

FINANCIAL &
ADMINISTRATIVE
**GUIDE
BOOK**



GEM STONES



European Joint Doctorate on
Globalisation, Europe & Multilateralism -
Sophistication of the Transnational Order,
Networks, and European Strategies

FINANCIAL & ADMINISTRATIVE GUIDEBOOK

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1. INTRODUCTION

This guidebook was compiled to the benefit of all Early Stage Researchers (ESR) enrolled in the **GEM-STONES** program as a doctoral student recipient of a Marie Skłodowska-Curie Fellowship.

The information contained herein will be regularly updated and further detailed as the program's practices and resources become ever-more institutionalised.

The purpose of the guidebook is to provide the ESRs with all necessary information, contacts, references and explanations to allow them to plan their work-, travel-, research-, and training-load autonomously.

On the one hand, the guidebook describes the governance, implementation and representation provisions that define the GEM-STONES Consortium as set out in the Grant Agreement and Consortium Agreement that bind the 14 partner institutions.

On the other hand, the guidebook provides additional clarifications regarding the rights and obligations of ESRs as set out in their employment/fellowship contract and Double Doctoral Degree Agreements.

2. A GLOBAL CONSORTIUM

The GEM-STONES project involves fourteen partner institutions from three continents (i.e. Europe, North-America and Asia). This global consortium involves eight higher education institutions, all of which are scheduled to award one or more doctoral degrees within the GEM-STONES framework; six non-academic institutions, all of which are set to welcome two or more ESRs for a six months' inter-sectoral internship; and one associated publishing house, set to publish the project's joint research output.

2.1 DEGREE-AWARDING INSTITUTIONS

EUROPEAN PARTNER INSTITUTIONS



**UNIVERSITE LIBRE
DE BRUXELLES**
Institut d'Etudes
Européennes
Brussels, Belgium
www.ulb.ac.be

The Université Libre de Bruxelles (ULB), and in particular its Institut d'Etudes Européennes (IEE), are pleased to take on the role of the GEM PhD School's central coordinator. Founded upon free-thinking principles, the ULB has sought to foster critical thought, advocate independent enquiry, and favor the rejection of dogma in all its forms. Over its 175 years of existence, the ULB has remained true to these original ideals and has consistently committed itself to the defense of democratic and humanist values.

Legal Representative
Yvon ENGLERT, Rector



**UNIVERSITY OF
WARWICK**
Politics and International
Studies Department
Coventry, UK
www.warwick.ac.uk

Among UK universities, Warwick is a unique, and uniquely successful, institution. Despite its relative youth – it was founded in the mid-1960s – it is now one of the UK's leading universities, with an acknowledged reputation for excellence in research and teaching, for innovation and for links with business and industry. In the last government Research Assessment Exercise, Warwick was rated fifth in the UK for research excellence; and in the media league tables, it has consistently maintained its position in the Top Ten.

Legal Representative
Tom EVANS,
Head of Research Systems
and Management
Information



UNIVERSITÄT HAMBURG
Fakultät Wirtschafts-
und Sozialwissenschaften
Hamburg, Germany
www.uni-hamburg.de

Universität Hamburg is the largest research and educational institution in northern Germany. As one of the country's largest universities, they offer a diverse range of taught programs coupled with excellent research. The University has established several interdisciplinary key research areas and fosters an extensive network of academic co-operations with leading institutions on a regional, national, and international scale. Universität Hamburg is committed to sustainable science and scholarship. Their faculties pursue the concept of sustainability in its broadest sense in both research and teaching.

Legal Representatives
Harald SCHLÜTER,
Head of Research Management
and Funding
And
Sabrina FUHRMANN,
Head of External Funding
Management



LUISS-Guido Carli
Political Science
Department
Rome, Italy
www.luiss.it

LUISS-Guido Carli is a private Italian university located in the heart of Rome. It aims to achieve the highest levels of distinction in the development and transmission of scientific, technological, and classical knowledge and understanding. It is committed to promoting and organizing research activities, educating both culturally and professionally, and contributing to the transfer of innovation. LUISS Guido Carli is recognized for academic excellence and offers an advanced education model.

