



Consortium Agreement

Erasmus Mundus Doctoral Programme

in Sustainable Industrial Chemistry - SINCHEM

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Abbreviations:

- AB: Advisory Board
- A&EC: Admission and Examination Committee
- AP: Associated Partner
- CA: Consortium Agreement
- CB: Coordination Board
- DCA: Doctoral Candidate Agreement
- DGC: doctoral guidance committee
- EACEA: Education, Audiovisual and Culture Executive Agency
- EM: Erasmus Mundus
- EMJD: Erasmus Mundus Joint Doctorate
- FPA: Framework Partnership Agreement
- MP: Main Partner
- SC: Steering Committee
- SINCEM: project acronym for "Sustainable Industrial Chemistry"
- SGA: Specific Grant Agreement
- QAS: Quality Assurance Scheme

Definitions

Associated Partners (AP): any organisation able to contribute to the promotion, implementation, monitoring, evaluation activities and development of the SINCEM consortium. SINCEM AP are basically socio-economic partners, such as companies. Associated partners are not entitled to benefit directly from the EU grant. Anyway, parts of the budget can be allocated to an AP, by means of a secondment agreement. SINCEM AP are listed in [Annex 1](#).

Contracts: An overview of all types of contracts used can be found in Annex 10: (FPA, SGA, CA, DCA, Employment Contract, Secondment Agreement, Subcontract)

Coordinator: The Coordinator is the project leader in the coordinating institution, acting as contact person for the EACEA in all aspects related to the management of the SINCEM project.

Coordinating university: University in charge of the overall management of the project in the consortium. It is also the beneficiary of the contractual and financial relations between the consortium and EACEA.

Category A Candidates: doctoral candidates from all countries other than the 27 EU member states, Croatia (whose accession in the EU is in progress and it is expected to take place on 1st July 2013), the EEA-EFTA states (Iceland, Norway, Lichtenstein), and who are not resident nor have carried out her/his main activity (studies, work, etc.) for more than a total of 12 months over the last five years in these countries. The only exception to this rule applies to Third-Country doctoral candidates who have previously received an Erasmus Mundus masters scholarship in order to follow an EMMC.

Category B Candidates: Any candidate who does not fulfil the criteria of a category A applicant.

Diploma Supplement: Document concerning a description of the nature, level, context, content and status of the studies completed by the candidate.

Double Degree: two or more national degrees issued by two or more higher education institutions and recognised officially in the countries where the degree-awarding institutions are located. A double degree will consist of two different documents (as compared to a joint degree: one single document).



Edition: the joint programme from the enrolment of the Doctoral Candidates till the award of a doctoral degree. It starts from the beginning of an academic year and ends three or four years later depending on the duration of the joint doctorate programme.

Home University: the University where the doctoral candidate will enrol. This Main Partner will employ the doctoral candidate.

Host University: the second University where the candidate will spend part of the mandatory research period (26 months in total). This second partner should be located in a country different from the Home University.

Joint Degree: a single diploma issued by at least two higher education institutions offering an integrated programme and recognised officially in the countries where the degree-awarding institutions are located.

Main Partner (MP): Any organisation fulfilling the EM eligibility criteria and acting as full member of the consortium. MP benefit from the community grant and play a decisive role in the management and implementation of the project activities.

Participation costs: For both category A (third-country) and B (European), a fixed contribution to doctoral candidates participation costs covering expenses related to tuition fees, additional library, student unions, laboratory consumable costs, residence permit, language courses costs etc.

SINCHEM Annual Meeting: an event organized on a yearly basis at one of the European SINCHEM Consortium Countries.

SINCHEM Doctoral Candidates: Doctoral Candidates who are following the SINCHEM programme for both PhD research and PhD training (SINCHEM Joint Doctoral Training Programme)

SINCHEM EM Doctoral Candidates: SINCHEM Doctoral Candidates funded by an Erasmus Mundus grant.

SINCHEM Non-EM Doctoral Candidates: SINCHEM Doctoral Candidates not funded by an Erasmus Mundus grant.

SINCHEM Doctoral Programme: it is a mandatory common basis for all Doctoral Candidates regardless of the research topic and the Universities where they will carry out their research programme. Mainly, it includes a mobility programme, an educational training programme to provide general knowledge and technical skills on science and technology tools on sustainable industrial chemistry and in specific thematic fields, other common activities (such as participation in Summer Schools and a professional skills programme).

Article 1: Description of the SINCHEM network

The SINCHEM network is composed of 7 MP and 18 AP (see [Annex 1](#)) from HEIs, international organizations, public and private research centers, SMEs and large enterprise interested in creating a strategic partnership aimed at promoting education in the field of Sustainable Industrial Chemistry.

This interuniversity agreement is drafted within the framework of the action entitled: "Erasmus Mundus Doctoral Program in Sustainable Industrial Chemistry - SINCHEM", based on the Framework Partnership Agreement (number 2013-0037, [Annex 2](#)) between the European Community and the University of Bologna, Coordinator of the consortium and the specific agreements for Erasmus Mundus.

Partners in this agreement are the so called SINCHEM Main Partners. Associated Partners will be invited to sign this agreement by a formal letter of support.

Main Partners are:



- P1 - University of Bologna (Coordinating University), represented by Prof. Ivano Dionigi, Rector
- P2 - University of Messina, represented by Prof. F. Tomasello
- P3 - University of Nottingham, represented by Prof. C. Ennew (Pro Vice Chancellor Internationalisation)
- P4 - École Nationale Supérieure Université de Chimie de Montpellier (ENSCM), represented by Director Prof. Pascal DUMY
- P5 - RWTH Aachen, represented by Prof. E. Schmachtenberg (Rector)
- P6 - Université Claude Bernard Lyon 1, represented by François-Noël GILLY (President)
- P7 - Politecnico di Torino, represented by Prof. M. Gilli (Rector)

Article 2: Scope

2.1. Background

Sustainable chemistry is a catalyst for innovation and growth in Europe. The design and manufacturing of higher added value products and increased eco-efficiency are the determining factors to a viable chemicals manufacturing base in Europe.

The need for sustainable process design and alternative reaction routes to reduce industry's impact on the environment requires training and educating the doctoral student on the new trends in designing industrial chemical processes which are environmentally friendly and economically feasible. They should be directly involved on forefront research on industrially-relevant topics, but also be trained on the possibilities of running industrial chemical processes in a sustainable manner and be educated on up-to-date insight into the main tools for a sustainable design of chemical processes: renewable raw materials, use of alternative energy sources in chemical processes, design of intrinsically safe processes, use of microreactor and integrated reaction/ separation technologies, process intensification, waste reduction, new catalytic routes and/or solvent and process optimization.

2.2 Objectives of SINCEM

The general objectives for the Erasmus Mundus European Joint Doctoral Programme "SINCEM" are :

- to develop structured and integrated cooperation in higher education in Sustainable Industrial Chemistry, in order to design and implement a common doctoral program that leads to the award of a mutually recognized PhD degree;
- to bring focus to sustainable industrial chemistry programs and their institutional dimension by formalizing the nature of doctoral training in the field of Sustainable Industrial Chemistry;
- to enhance and promote European Higher Education on Sustainable Industrial Chemistry throughout the Europe as well as worldwide, and this in close collaboration with the relevant stakeholders;
- to pool resources and close the gaps between fields of study, academia and society and to train the leaders of the future generation of researchers and top management staff working for the sustainability of chemistry from an industrial perspective.

