

Doctoral Candidate Agreement

The present Agreement stipulates the essential obligations of the parties directly involved in ensuring the successful completion of the ICE doctoral-course by the PhD candidate

[*Given Name*] [*Family Name*]

Studying in [*institution*] in the academic year [*year*], according to the fellow's doctoral programme to be attached here below, that can be modified with the fellow's and the supervisors agreement.

The ICE Consortium represented by the local coordinator (namely the appointed ICE PSC member), Prof. [*Given Name*] [*Family Name*], hereby guarantees to help the PhD candidate with all the administrative procedures related to his/her participation in the ICE programme.

The PhD candidate's hosting institution commits itself to appoint as the PhD candidate's academic and administrative tutors (academic tutor usually correspond to primary or secondary supervisor) Prof. [*Given Name*] [*Family Name*] and Mr. / Mrs. [*Given Name*] [*Family Name*].

The PhD candidate may consult the tutors for advice or assistance during his/her stay at the institution.

All the other regulations concerning the parties signing this agreement are specified in the annexed document "*ICE Doctoral Candidate Enrolment Guidelines*" which is integral part of the "*ICE Doctoral Candidate Agreement*". An employment contract subject to each institution national regulations will be separately signed by the parties.

Signed by

Prof. Carlo Regazzoni

Signed by [*Given Name*] [*Family Name*]

Position of Signatory:

EMJD ICE Coordinator

Position of Signatory: PhD Candidate

Date:

Date:

ICE Doctoral Candidate Enrolment Guidelines

1 Starting the EMJD ICE Programme

- 1.1 As a consequence of the PhD candidate's selection by the ICE Consortium to participate in the programme the PhD candidate will:
 - 1.1.1 Recognize and accept either the Joint or Double title of the ICE degree, depending on the PhD track which he/she will be assigned to;
 - 1.1.2 Recognize and accept the couple of the primary and secondary institutions of the ICE PhD track which he/she will be assigned to;
 - 1.1.3 Have to enroll at the Primary and at the Secondary institutions to which he/she was assigned and also required to enroll at the Coordinating institution (Università degli Studi di Genova);
 - 1.1.4 Have to present a plan of activities to be performed in his/her first academic year.
- 1.2 The plan of activities must be signed by both the supervisor and the co-supervisor from primary and secondary universities and it must be processed and approved by the ICE Management Board.
- 1.3 In the first academic year the aforesaid plan will be agreed after the successful enrolment in the programme and must be processed and approved by the Management Board before the starting of the didactic activities.
- 1.4 In the following years the plan of activities and a report of the activities of the previous year will be approved by the Management Board. A calendar of activities will be made available to PhD candidates before the start of each year.
- 1.5 The ICE Consortium will invite the PhD candidate to assess all the aspects of the programme during and at the end of each academic year. Progression to the following year will be based upon the positive evaluation on achieved results from supervisors, on behalf of the primary and secondary institutions, and the positive evaluation of the ICE Management Board.
- 1.6 The local supervisor will be responsible for the formalization of the Doctoral Candidate Agreement upon the PhD candidate's arrival which will be signed by the PhD candidate, the local supervisor, the consortium coordinator and the representative of the hosting institutions.

2 Management of Grants

- 2.1 An employment contract, subject to each institution national regulations, has to be signed every year by each PhD candidate and the hosting institution.
- 2.2 The European Commission will pay to candidates a gross scholarship of 43,300 € per year through the Consortium. Please check Art.2.4.
- 2.3 The local institution will be responsible for the set up of the yearly employment contract (as allowed under national law), following EC regulation, and for the transfer of monthly installments to the PhD candidates' bank



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account. The monthly salary will be transferred on the bank account, which each PhD candidate will be requested to open after his/her arrival in the hosting country.

- 2.4 Gross monthly allowance for costs of living: The local institution will pay the gross salary to the PhD candidate in monthly installments considering the regulations of the local institution and the national laws. According to EACEA regulations, gross monthly allowance for costs of living consists of 12 installments of € 2,800 each as employment contract. The gross amount is intended as an employee gross. Therefore, each university (according to each National legislation), will deduct from the monthly amount both the employer's taxes and the employee's taxes. In average, an equivalent net salary will be guaranteed to all PhD candidates. The expected average net salary will be around € 1.500 per month.
- 2.5 Category A Travel contribution: In addition, the Consortium will pay a fixed contribution (€ 7,500) for travelling expenses recognized only to Category A PhD candidates.
- 2.6 Participation costs (for a maximum of 36 months): The Agency contributes € 600/month for ICE as a laboratory-based EMJD. Such fees will cover the fee-waived EACEA PhD Candidate tuition fees (€ 7,200/year) for both Category A and Category B PhD Candidates. Regular tuition fees consist in € 11,800 for Cat. A PhD candidates and € 10,000 for Cat. B PhD candidates.

Furthermore:

- 2.6.1 The PhD candidate will be responsible for submitting the correct bank account data (Last name and first name; Local address of residence; Name of the bank; Address of local bank; IBAN code; BIC code to the hosting institution administrative staff within 15 days from his arrival in the hosting country. In case of wrong communication, the relative bank charges will be charged to the PhD candidate (ca. 10 € per failed transfer);
- 2.6.2 The Università degli Studi di Genova will be responsible for the transfer of payments to local institutions which the PhD candidate will be assigned to within the ICE consortium;
- 2.6.3 The local institutions which the PhD candidate will be assigned to will be responsible for the management of timely monthly payments to PhD candidates, including set up of employment contracts;
- 2.6.4 The PhD candidate has to pay annual tuition fees in advance to the hosting institution bank account on behalf of the consortium. For EACEA granted PhD candidates the annual tuition fees, fully covered by laboratory-based yearly contribution, will be automatically retained by the hosting institution on behalf of the Consortium.
- 2.7 The Consortium may request the hosting institution to stop the monthly payments in case of:
- 2.6.1 Non-payment of tuition fees;
- 2.6.2 Not regularly attending to teaching modules or not successful completion of yearly activities as forecasted in the yearly plan;
- 2.6.3 Unjustified missing participation in any of the programme's activities (e.g. quality assessment exercises);
- 2.6.4 Insufficient proficiency in terms of acquired capabilities and skills as forecasted in the yearly plan.

- 2.8 After fulfillment of these obligations and the conditions of Art.1.5, the PhD candidate will progress to the next year, which will be subject to a new employment contract according to the national regulations of the hosting institution.

3 Academic Appeals/PhD Candidate Discipline/PhD Candidate Complaints

- 3.1 The PhD candidate can appeal to the ICE PhD Steering Committee (PSC) in case of negative opinion from the parties cited in Art.1. As well, PhD candidates can always appeal to the PSC if they disagree with a decision concerning their PhD track. The final decision will be taken by the PSC in accordance with the relevant ICE institutions' policies and regulations.
- 3.2 Any conflict among the parties signing the agreement would be brought to the attention of the PSC, who will decide on the best way to resolve it in accordance with each ICE institution internal policies and regulations.