Legal Representative
Giovanni LO STORTO,
General Director



**COPENHAGEN
BUSINESS SCHOOL**
Department of
Business and Politics
Copenhagen, Denmark
<http://www.cbs.dk>

The Copenhagen Business School (CBS) was established in 1917. It is a government-financed self-governing educational and research institution under the Danish Ministry of Higher Education and Science. Today, with 20,000 students and 1,500 employees, CBS is one of the largest business schools in Europe and one of the eight Danish universities.

CBS is a business university with a very broad approach to business in society today. CBS is organised in one faculty comprising 14 departments as well as a large number of research centres. With the distinctiveness of its diversity, CBS aims to offer strong research and education programmes in classical management disciplines and in disciplines that place business in a wider social, political and cultural context. CBS has a particular responsibility to bring knowledge and new ideas to companies and business organisations, to the next generation of business leaders, and to society as a whole.

Legal Representative
Peter MOLLGAARD
Dean of Research

3RD COUNTRY PARTNER INSTITUTIONS



**UNIVERSITÉ
DE GENÈVE**

**UNIVERSITE DE
GENEVE**
Global Studies Institute
Geneva, Switzerland
www.unige.ch

The University of Geneva is an institution dedicated to research, teaching and intercultural dialogue. Since its foundation in 1559 the UNIGE has developed ever higher ethical standards, and has steadily increased in quality whilst consistently renewing its drive to innovate.

Today, after some 450 years of history, the Université de Genève is one of Europe's oldest and foremost universities and a leading institution within the international academic community.

Legal Representative
Michel ORIS,
Vice-Rector
and
Nicholas LEVRAT,
Principal Investigator



**UNIVERSITÉ
LAVAL**

UNIVERSITÉ LAVAL
Hautes Etudes Internationales
Quebec, Canada
www.ulaval.ca

Founded by royal charter issued by Queen Victoria in 1852, with roots in the founding of the Séminaire de Québec in 1663 by François de Montmorency-Laval, Université Laval is one of the first institutions of higher learning in America.

Open to the world and imbued with a culture of high standards, Université Laval contributes to the development of society by educating qualified and responsible individuals who become agents of change, and by seeking and sharing knowledge in a stimulating environment of research and creation.

Legal Representative
Sophie D'AMOUR,
Rector



WASEDA UNIVERSITY
Graduate School
of Political Science
Tokyo, Japan
www.waseda.jp

In 1882, Shigenobu Okuma founded Waseda University on the three principles of "independence of learning", "utilization of knowledge" and "creation of good citizenship".

Since then, Waseda has made significant efforts towards promoting and staying true to these founding principles; thus striving to contribute to the progress of society and the development of talent, to deepen scientific principles, and to stay ahead of changes while providing useful insights into global trends.

Legal Representatives
Shujiro URATA,
Dean

2.2 NON-ACADEMIC PARTNERS



The Transatlantic Foundation
Europe Office
Brussels, Belgium
<http://www.gmfus.org/>

The purpose of the **Transatlantic Foundation** is to (i) promote greater cooperation and understanding between the United States of America and Europe on transatlantic and global issues, (ii) contribute to the fulfilment of the missions and purposes of the GMFUS, its founder, and (iii) help Americans and Europeans learn from each other, and from other industrial societies, how best to serve their economic, social, cultural, and political development. The Transatlantic Foundation performs and develops, alone or in collaboration with third parties such as the founder, the German Marshall Fund of the United States (GMF) all activities related to its purpose.

Legal Representative
Ian O. LESSER,
Executive Director



POLINT
POLINT
Brussels Office
Brussels, Belgium
<http://www.polint.eu/>

Polint is pleased to be one of the non-academic partners in the GEM-STONES PhD programme. Polint is a Consultancy firm specialized in EU Public Affairs and International Relations, with a particular expertise in Trade and Foreign Affairs and primarily focused on East Asia. The rationale behind Polint was to create a private company capable of engaging in dialogue with Political and Diplomatic Institutions, while promoting a stronger, more present EU on the global stage.