The European Joint Doctoral Programme SINCEM will focus on four scientific and applied fields dealing with different critical elements to enable a sustainable industrial chemistry. These main research themes will be fully integrated in a three-year doctoral programme under joint supervision.

These four fields are:

1. Development of innovative catalysts and catalytic processes
2. Novel green solvents



3. Renewable energy and raw materials
4. Microreactor and reactor-separation integration

Article 3: Structure and administrative aspects of the programme

3.1. Structure of the programme

A doctoral candidate enrolling in the SINCHEM programme should fulfill the **following requirements in order to get a PhD degree under the SINCHEM scheme**;

- **Mobility scheme:** Candidates must carry out their research at three Partners of the network (spending two mandatory mobility periods, the first in a different University of the consortium - for at least 26 weeks - and the second - for at least 10 weeks - preferably in one of the Associated company members); Both Associated partners and Main partners can Host PhD candidates during their doctorate training programme. 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.
- **Preparation of the research project:** During the first month, the doctoral candidate will write a detailed research proposal for the three years. He/she will do this in collaboration with his/her doctoral supervisor assigned by the SINCHEM Steering Committee. Once this research proposal is finished it will be presented to the SINCHEM Coordination Board. The SINCHEM CB will evaluate possible confidentiality conflicts and decide about the solutions on a case-by-case basis. The criteria for admitting PhD students to the thesis defense include a minimum number of qualified publications and it is thus part of the personalized plan of activities guaranteeing that conditions for allowing the PhD candidates to publish the results of the laboratory work have been met. For this reason, the PhD student supervisors will annually report to the Steering Committee about possible constrains which could limit this possibility.
- **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
 - Placement at Host Partners (two mobility periods, minimum tot. 36 weeks): 48 ETCS
 - Training courses 16 credits structured as follows: (i) at least 6 credits in Basic Research Skills at Home University (knowledge on science and technology related to the development of sustainable industrial chemical processes), (ii) at least 4 credits in Advanced Research Skills (Specialized Research related training, either at Home/Host Universities or via e-learning and electronic tools); Advanced Research skills are modules related to improve the scientific knowledge of the different research lines proposed in the consortium and the students can select those more appropriate for their interests based on research lines selected, (iii) at least 4 credits related to professional skills and personal awareness and capacities (in collaboration with companies), and (iv) at least 2 credits obtained following at least two different Summer Schools. Language courses are part of the basic skills courses.



- **Implementation of the project:** Participation and presentation of the progress of the research in at least two of the SINCEM annual Summer School (Doctoral Days meeting). During this meeting each candidates will present their work in dedicated seminars. On this occasion, Main/Associated partners and external invited experts will provide a feedback to candidates and to the Coordination Board/Steering Committee about the quality of the research work. The workshop will also typically include lecture on frontier research in sustainable industrial chemistry as well as on core, transferable and professional skills such as: scientific writing, designing and presenting lectures, prepare and manage a research project, read and write a patent, IPR and data protection, intellectual capital management, etc. Attention will be given also to teach to the students the relevant aspects to work in companies. All these aspects will be part of the student personalized plan of activities which will form integral part of the document accompanying the degree awarded. The teaching program during each meeting will be jointly developed by Steering Committee and Advisory Board.
- **Conferences and publications:** At least attend and contribute to two international scientific conferences (with poster or oral presentation), and at least have two publication published or accepted in a peer reviewed high level international journal (ISI, Web of Knowledge journal).

The associated companies or the stakeholder members of the Advisory Board will be invited to co-fund the SINCEM activities, either by sponsoring additional PhD positions, or by some of the educational/training activities such as the Summer Schools and training program. In the first case, specific written agreements will manage the activities and the responsibilities in particular on the choice of the research lines, co-supervision, intellectual property rights, publishing possibilities and quality assurance.

The first SINCEM Edition will have SINCEM Doctoral Candidates starting 1st September 2013 at the earliest. SINCEM is able to pay the Doctoral Candidates for 36 months, i.e. until 31st of August 2016 if they started at the above mentioned date. The last possible date to start within the 1st Edition is set at 15 January 2014; in this case SINCEM is able to pay until the 14th of January 2017. SINCEM sets the deadline to start at 15 January. European rules allow candidates ultimately to start before March. Only in exceptional cases and for reserve candidates an exception can be made to start after 15 January (but before March). Only 36 months can be funded by EACEA; the PhD degree must be awarded within 48 months starting from the beginning of the PhD programme at each Partner university. Failure to comply with that deadline will result in the exclusion from the funding by EACEA.

3.2. Practical implementation

The following phases will be implemented on a yearly basis:

PRE-APPLICATION

The Coordination Board will open yearly a call for doctoral research subjects. Both Main and Associated partners can propose a doctoral subject. Subjects must be proposed in joint effort of at least two main partners plus preferably a company. The Coordination Board will review the proposals and approve a priority list. This list will then be available for application by candidates.

During this phase, it is mandatory to comply with the following rules:

- 1) collaboration with the specific Group or Department/Institute committed in the SINCEM organization structure should be preferred;
- 2) In case a Partner is interested in collaborating with different Group/Department/Institute of the same Consortium Institution, the relevant member within the Steering Committee always has to be consulted.

APPLICATION

The consortium offers one coherent point of entry as regards the SINCEM promotion, information



regarding all formalities and application for admission. All applicants will apply to the coordinating university, Bologna University, which is Host the SINCHEM secretariat. Applications for SINCHEM programme will be submitted on-line, by means of a form available on SINCHEM website (www.sinchem.eu). In the website, applicants will find a list of research projects (theme/mobility) provided by the Consortium for each edition. Candidates will apply for four topics (indicating a priority).

SELECTION of grantees is a competitive process based on the academic performance and credentials of the doctoral candidates, in order to guarantee a high-quality selection of candidates. Measurable admission criteria that will be used by SINCHEM Admission & Examination Committee are grade point averages, winning of prizes, details of completed course and project work, scientific merits and extra-academic experience. Annex 3 contains Guidelines related to the above mentioned phases.

SELECTION

Selective assessment for admission to the SINCHEM doctoral programme is mainly aimed at evaluating the candidate aptitude for scientific research and it is carried out by the SINCHEM Admission and Examination Committee (A&EC), on the basis of qualifications and following an interview. The selection process will be divided into different phases:

- a) **Eligibility check:** In a first phase all applications will be checked on their technical admission requirements (such as diploma & language requirements and the recommendation letters). In case candidates do not fulfill these requirements they will not be academically reviewed. This preparatory phase of selection is organized by the SINCHEM secretariat.
- b) **Evaluation:** In a second phase the SINCHEM A&EC will review all technically complete application files. A priority list of doctoral candidates, eligible for an Erasmus Mundus doctoral grant, will be based on pre-defined, fair, transparent and objective evaluation criteria of CV, educational background, scientific/professional experience, letters of motivation and recommendation.
- c) **Interview:** in order to better understand motivations and background of the candidates, interviews will be organized (through Skype or phone) for the top candidates. On the basis of these evaluations, the candidates will be ranked in another priority list. SINCHEM A&EC will hold the interview evaluating also the pertinence of candidates skills with respect to specific research topics. During the interview the candidate shall also prove his/her proficiency in English language. Information about the date of the examination will be given on the SINCHEM website. In order to take the interview, candidates will be asked to identify themselves by providing the identity document they enclosed in the Application Form.

