candidate.

The SINICHEM Consortium may stop the (monthly) payments after adequate warning, in case the candidate:

- moves away from the above mentioned research project without the doctoral committee's approval;
- misses participation in the mandatory programme's activities;
- fails to present satisfactory progress reports;
- makes unsatisfactory progress, or does not comply with the usual rules of conduct implicit in
- his/her registration at the institution;
- fails to fulfil her/his obligations.

### **7. Services and visa**

The Consortium commits itself to guarantee to incoming students the access to all the facilities in the host universities, assuring to the doctoral candidate a treatment equal to that reserved to the students of the host university. It will also provide reasonable assistance to the candidate in all the administrative procedures required by the local authorities, also for visa purposes.

### **8. Health and insurance**

The Consortium shall ensure that the candidate is covered under the social security scheme and ensure that he/she enjoys the same standards of safety and occupational health as provided by the host university's national law. The candidate will also be covered with an insurance scheme covering him/her against accidents and third part liability. The conditions granted to all candidates will be in line with the Erasmus Mundus minimum requirements.

### **9. Code of Conduct**

Doctoral candidates are bound to comply with the regulations in force in the universities where they carry out the research activity. They shall carry out the scheduled activities as set up in this Agreement, autonomously and under no hierarchical subordination.

The doctoral candidate agrees on the following withdrawals and prohibitions rules that lead to the cancellation of the present agreements:

- enrolment on another course which assigns an academic qualification, even from other universities is not allowed
- unexplained and prolonged absence, unjustified failure to comply with the mobility programme, failure to obtain admission to subsequent years of the SINICHEM doctoral programme due to serious default or unsuitable research activity results shall cause the exclusion from the programme and the withdrawal of the eventual grant and the obligation for the student to return the eventual instalments already received for that year.
- Doctoral candidates with grants who drop out of the course during the year have the right to keep the portion of the grant which corresponds to the period of activity if, and only if, the Admission & Examination Committee states that the students activities up to that moment were regular and fruitful.



- Doctoral candidates who are found to have made false statements during the selection procedure shall be excluded from the doctoral programme; criminal punitive measures for the issuing of false documentation and untruthful statements may also be applied.

## **10. Dispute settlements**

It is up to the signatories to inform in writing the SINCHEM coordinator about any changes occurred in this agreement. The Doctoral Guidance Committee shall be informed of any amendment. If one of the supervisors changes, or if a major change in the candidate's research project seems necessary - such as an extension of the duration or a major change in the topic, then a new agreement must be drawn up requiring the consent of the Doctoral Guidance Committee. The agreement may be cancelled if the candidate does not fulfil the scientific requirements and other obligations set out in the agreement.

Any breach of contract by the doctoral candidate may lead to the cancellation of this agreement. Any conflict among the parties signing this agreement should be brought to the attention of the SINCHEM programme's coordinator, who shall seek the best way to resolve it in collaboration with the Doctoral Guidance Committee.

Any dispute among Parties will be settled by the SINCHEM Coordinator; insurmountable conflicts shall be solved according to the legislation in force in the Country where the Home University is located.

## **11. Monitoring and evaluation of the candidate**

Each candidate has to meet a series of requirements throughout the 3 years PhD period. His doctoral Guidance Committees (DGC) will, at a yearly basis, provide a written evaluation about the general behaviour of the candidate. This evaluation will be used by the SINCHEM Coordination Board to follow up the candidate work progress, giving feedback of the results.

This agreement is not complete without the following annexes:

**Annex 5.A:** European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers

**Annex 5.B :** Detailed description of the research project, its objectives and expected results

**Annex 5.C:** Candidate's financial identification form

A signed copy of this agreement will have to be archived at the Secretariat.

Date, \_\_\_\_\_

**Signature**

**The SINCHEM Local Coordinator**

**The PhD candidate**

\_\_\_\_\_

\_\_\_\_\_



## Annex 5.A

European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers

[http://ec.europa.eu/eracareers/pdf/eur\\_21620\\_en-it.pdf](http://ec.europa.eu/eracareers/pdf/eur_21620_en-it.pdf)



**Annex 5.B:** Detailed description of the research project, its objectives and expected results

<b>Title</b>		
<b>Home university</b>		
<b>Supervisor</b>	Name Surname Affiliation Contact details: phone e-mail	
<b>Mobility scheme</b>	<b>Host 1</b> Supervisor: Name Surname Affiliation Contact details: phone e-mail:	<b>Host 2</b> Supervisor: Name Surname Affiliation Contact details: phone e-mail:
<b>State of the art</b>		
<b>Project description</b>		
<b>Scientific Objectives &amp; Expected Results</b>		
<b>Milestones</b>		



**Annex 5C: Candidate's financial identification form**

PhD candidate's Bank Account Coordinates:

Name/Surname: \_\_\_\_\_

PhD candidate's address of residence: \_\_\_\_\_

Name of the Bank: \_\_\_\_\_

Address of the Bank: \_\_\_\_\_

IBAN code: \_\_\_\_\_

BIC code: \_\_\_\_\_