Legal Representative
James Glyn FORD,
Executive Director



MCKINSEY & COMPANY
McKinsey & Co
Belgium
Brussels, Belgium
<http://www.mckinsey.com/global-locations/europe-and-middleeast/belgium-and-luxembourg/en>

The McKinsey Belgian Knowledge Center in Louvain-la-Neuve is part of the global Knowledge Network and works closely with the Brussels Office. Our knowledge professionals in BeLux assist consultants on client projects by providing rapid access to specialized expertise and business information. We have specific capabilities relevant for Europe that we would like to highlight: (1) The McKinsey Regulatory center (MRC), a new competence center in Brussels with a deep knowledge on helping clients in merger clearance, state aid issues, and anti-trust issues; (2) The McKinsey EU CST, who helps EU institutions in major issues like Digital, Public Finance, Employment and Welfare and Economic Development and (3) The McKinsey Global Institute (MGI), founded in 1990, which is McKinsey & Company's economics research arm.

Legal Representatives
Daniel Berhin,
Senior Manager



GIGA
GIGA Hamburg
Hamburg, Germany
www.giga-hamburg.de

The GIGA German Institute of Global and Area Studies is an independent social science research institute based in Hamburg and a member of the Leibniz Association. Its mission is to analyze political, social, and economic developments in Africa, Asia, Latin America, and the Middle East, as well as global issues. The GIGA combines this analysis with innovative comparative research in the fields of Accountability and Participation, Peace and Security, Growth and Development, and Power and Ideas across multiple levels of analysis

Legal Representative
Amrita NARLIKAR,
President



UIA
Brussels Office
Brussels, Belgium
www.uia.org

The Union of International Associations (UIA) is a research institute and documentation centre, based in Brussels. It was founded in 1907, by Henry La Fontaine (Nobel Peace Prize laureate of 1913), and Paul Otlet, a founding father of what is now called information science. Non-profit, apolitical, independent, and non-governmental in nature, the UIA has been a pioneer in the research, monitoring and provision of information on international organizations and their global challenges. Its aims are to contribute to a universal order based on principles of human dignity, solidarity of peoples, freedom of association and communication. The UIA is the editor of the Yearbook of International Organizations and prepares other specialized publications and custom data on the international organizations community.

Legal Representative
Jacques de MEVIUS,
Secretary General



IAI
IAI Rome
Rome, Italy
www.iai.it

The Istituto Affari Internazionali (IAI) was founded in 1965.

A non-profit organization, the IAI is funded by individual and corporate members, public and private organizations, major international foundations, and by a standing grant from the Italian Ministry of Foreign Affairs.

The Institute's main objective is to promote an understanding of the problems of international politics through studies, research, meetings and publications, with the aim of increasing the opportunities of all countries to move in the direction of supranational organization, democratic freedom and social justice.

Legal Representative

Ettore GRECO,

Director

3. GOVERNANCE

3.1 SUPERVISORY BOARD (SB)

FUNCTION

The Supervisory Board is responsible for the development of the programme, the overall coordination of its constituent research projects, and the promotion of its training & research agendas.

The SB is the sovereign decisional-body regarding all matters related to, among others:

- The coordination of administrative & financial management
- The composition of the consortium
- The transparency and good governance principles set out by the “European Charter for Researchers” and in the “Code of Conduct for the Recruitment of Researchers”
- The follow up of necessary supervision & reporting duties
- The programming of joint activities
- The endorsement & support of local implementation efforts
- The endorsement & awarding of additional activities like guest lectures, ESR projects, executive briefings and joint sessions at international conferences
- The project's ethics strategy and its annual “Ethics Audit Declaration” by an external advisor designated by the SB

At least once a year, Supervisory Board meeting is convened by the Supervisory Board President, during the GEM-STONES Annual Conference. If need be, additional meetings or online consultations can be organised at the behest of the SB president.