Final selection results will be available on the SINCHEM website (<http://sinchem.eu>) and communicated by e-mail to successful applicants. Geographical and gender balance of admitted students. No more than two students from a single country may receive an EMJD scholarship, with attention to preserve gender balance and equal opportunities issues.

The SINCHEM Board makes sure that no form of discrimination takes place, with reference to gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition, or nationality. Regarding candidates with disabilities: most university buildings in the different Universities are wheelchair accessible and have reserved parking areas.

3.3 Organizational structure and responsibilities

All **Main partners** play a structural role in the EMJD governing bodies. They contribute directly and structurally to the implementation of the EMJD by *recruiting, employing and Host eligible candidates* and providing teaching and training modules and research opportunities.



The **Associated partners** of the SINCHÉM network *support specific research projects* and will also *contribute to the transfer of knowledge* and results in the *innovation process*, assist in the *promotion, implementation, evaluation and sustainable development* of the doctorate. Following organizational levels will be installed:

Secretariat: It is in charge of the daily management and contact with EU. The *administration* (mainly: information, communication with applicants, collection of the student files) and *managing office* (calendars, coordination of common activities, redistribution of fees to Partner Universities, management of finances, etc.) of the Joint Programme will be performed mainly by the Coordinating University. The Partner Universities will collaborate as needed. The Secretariat will be also in charge for SINCHÉM *web-site*, supported by the Coordination Board.

Steering Committee (SC): consists of a representative of each of the Main partners. It is the Decision-making Body for what concerns all Doctorate decisions, including budget aspects. A chair will be elected during the first meeting. SC will meet at least one a year.

Coordination Board (CB): consists of 3 representatives of the Steering Committee, one representative elected from the doctoral candidate, one representative of Associated Partners and the Coordinator which will act as chair. It is an Executive Body with the function to timely and effectively manage all aspects related to Doctorate, including academic, scientific and administrative aspects such us: **i)** support the candidate and supervisors in preparing the *personalized plan of activities (PPA)* for the candidate; **ii)** prepare and operate the procedures for application, admission and selection of candidates (in close cooperation with Steering Committee); **iii)** monitoring the progress of the candidates (according to PPA) and report to SC in the case of significant deviations; **iv)** check the timely progress of the SINCHÉM programme (overview of mobility of the candidates, budget..). *CB* will meet physically at least one a year, while frequent interaction will be realized electronically.

Advisory Board (AB), composed of external members and in particular of the Associated partners, provides helpful recommendations on curriculum development, guidance and feedback in the selection of research lines, choice of topics to be discussed in seminars and suggests names of people operating in the professional sectors that can contribute to the curriculum.

Quality Assurance Committee: consists of **one external evaluator** nominated from Steering Committee and one delegate each from the SC and Advisory Board, and have the function to perform a quality monitor for the Doctorate.

For the SINCHÉM doctoral candidate:

Admission and Examination Committee (A&EC), nominated by SC, composed of maximum 10 members representative of SINCHÉM members (representatives from all the full and associated partners with a good balance of competences concerning the different tracks of research),. It is in charge of the selection of the Ph.D candidates and of evaluating Ph.D thesis manuscript for their admission to the thesis defence.

Doctoral Guidance committees (DGC): each doctoral candidate will be supported by a SINCHÉM doctoral guidance committee formed by minimum two academics (one from the Home and one from the Host Partners) and preferably one additional from a company. This committee will prepare once a year a report on the activity status of the doctoral program of the candidate and report to SC. The composition of the committee is set upon start of the doctoral program in the Doctoral Candidate Agreement (see **Annex 5**).

3.4. Decision-taking

Decisions shall be taken during meetings, video-conferences, or by mean of email, mail, or telefax consultation.

All Main Partners shall be consulted and vote for decisions taking. Due to the nature of the consultation means, all Partners shall submit their vote to the Coordinating Institution within seven calendar days.



Failure to do so, may result in a positive vote.

Decisions regarding the activities of one Partner in particular shall not be voted in its absence.

Each Partner shall have one vote. Decisions shall be taken by a majority of three-quarters (3/4) of the votes, or lower in case of absence or of abstention of a Partner. Should the Partners fail to reach the majority, the Partner representing the Coordinating Institution shall have an extra vote to settle the discussion.

Since a decision engages the Partner's institution, the voting Partner representative shall take every precaution to ensure his/her decision is in agreement with his/her collaborators, institution practices, and legal obligations.

A Partner which can demonstrate that a decision goes against its administrative procedures or against the Framework Partnership Agreement shall exercise a veto with respect to the corresponding decision or relevant part of the decision. Its demonstration shall be supported by legal documents. In case of exercise of veto, the Partners shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all.

On request from a Partner, formal notice, consent or approval shall be given to confirm a decision taking. Such notices shall be signed by an authorised representative of each Partner and shall either be served personally or sent by mail with recorded delivery or telefax with receipt acknowledgement.

3.5. Administrative arrangements

Financial and administrative coordination and secretariat of SINCHEM doctoral program will be done by the coordinating institution (Bologna University). A part-time person, paid through the secretariat contribution from the SINCHEM budget, will be in charge of administrative and organizational aspects the program and the contact with the EU – EACEA. Staff and academic personnel of the University will support it in these activities.

The **sharing of funds** will be based on equilibrium balance among institution, after taking into consideration the degree of their involvement. SINCHEM Steering Committee will annually deliberate about the repartition of funds. Once a doctoral candidate is selected, and the Home institution is known, the scholarship amount will be transferred from the coordinating institute to the Home institution of the doctoral candidate based on a subcontract between the coordination and the Home institution. The monthly payments to the candidates will be done by the Home institution based on the employment contract issued by this Home institution.

The Erasmus Mundus fellowships will be awarded in the form of employment contracts, except in adequately documented cases (e.g. related to institutional or national practice) or where national regulation would prohibit this possibility. If such a contract may not be awarded, the pertinent universities of SINCHEM Consortium may opt for different approaches compatible with the national legislation and with the necessary social security coverage for the fellowship holders.

When the candidate moves to the second partner a second agreement is made up between the Home institution, the Host institute visited by the candidate and the candidate (See **Annex 6**).

The SINCHEM secretariat will be the unique contact point for the doctoral candidates in case of financial problems.

For both category A (third-country) and B (European), a fixed contribution to doctoral candidates participation costs will be directly retained by the SINCHEM consortium. **Participation costs will be 7 200 €** per year. This contribution will be then transferred to HOME university to cover the doctoral candidate expenses such as: participation costs at the hosting institutions, the issue of diploma or other related costs such as registration fees, costs for the participation in summer schools and/or international scientific conferences, SINCHEM Doctoral days meetings and costs related to training activities.



To improve the long-term sustainability of the SINCEM Programme, the total number of grants may be increased on the basis of specific agreements with public or private Institutions. The amount of additional grants could be different from the amount of EMJD fellowships. The additional grants will be assigned to eligible applicants, although not selected for EMJD fellowships. In such a case, SINCEM doctoral candidates non-granted by an Erasmus Mundus fellowship are ONLY requested to pay tuition fees (2,000 Euro/year); the “other participation costs” will be in charge of the specified Home university.