MEMBERS OF THE SUPERVISORY BOARD

GEM-STONES SB
PRESIDENT**Mario TELÒ**

Jean Monnet Chair ad personam, Member of the Académie Royale de Belgique
Professor Emeritus in EU Studies at Institut d'Etudes Européennes
de l'Université Libre de Bruxelles
Professor in EU Studies at LUISS – Guido Carli
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GEM-STONES
INSTITUTIONAL
REPRESENTATIVES

PRINCIPAL REPRESENTATIVE

ALTERNATE REPRESENTATIVE

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Senior Fellow

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FELLOW ELECTED DELEGATE



One Fellow elected Delegate for the 15 GEM-STONES ESRs



One Fellow elected Delegate for the GEM PhD School Fellows



One Alumni elected Delegate for the whole Alumni community

PROJECT MANAGEMENT OFFICE

**Ulla HÄRMÄLÄ**

GEM-STONES Central Manager

Frederik PONJAERT

GEM-STONES Training & Research Officer

Johan ROBBERECHT

GEM-STONES Impact Officer

3.2 ACADEMIC SUPERVISORY BOARD (Academic SB)

FUNCTION

The Academic SB is the main guarantor of academic quality and coherence. It is responsible for the development of the GEM-STONES' academic agenda, the selection and monitoring of the individual ESRs, and the programming of the scheduled joint evaluation.

The Academic SB is the highest decisional body in all academic matters pertaining to:

- The development of the ESR common admission criteria
- The admission of any ESR into the programme
- The joint oversight of individual project's progress
- The annual formal reporting & certification of the ESRs' continued respect of their academic obligations
- The strategy on dealing with scientific misconduct, which is to be deployed in conjuncture with local disciplinary procedures.
- Ultimate mediation body between the members of a Supervisory Trio where bilateral and local initiatives have not been able to resolve a given difference.

The Academic Supervisory Board must meet at least once a year. To this end, a meeting is scheduled during the GEM-STONES annual conference; said scheduled meeting serves the purpose of implementing an assessing the program's joint online evaluation.

MEMBERS

The Academic SB includes as voting members:

- One representative from each Degree-Awarding Academic Institution
- The Supervisory Board President

The Academic SB includes as non-voting members:

- One representative from each Non-Academic Partner
- The three members of the PMO

3.3 INTERNATIONAL ADVISORY BOARD

The International Advisory Board (IAB) is a body of external experts which support the Consortium's efforts to meet its quality and ethics commitments. Accordingly, the IAB can be called upon to provide council and recommendations with regards to the quality criteria and ethics standards set out in the Project's work program.

IAB is charged with:

- 1) The implementation of those obligations defined under the Projects' "Ethics Requirements". The IAB will be invited to provide an annual assessment of the Consortium's efforts to meet its Ethics Requirements.
- 2) Functioning as an external source of quality control as it will be invited to comment on the Quality Report prepared by the PMO for each scheduled gathering of the SB. Besides this formal task, the president of the SB can entrust the IAB or any of its members with any specific mission aimed at enhancing the quality of the Project's research, training or impact efforts. The IAB can count between 3 to 5 members. All of its members are designated by the SB following an individual proposal submitted by the President of the SB.

INTERNATIONAL ADVISORY BOARD

Amitav ACHARYA

UNESCO Chair in Transnational Challenges and Governance
Distinguished Professor of International Relations at the School of International Service, American University, Washington, D.C., and the Chair of its ASEAN Studies Initiative
Previous President of the International Studies Association (ISA)

Marise CREMONA

Professor of European Law, European University Institute

Pascal LAMY

President Emeritus of the Notre Europe - Jacques Delors
Previous Director-General of the World Trade Organisation

Hartmut MAYER

Offical Fellow and Lecturer in Politics (International Relations), St Peters College, University of Oxford

Jing MEN

Baillet Latour Chair of European Union-China Relations
Director of EU-China Research Centre in the Department of EU International Relations and Diplomacy Studies, College of Europe

Nathalie TOCCI

Honorary Professor at the University of Tübingen

3.4 FELLOWS' ELECTED DELEGATES

Three delegates are selected on an annual basis, functioning both as spokespersons of the ESRs, and as privileged information relays for the GEM-STONES Project Management Office.