All PhD candidates will register at Home and Host universities during their PhD Programme. They will pay the registration cost only at the Home Institution. The specific Doctoral Guidance committee will ensure proper use of participation costs.

SINCHEM network budget: each year the consortium receives a total EU contribution of 50,000€ for coordination of the programme. It is chosen to organize the doctoral programme in such a way that this budget allows the financing of all required administrative activities. **Annex 7** contains SINCEM budget table and details.

All candidates, EU and TC, will be covered with a full insurance scheme covering them against accidents and third part liability and including a comprehensive health insurance. The conditions granted to all candidates will be in line with the Erasmus Mundus minimum requirements.

For the SINCEM project, a mix of standard services already in place at the partner institutions and special services organized for the SINCEM candidates will be offered (see **Annex 8**).

3.6. Mobility

There are two mandatory mobility periods for at least tot. 36 weeks, the first in a different University of the consortium - for at least 26 weeks - and the second - for at least 10 weeks - preferably in one of the associated company members (3 years Doctorate). The diploma will be not issued unless the mandatory minimum mobility period and a visit to two different countries during the programme are duly documented. Each year, the available research lines will be shown in advance to the candidates application, and will indicate the Home and Host University. For the 2nd period, being preferably in one of the companies associated (or that will be associated) to SINCEM, the decision will be taken from the Coordination Board/Steering Committee (CB/SC) after consulting with the Advisory Board. The indication will be part of the student personalized plan of activities. The CB/SC will also assign the supervisors to the PhD student, one from the Home and Host Institutions, and preferably also one from the partner of the 2nd mobility period.

Although there are two minimum mandatory periods of 26 and 10 weeks, respectively, the CB/SC, based on the indications of the supervisors and the agreement of the student, may decide to increase the mobility period and/or to add additional mobility periods. Criterion for evaluation will be that a minimum of 6 months (25 weeks, including 1st and 2nd mobility periods) has to be made from the PhD student in a different country from that of the Home Partner. The period/place of the mobility periods will be part of the student personalized plan of activities, and included in the final document accompanying the degree awarded. The accommodation and travel costs for the thesis defence attendance are defined in Doctoral Candidate Agreement (See Annex 5).

3.7. Awarding the PhD degree and Diploma Supplement

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 Hosting 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.

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 SINCHEM Consortium) containing details about the whole doctoral path.

3.8. Appeal

Appeals will only be considered if the applicant believes there has been a failure in the admissions procedure or that they have been discriminated against unlawfully.

All appeals should be made in writing to the SINCHEM coordinator, unless the appeal is regarding the coordinator, in which case the written appeal should be directed to the SINCHEM Steering Committee.

Any appeal will be accorded thorough consideration and will normally be addressed within 28 days of receipt. Where an appeal does not produce the outcome sought by the applicant, reasons should be given for any decision.

The SINCHEM consortium is encouraged to acknowledge when an error has been made and to take steps to ensure that similar problems do not arise in future. Due to the requirements of data protection, SINCHEM Steering Committee will only correspond on any issue regarding an application with the applicants themselves, unless the applicant has provided written permission for the SINCHEM consortium to discuss it with another person.

3.9. Language policy

The official language of the SINCHEM doctoral programme is English. All institutions eligible for awarding the doctoral degree, accept the English language for the doctoral thesis presentation and defense. One of the admission criteria of SINCHEM is that all candidates have adequate English language proficiency and as such do not lose time through language related communication issues.

Language diversity in Europe is seen as an added-value of studies in Europe. PhD Students will be able to use at least two European languages and as much as possible depending on the selection of the research lines and the Host institution. Students have the opportunity to learn local languages at the Home and Host Universities by following the language courses for foreign students (for free or at nominal cost) available at each Main partner. Main partners are typically able to offer different levels of language courses. Supervisors and the International Offices will support PhD candidates during these phases. Regarding the linguistic aspects of PhD candidates' mobility: i) local language learning is considered necessary to facilitate local communications and life, ii) English for mentorship and Doctorate communication, including reports on the progress of the thesis and the preparation of the thesis itself, presentation of the results at Doctorate Days meeting, etc., iii) English or local language (and often an additional languages) for the relations inside the laboratory at the Home and the Host Institutions. Language lessons within the SINCHEM doctoral programme will be available among transferable skills courses.

3.10. Common standards and best practices

Common standards and best practices for recruitment process will respect principles and requirements applicable to researchers as laid out in the following documents:

- *European Charter for Researchers, Code of Good Conduct for the Recruitment of Researchers*
- Council of the European Union report (Commission on the Implementation of the 'Education & Training 2010' work program) "*Delivering lifelong learning for knowledge, creativity and innovation*".



3.11. Insurance, prevention and safety

The SINCHEM partners state that their employees (scientist and administrative staff) are insured against any damage that they may suffer during their stay abroad in relation to the activities concerned by this Agreement and that they are insured against legal liability for accidental bodily injury to third parties or to their properties.

The Partners shall supply each mobility programme participant with detailed information about the specific risks existing in the work environment in which they will be carrying out their functions. The Partners will also provide the necessary documentation concerning prevention and emergency safety measures in conformity with the legislative norms and regulations in force in the country of the consortium universities.

Article 4: Quality Assurance Scheme

The Quality Assurance Committee will provide each year a written report containing recommendations for enhancing the quality of different aspects of the doctoral programme, according to the QA scheme (see **Annex 9**). This report will be assessed by the Coordination Board and required actions will be taken to answer the recommendations. This assessment will be also given to participating universities according to the existing national regulations.

Elements to **evaluate for quality by the candidate**:

- **Trainings and courses**: For each training, a standardized evaluation form will be filled in. The form will contain questions about content of the course, whether goals and expectations were met, and practical organization of the course. These evaluations will be used by the CB to enhance the quality of the trainings offered.
- **Conferences**: For each conference the candidate is attending a short report should be submitted to the SINCHEM secretariat. Report should contain the abstract of the oral or poster presentation presented by the candidate and should as well have a brief written personal evaluation about the total conference.
- **Yearly Doctoral Days**: Candidates fill in a questionnaire about the overall quality of the event. These evaluations will be used for enhancing the quality of the meeting.
- **Facilities and services**: Candidates have the opportunity to communicate at regular basis (once a year) the quality of the services encountered at the Host institutes and from secretariat. Through a survey (see **Annex 9a**) with a standardized set of questions the experiences of the candidates at each Host institute and on the quality of services offered by the network and secretariat will be verified. Answers from these surveys will be evaluated on the SINCHEM CB meetings and when needed recommendations for enhancing the services and facilities will be formulated.

Elements to evaluate for **quality by the doctoral guidance committee (DGC)** :

- **Overall behavior of the candidate**: Each candidate has to meet a series of requirements throughout the 3 years PhD period. DGC will at a yearly basis provide a written evaluation about the general behavior of the candidate. This evaluation will be used by the CB to follow up the candidate work progress, giving feedback of the results.
- **Work progress**: DGC must survey the work progress of the candidate. In the detailed research proposal which is made during the first month of the PhD a time scheme will be provided. The DGC check whether the PhD work progresses in accordance with timeline, looking at solutions in the case of relevant deviance.



Article 5: Other aspects

5.1. Intellectual Property Rights

5.1.1. The Home University, the Host University and the PhD students agree to safeguard any intellectual property generated as a result of this agreement.

Intellectual property, except the copyright on material written by the PhD student, will be owned equally and jointly by the Home University and the Host University and administered in good faith by the lead institution on the basis of a mutual agreement to be signed between the two universities, in which the said universities shall establish the appropriate course of action in order to file applications for patent protection or other protection and shall determine the exploitation regime of the intellectual property generated. If patent is made from PhD student Results, his name will be mentioned in patent, as Inventor

The Home University and the Host University agree that, as far as it is possible, they must file eventual patent applications jointly, excepted if a party choose not to contribute to the cost of the patent protection and declares by writing to be not interested to file the patent application.

5.1.2. If a Partner University wishes to make a publication disclosing or based on the results of the SINCEM activity, it shall first submit a draft of any such publication to the other Partners concerned to review for the possible inclusion of any of its intellectual property rights and to identify any results which it believes may have potential commercial value which may therefore require protection prior to being published or otherwise disclosed. Each Partner shall review any such proposed publications sent to it by the publishing Partner within a period of 30 working days of their receipt and shall promptly notify the publishing Partner in writing if a proposed publication contains any of its intellectual property rights or details of results that may require protection. If the publishing Partner does not receive any comments or objection within the review period, it shall be free to proceed with publication without further delay, subject to the other terms of this agreement. If the publishing Partner receives notification from the other Partner regarding a publication which it proposes to make, it shall delete or otherwise amend such information from the proposed publication prior to publication, as agreed with the Partner owning such information, or in the case of information containing results that may require protection, the publishing Partner shall either delete such information from the proposed publication or delay publication until the necessary protection has been obtained in accordance with this clause.

The Partner shall ensure that the publication and dissemination of SINCEM results is managed in a coordinated manner. Wherever appropriate, publications shall be made jointly, and all publications arising from the scientific research programs shall give due credit to all Partner involved, unless requested to the contrary by a Partner with regard to itself. Partners agree that if the activity of the PhD students leads to scientific results published or communicated to third parties in any way, the affiliation to the Partner and their contribution shall be mentioned.

5.1.3. Stating that Confidential Information means any and all materials and information of or relating to a Main or Associated Partners constituting or concerning products, services, contracts, business models, methods or practices, financial projections or results, know how, trade secrets, intellectual property or ideas which, at the time or times concerned, are not generally known to third persons and such other information as may be proprietary or confidential in nature or is identified as confidential, each of the Main Partner and Associated partners agree to keep strictly confidential all confidential information obtained during the course of negotiating this agreement or during the term of the agreement.



Each of the Main and Associated Partners hereby agrees:

- a) not to use such Confidential Information save as agreed in writing with the disclosing Party; and
- b) to procure that all persons or entities (including employees) to whom they do disclose the Confidential Information for the purpose only of the performance of the terms of this agreement keep it strictly confidential; and that any such persons are, in respect of such Confidential Information, bound by confidentiality obligations equivalent to the terms of this clause ; and
- c) not to copy or reproduce any Confidential Information of the disclosing Party without the prior written consent of such Party.

The provisions of this clause shall cease to apply to:

- a) information that has come into the public domain other than by breach of this clause or any other duty of confidence; and
- b) information that is obtained from a third party without breach of this clause or any other duty of confidence.

Each of the Main Partner and Associated Partners may disclose such Confidential Information if and to the extent that any part of the Confidential Information is required to be disclosed by a regulatory or government body or court of competent jurisdiction with power to compel the disclosure provided the disclosing Party shall, if and to the extent permitted by applicable law, promptly notify the Partner who owns the Confidential Information of such requirement, and shall use all reasonable endeavours to keep such Confidential Information confidential notwithstanding any such requirement.

5.2. Reports

The Contractors shall provide the Consortium Coordinator with any information and documents required for the preparation of the progress report, with copies of all the necessary supporting documents completed and signed by the legal representative each year by the schedule fixed by the Coordinating Institution.

The Contractors shall contribute to the preparation of the final report by the date communicated to the Contractors by the Consortium Coordinator.

5.3. Liability

Each partner shall be solely liable for any loss incurred by, or damage or injury to, third partners, resulting from its own actions in the execution of this agreement.

Each partner shall be fully responsible for the performance of any part of its share of the agreement and for the requirements of Insurance and Social Security for its personnel, involved herein.

With respect to any injury to any person or any damage to any property of any person occurring at any establishment of any of the partners in the course or arising out of the execution of this agreement, the partner at whose establishment the injury or damage occurs, shall be solely responsible for the payment of compensation to such extent as this partner shall be under a legal liability in respect of such injury or damage. This article shall not apply with respect to any such injury or damage, the causing of which is attributable to any act of a servant or agent of any of the partners, committed with the intention of causing harm to any person or property or with reckless disregard for the consequences of his act.

For any administrative aspect concerning not governed by this agreement, the Coordination Board is in charge of deciding how to proceed.



5.4. Applicable law and Competent Court

This Consortium Agreement shall in all respect be in compliance with the terms of the related Framework Partnership Agreement and Specific Agreements and be governed by the Belgian law. The settlement of any difference or conflict arising from or in connection with this Consortium Agreement shall be attempted by an amicable effort from the Partners. Only the Courts of Brussels are competent to decide on the disputes which remain unresolved.

The SINCEM PhD candidate is bound to the rules and regulations from the Institutes / institutions at which she/he is enrolled.

5.5. Banking information

The Coordinating Institution shall transfer the funds to the following bank accounts:

– **The University of Messina (I):**

Name and Address of the Account Holder: Università di Messina Piazza Pugliatti 1 P.O. BOX 98122 Messina (Italy)

Name of Bank: UNICREDIT - Filiale B

Address of the Bank: Via Garibaldi 102 - 98122 Messina (Italy)

Swift Code: UNCRITM1K66

Account Number: IT16W0200816511000300029177

– **The University of Nottingham (UK):**

Name and Address of the Account Holder: University of Nottingham University Park Nottingham NG7 2RD (UK)

Name of Bank: The National Westminster Bank PLC, Corporate Central Banking,

Address of the Bank: 5-10 Great Tower Street, London, EC3P 3HX

Swift Code: NWBKGB2LXXX

Account Number: GB62NWBK60509410033343

– **The Ecole Nationale Supérieure de Chimie de Montpellier (F):**

Name and Address of the Account Holder: Ecole Nationale Supérieure de Chimie de Montpellier – 8, Rue de l'Ecole Normale, 34296 Montpellier Cedex 5

Name of Bank: Trésorerie Générale De L'Hérault

Address of the Bank: TP Montpellier-TG Hérault 334 Allé Henry de Montmorency 34954 Montpellier Cedex 2

Swift Code: BDFEFRPPXXX

Account Number: FR761007 1340 00000010 0356 090

– **Rheinisch-Westfälische Technische Hochschule Aachen - RWTH (D):**

Name and Address of the Account Holder: Rheinisch-Westfälische Technische Hochschule Aachen - RWTH Aachen (Germany) Templergraben 55 52056 Aachen

Name of Bank: Sparkasse Aachen



Address of the Bank: Friedrich-Wilhelm-Platz 1-4 52062 Aachen

Swift Code: AACSD33

Account Number: DE 53 3905 0000 0000 0000 18

Sparkasse Aachen

– **The Université Claude Bernard Lyon 1 (F):**

Name and Address of the Account Holder: UNIV CL BERNARD LYON 1

Name of Bank: TRESOR PUBLIC

Address of the Bank: 2 rue de la Charité, 69258 Lyon Cedex 02

Swift Code: TRPUFRP1

Account Number: FR76 1007 1690 0000 00100433072

– **Politecnico di Torino (I):**

Name and Address of the Account Holder: Politecnico di Torino - Dipartimento di Scienza Applicata e Tecnologia Corso Duca degli Abruzzi, 24 10129 Torino (Italy)

Name of Bank: UniCredit S.p.A.

Address of the Bank: Via D'Ovidio, 6 - 10129 TORINO

Swift Code: UNCRITM1AG0

Account Number: IT 45 B 02008 01160 000101739538

5.6. Leaving the consortium

Should a Partner or an Associated Partner want to leave the agreement before the end of the Framework Partnership Agreement, this Partner or Associated Partner shall discuss this with the Consortium and shall follow the rules set out in the Framework Partnership Agreement. This is not the case if the partner institute should leave by force majeure.

All procedures & duties as described in the Administrative & Financial Handbook from EACEA such as in section II.A – will be respected

(see http://eacea.ec.europa.eu/erasmus_mundus/beneficiaries/beneficiaries_action_1_en.php). Any change in the composition of the consortium requires an official amendment of the Framework Partnerships Agreement and the Specific Grant Agreement, subject to approval of EACEA.

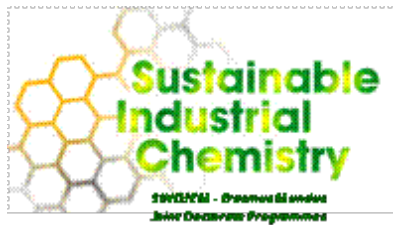
5.7. Entry into force and duration

The SINCHEM Programme comes into force on _____ and 5 triennial editions will be offered by the Consortium (2013-2016 – 2014-2017 – 2015-2018 – 2016-2019 – 2017 - 2020 courses respectively).

The present Consortium Agreement shall enter into force after its signature by all partners but shall have a retroactive effect from 5/10/2012 (date of the last signature of the FPA). It shall be valid as long as the Framework Partnership Agreement is active.

It shall be renewable and modifiable by mutual agreement of the Partner institutions, and following any new proposal selected by the EACEA. All changes and modifications shall be done in writing and shall be signed by the authorized representatives of each Partner.





Annexes:

The following annexes are part of the present Agreement:

Annex 1 - List Associated Members

Annex 2 - [Framework Partnership Agreement \(FPA 2013-0037\)](#)

Annex 3 - Guidelines for the Call for application

Annex 4 - Selection criteria

Annex 5 - Doctoral Candidate Agreement

Annex 6 - Secondment agreement

Annex 7 - Budget table

Annex 8 - Services provided by the partner institutions to Host doctoral candidates

Annex 9 - Quality Assurance Scheme

Annex 9a - Template for survey

Annex 10 - Overview of contracts within SINCHEM



Annex 1

SINCHEM List of Associated Partners

SINCHEM Associated Partners are:

- CRODA Enterprise LdD
- SyntHomer LdD
- Total
- Solvay Specialty Polymer Italia
- European Re-search Institute of Catalysis
- Federchimica
- SusChem Italia
- ASJA Ambiente Italia SpA
- Dow Europe GmbH
- CEA
- CAT Catalytic Center
- AXELERA
- Chemtex Italia
- Polynt
- Delft University of Technology
- ENI
- Air Liquid
- BASF Nederland B.V.



Annex 2

[Framework Partnership Agreement \(FPA 2013-0037\)](#)



Annex 3

Guidelines for the Call for applications

PRE-APPLICATION

The Coordination Board will open yearly a call for doctoral research subjects. Both Main and Associated partners can propose a doctoral subject. Subjects must be proposed in joint effort of at least two main partners plus preferably a company. The Coordination Board will review the proposals and approve a priority list. This list will then be available for application by candidates.

During this phase, it is mandatory to comply with the following rules:

- 1) the collaboration with the specific Group or Department/Institute committed in the SINCHEM organization structure should be preferred;
- 2) In case a Partner is interested in collaborating with different Group/Department/Institute of the same Consortium Institution, the relevant member within the Steering Committee has always to be consulted.

APPLICATION

In order to be accepted to the SINCHEM Programme, candidates must hold/provide:

- 2nd Level Master Degree or a Single-Cycle Degree in Chemistry, Industrial Chemistry, Chemical Engineering, Process Engineering, Bio-Engineering, Materials Science, or equivalent degree in a pertinent field, awarded by a College, University or Technical School with recognized standing. Students can apply even if they have not finished their master or engineering studies within SINCHEM application deadline as long as they will have finished by July 31 of the year they intend to start their PhD.
- additional information supporting the applicant's ability to apply and complete a doctoral programme: academic record, professional experience and qualification (previous experience of practical laboratory, publications), motivation letter and letters of recommendation;
- documents regarding candidate proficiency in English.

Applicants have to fill in the application form and upload the following mandatory documents:

- a) the candidates' curriculum vitae et studiorum duly dated and signed in European format only. The curriculum may include all the information relevant to the themes of the doctoral track the candidate has applied for. This information may concern: the title of his/her dissertation and a synthetic description of it, as well as a list of examinations given, the grades and, if possible, a brief description of previous research and/or work experience, any other relevant qualifications (school qualifications included), certifications, publications, patents, etc.;
- b) the digital copy of the degree translated into English, the academic transcript containing the list of exams and the scores awarded translated into English and any other academic certificate translated into English i.e. Bachelor, Master or equivalent, with translation in English with correspondent, Grade Point Average (GPA);
- c) a signed motivation letter stating why the applicant would like to attend the programme and how this programme will help the applicant in work and career (no more than 1 page);
- d) two recommendation letter(s) of the candidate signed by a university lecturer or an expert in the area of sustainable industrial chemistry; these letters has also to be sent by registered mail to the



EMJD coordinator;

e) if candidate is non-native English speaker, an international English test Certificate obtained in the last three years. Criteria: TOEFL iBT with minimum required score of 80, TRINITY ISE ESOL II, IELTS with minimum score of 6 with no element less than 5.5, or equivalent tests to level B2 or higher. For those who studied in countries where the English is the official language (minimum 2 years), an official letter stating that the applicant university studies were undertaken in English;

f) any other qualifications linked to the research areas of the programme

g) a copy of the current passport and 1 passport-sized photograph.

The selection of grantees is a competitive process on the academic performance and credentials of the doctoral candidates, in order to guarantee the selection of high-quality candidates.

In a first phase all applications will be checked on their technical admission requirements (such as diploma & language requirements and the recommendation letters). In case applicants do not fulfill these requirements they will not be academically reviewed. This preparatory phase of selection is organized by the SINCHEM secretariat.

Qualifications are examined next according to the Lisbon Recognition Convention.

Applicants whose degree are to be awarded after the deadline will be admitted sub condicione. In such a case, they must provide written evidence that the degree will be awarded mandatorily no later than the starting date of a PhD programme where he/she is enrolled. Failing to provide such proof will entail the exclusion from the PhD programme.



Annex 4 - Selection criteria

Technical selection - 1° Step: evaluation of application documents (0-8 points)

1. Final grade of the Master degree, Bachelor Degree and/or exams scores get (0-3)
2. Excellence Indicators such as selection in Erasmus Mundus Master courses, award etc. (0-1)
3. Professional/Scientific experience (from 0 till 2 scores): Prof./Scientific experience connected to SINCEM topics; university career (including duration, number and quality of the degrees obtained), academic credentials and academic performance, references.
 - Extensive (1-2): The applicant has demonstrated experience in relation with SINCEM topics
 - Some (0-1): The applicant has demonstrated interesting potential in relation with SINCEM topics
 - None (0): The applicant has not demonstrated adequate experience or does not provide documentation.
4. Motivation/recommendation letters, with detailed and personalized indications (from 0 till 2)
 - a. Recommendation letters
 - High: very personalized and well documented positive information on the candidate;
 - Medium: well documented positive information on the candidate
 - Low: Unpersonalized – low impact letter
 - b. Motivation
 - High: The applicant highlights the importance of SINCEM for her/his career
 - Medium: The applicant clearly expresses interest in the SINCEM
 - Low: The applicant does not show a clear interest in the SINCEM or does not provide documentation

Technical selection - 1° Step: Interview (0-5 Points)

The interview aim is to refine the files analysis made by the 1st step selection: Language skills, academic records & training in Sustainable Industrial Chemistry, Research experience and/or professional qualifications for the specific SINCEM projects selected, motivation and willingness

Selection Criteria	Points
Final grade of the Master degree, Bachelor Degree and/or exams scores	3
Indicators of excellence (selection for EM masters, award, etc.)	1
Professional/Scientific experience	2
Motivation/Raccomendation Letters	2
Interview	5
Total	13

The above Table summarizes the selection criteria. Only applicants proving proficiency in English language can be admitted to the programme. The final step in the selection process is making up the main and reserve list of doctoral candidates as required by EU-EACEA. Mobility experiences will be recognized as a valuable contribution to the professional development of a researcher.



Annex 5
Doctoral Candidate Agreement



Annex 6
Secondment Agreement



Annex 7

Budget table

For each edition of the SINCEM, a contribution of 50.000€ will be awarded by EACEA to the Coordinator.

A rough estimation of SINCEM budget use can be as follows:

- Website and electronic services will cost about 4,000 € the first year and about 2,000€ per year.
- Per year a budget of 8,000€ is set aside for the organization of yearly SINCEM Coordination Board and Steering Committee meeting. In order to keep the costs as low as possible both meetings will be organized in the same week of the yearly Doctoral days meeting. Other meetings will be organized, if needed, by means of video-conferences or other electronic means.
- Yearly about 2,500€ will be foreseen for advertisement. In order to be able to select the top doctoral candidates, to attract extra candidates (non-Erasmus Mundus-financed), and to increase SINCEM visibility, we will organize a continuous and guided advertisement. With this budget printed material will be produced. Also advertisement place (for announcing the call for candidates) in some major scientific journals will be bought. Next to these paid advertisement actions major attention will be devoted to spreading the SINCEM word through the network members and online platforms (e.g. Links on websites, electronic newsletters, ...).
- For running the secretariat a contribution of 20,000€ is paid to Bologna University (coordinating Institution). With this budget a part-time staff member will be contracted for dealing with the SINCEM administrative issues.
- Each year an external quality control will be carried out by one external evaluators. A yearly budget of 1,500€ is set aside for this action.
- For the SINCEM annual meeting (Doctoral days) and training courses organization, a budget of 12,000€ is foreseen, that will be mainly used to support travel and lodging costs and to cover participation costs for external lectures and evaluators.
- For eventualities and contingency the sum of 2,500€ will be taken as reserve.

This fund will be under the supervision of the SINCEM Management Board. Activities organized by SINCEM are open to non-SINCEM candidates, but that should cover the bare costs.



Annex 8

Services provided by the partner institutions to Host doctoral candidates

All partners will have administrative teams split into 2 or 3 units each handling different problems typology and involved in the provision of different services. A **first team** will be present at the Department level within each institution. In particular, administrative staff at department level will take care of the award of employment contracts to EMJD candidates and administrative services connected, including social security procedures for the registration to national services, missions and travels for training or research purposes and issues related to professors and students interaction. The **second team**, typically is located at central administration level and it is the doctorate office within each institution. This office is in charge of the registration of students their certification including the award of the diploma as well as all the regulatory rules and policies. A **third unit**, when not merged with the doctorate office, is typically represented by the international relations offices which are generally in charge of the welcoming of students, including accommodation, visa services and the organisation of cultural integration activities as well as common initiatives for all Erasmus Mundus candidates at the concerned institution.

Special services will be provided for EMJD selected candidates according to their special needs. In particular, assistance to family conjunction will be offered to those candidate wishing to bring the family in Europe. Special integration services will also be offered in the form of integration of the candidates within the welcome activities for foreign students organized at the partner universities and special events organized for Erasmus Mundus students at the partner universities.

Each Host partner university is responsible for receiving students and arranging its programme. Each partner university further agrees to give students access to facilities at the same conditions as regular students enrolled at the university.

SINCHEM programme phase has been analysed and appropriate services have been decided according to each phase of the project:

Phase	Service/ activity
Before they apply: Provision of information	Drafting information for the candidates taking care of accessibility of information for the relevant target (approaching targets all over the world, the drafting of the information is crucial to guarantee equal access to information and clear indications on requirements)
After they are selected: Visa services	Information and assistance for VISA and registration services will be sent to candidates shortly after their selection, according to national rules. This process will be monitored by local administrative coordinators and by the secretariat of the consortium
After they are selected: Admission/Enrolment	After the selection, the secretariat of the project, based at the coordinating institution, will inform all students about the steps for the admission, including relevant documents to be provided. Contextually, all relevant administrative offices at the partner institutes will be involved in the circulation of information in order to be prepared for the registration/enrolment of candidates
After they are admitted: Employment contracts and insurances	After they are selected and admitted, the employment contracts are drafted. The Department is responsible for the drafting of the contracts and for the insurance obligations according to Erasmus Mundus minimum requirements including social security procedures for the registration to national services.
At the arrival: Welcoming services: administrative part	Welcoming services will include administrative support for residence permits, opening of bank account and other practicalities: those services will be provided by the Research Unit at central level (counselling) together with a dedicated tutor named by the academic coordinator (coaching).
At the arrival:	Accommodation services consist in the assistance in finding comfortable, furnished and secure housing within easy reach of the Institution or provide such accommodation if possible. Negotiations with



Welcoming/accommodation and social integration	students' accommodation facilities at the participating institution have been started and will be concluded on the basis of the real needs (number of students per institution)
At the arrival: Language services	Language courses of the national languages of the consortium will be offered to candidates at their arrival, either in the form of intensive or extensive courses all along their stay
During the stay: use of facilities	Candidates will have free access to University facilities, including electronics (wifi, email, etc.). All grantees are provided with their personal University student ID at their arrival, giving access to libraries, ICT lab, University buildings and laboratories, study rooms and offering discounts in the University canteen, museums, cinemas, shops, sport facilities, public transports etc. All grantees can take advantage of all other services such as Foreign Students Service, University Sport Centre, Linguistic centres.
During the stay: academic tutoring	Each candidate will be supported by his Doctoral Guidance Committee that will provide necessary academic tutoring. The SINCEM secretariat (Hosted by Bologna University) will be the contact point for the doctoral candidates in case of financial problems.



Annex 9

Quality Assurance Scheme

1. Purpose and principles

The SINCEM consortium is committed to the regular yearly evaluation of the programme offered in order to assure itself of the continuing quality and validity of the programme.

The Quality Assurance Scheme aims at providing a framework against which doctoral candidates, supervisors, representatives from the Quality Assurance Committee (composed of one external evaluator, for the purposes of impartiality) can evaluate the quality of the training and research programmes offered by the SINCEM consortium.

The results will be collected and assessed by the Coordination Board, who will then draft a Quality Assurance Report highlighting strengths and weaknesses and making proposals for improvements.

2. Survey

The aim of the QAS is to bring together a variety of perspectives on the SINCEM programme including academic views (both internal and external) and doctoral candidates perspectives.

The content of the questionnaire will basically focus on:

a) on the doctoral candidates' side

- learning opportunities and support;
- supervising activities;
- courses and summer schools;
- conferences;
- facilities and services provided by the hosting university/ies

b) on the academics' side

- timely completion of scheduled activities;
- work progress;
- learning outcome;
- communication skills.

The SINCEM Coordination Board will provide the Quality Assurance Committee with the following data:

- Results of the candidates survey
- Results of the academics survey
- Other information upon request by the evaluators.

The Coordination Board will produce an overview report including:

- the identification of any issues, common themes, good practices;
- evaluation of the effectiveness of the SINCEM programme;
- recommendations for further actions



Annex 9a

Doctoral candidates - Evaluation questionnaire

This evaluation questionnaire is strictly confidential and anonymous.
Please read carefully and tick the box that best reflects your response. Feel free to add any additional comment in the last section.

1. Where did you carry out your Ph.D activities?

2. Would you recommend your host institution to other candidates? Yes Maybe No

3. Did your host institution academically meet your expectations? Yes Maybe No

Please explain why

4. How would you rate the support provided by the host institution during your stay?

Better than expected As expected Less than expected

Please explain why

5. Please rate the following:

	Poor	Average	Good	Excellent
Courses offered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content of courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Study and research arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching methods (seminars, summer schools)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic support provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transferable skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation procedure and criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities (internet, libraries, laboratories, ...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accommodation availability and quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. How would you rate your overall experience as a SINCHEM PhD candidate?

Poor	Average	Good	Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. According to your experience, what do you consider the best element(s) of the SINCHEM programme?



8. According to your experience, what do you consider the worst element(s) of the SINCHEM programme?

9. What could be improved in the SINCHEM programme?

10. If applicable, how would you improve it?

Comments:

Academic staff - Evaluation questionnaire

This evaluation questionnaire is strictly confidential and anonymous. Please read carefully and tick the box that best reflects your response. Feel free to add any additional comment in the last section.

1. Where did you carry out your supervision activities?

2. Was the candidate's academic background adequate?

Yes

No

Please

explain

why

3. Did the PhD candidate you supervised meet deadlines and timetables?

Better than expected

As expected

Less than expected

Please

explain

why

4. Please rate the following:

	Poor	Average	Good	Excellent
Progress in research project and activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. How would you rate your overall experience as a SINCHEM PhD candidate supervisor?

Poor

Average

Good

Excellent

6. According to your experience, what do you consider the best element(s) of the SINCHEM programme?



7. According to your experience, what do you consider the worst element(s) of the SINCHEM programme?

8. What could be improved in the SINCHEM programme?

9. If applicable, how would you improve it?

Comments:



Annex 10

Overview of contracts within SINCHEM

1. Framework Partnership Agreement

- Financial/academic
- Bilateral: between EACEA and UNIBO
- Arranges legal status of the project

2. Consortium Agreement

- Financial/academic
- Multilateral: between all partners
- Arranges practical implementation of the project: management structures, contractual arrangements and so on

3. Specific Grant Agreement

- Financial
- Bilateral: between EACEA and UNIBO
- Arranges lump sum and scholarships per cohort

4. Subcontract

- Financial
- Bilateral: between UNIBO and the Partner University
- Arranges financial issues between signatories (including reporting rules).

5. Doctoral Candidate Agreement

- Academic
- Bilateral: between the SINCHEM Coordinator and the PhD candidate.

6. Bilateral Agreement on Joint PhD awarding and supervision (Cotutelle agreement)

- Academic and individual (on behalf of each Doctoral candidate)
- Bilateral: between the partners universities awarding the PhD degree
- Arranges the legal aspects of the final PhD degree, supervision and financial issues related to PhD activities.



For the Alma Mater Studiorum Università di Bologna (P1), Main Partner of the SINCHEM EMJD

I have read the SINCHEM Consortium Agreement (+ Annexes) and accept its terms and conditions

Date, Stamp & Signature of the Legal Representative

Prof. Dr. Ivano Dionigi, Rector

The SINCHEM Coordinator

Dr. Stefania Albonetti



For the University of Messina represented by (P2), Main Partner of the SINCHEM EMJD

I have read the SINCHEM Consortium Agreement (+ Annexes) and accept its terms and conditions

Date, Stamp & Signature of the Legal Representative

Prof. F. Tomasello

Rector

The SINCHEM Local Coordinator



For the University of Nottingham (P3), Main Partner of the SINCHEM EMJD

I have read the SINCHEM Consortium Agreement (+ Annexes) and accept its terms and conditions

Date, Stamp & Signature of the Legal Representative

Prof. C. Ennew

Pro Vice Chancellor Internationalisation

The SINCHEM Local Coordinator



For the École Nationale Supérieure Université de Chimie de Montpellier (ENSCM) (P4), Main Partner of the SINCHEM EMJD

I have read the SINCHEM Consortium Agreement (+ Annexes) and accept its terms and conditions

Date, Stamp & Signature of the Legal Representative

Prof. P. Dumy

Director

The SINCHEM Local Coordinator



For the RWTH Aachen (P5), Main Partner of the SINCHEM EMJD

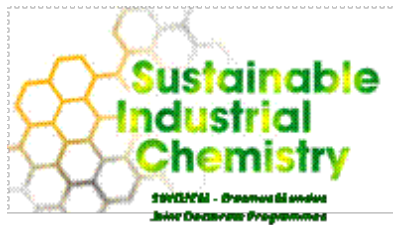
I have read the SINCHEM Consortium Agreement (+ Annexes) and accept its terms and conditions

Date, Stamp & Signature of the Legal Representative

Prof. E. Schmachtenberg

Rector

The SINCHEM Local Coordinator



For the Université Claude Bernard Lyon 1 (P6), Main Partner of the SINCHEM EMJD

I have read the SINCHEM Consortium Agreement (+ Annexes) and accept its terms and conditions

Date, Stamp & Signature of the Legal Representative

François-Noël GILLY

President

The SINCHEM Local Coordinator



For the Politecnico di Torino (P7), Main Partner of the SINCHEM EMJD

I have read the SINCHEM Consortium Agreement (+ Annexes) and accept its terms and conditions

Date, Stamp & Signature of the Legal Representative

Prof. M. Gilli

Rector

The SINCHEM Local Coordinator