- One Fellow elected Delegate (FeD I) for the 15 GEM-STONES ESRs
- One Fellow elected Delegate (FeD II) for the GEM PhD School fellows
- One Alumni elected Delegate (AeD) for the whole Alumni community

FUNCTION

The designated persons are invited to join the Supervisory Board meeting, in order to foster greater transparency and collaborative decision-making. The GEM-STONES SB sees its activities and decisions mainly concentrated at the annual meeting, and hence the elected delegates' foremost responsibility is to participate and contribute to its efforts. The SB might also be called upon for a meeting to assess pressing matters that arise between its scheduled meetings.

RIGHTS AND OBLIGATIONS

- Right to Inspect – the GEM-STONES official reports
- Right to Access – any documentation or communication germane to the SB meeting
- Right to Speak – during the debates as a member of the SB meeting
- Right to Raise Any Issues – during the debates as a member of the SB meeting
- Right to Have Any Points Added to the Agenda – of the SB meeting
- Right to Further Clarifications – regarding decisions taken in the scope of the SB meeting

- Obligation to Attend – as participation is mandatory at the SB meeting
- Obligation to Act as Honest Broker – between the SB and the broader GEM/GEM-STONES student body
- Obligation to Cope – with any initiative or concern emanating from the GEM/GEM-STONES student body
- Obligation to Represent - The GEM/GEM-STONES student body towards any interested 3rd party
- Obligation to Conform – with the established practices and rules of the SB

4. MOBILITY

A central component of the GEM-STONES project is a series of mobility actions. Each ESR is expected to fulfill their training, research and community building obligations. As these mobility actions are a necessary part of the students' program, GEM-STONES provides them with counsel and support.

The mobility actions foreseen in GEM-STONES are of five types:

1. Joint Research & Training Mobility
2. Joint Networking & Professionalisation Mobility
3. Individual Training & Research Mobility (e.g. Travel related to personal Double Doctoral Degree Agreement, individual fieldwork, or personal conference participations)
4. Individual Professionalisation Mobility (*i.e. travel related to the scheduled internship*)
5. Personal Travel (*including return trips to home country*)

4.1 FUNDING PROVISIONS

ESRs receive support towards their travel costs from two sources:

1. The monthly mobility allowance paid out directly to the ESRs according local national laws and practices, which the fellows are free to dispose of as they see fit.
2. A flat-rate towards travel cost reimbursements made available by each ESR's employing institution. The amount made available to each ESR is set pro rata to the number of scheduled joint research and training events per year. As such each ESR can expect up to 1500€ of reimbursed costs during academic year 2016-2017, 1000€ during academic year 2017-2018, and 500€ during academic year 2018-2019.

The means of payment and/or reimbursement are set at the local level in accordance with each employing institutions rules and practices. As stated in the students' PCDPs, and in return for the provided funding, ESRs are held to attend all joint research and training activities, joint networking and professionalization activities, all travel related to the personal Double Doctoral Degree Agreement as well as the internship.

Students are free to use any remaining funds for their personal travel, or any other personal training and research activities.

4.2 ACADEMIC REGISTRATION AND RE-REGISTRATION

Upon selection, the Project Management Office, in collaboration with its local contact points, will assist selected students with their subsequent enrollment in both of their degree-awarding institutions. After the initial registration, all ESRs will also need to complete annual re-registration at both of their destination universities for the following academic years.

LOCAL CONTACT FOR REGISTRATIONS

Université Libre de Bruxelles	→ Catherine FRENAY
University of Warwick	→ Melissa VENABLES
Universität Hamburg	→ Jörg MEYER
LUISS-Guido Carli	→ Francesca PANDOZY
Copenhagen Business School	→ Bente RAMOVIC
Université de Genève	→ Vincent CHERIF
Waseda University	→ Yoichi NAKANO
Université Laval	→ Paul Théberge (till December '17)
	→ Isabelle De Clerck (from January '18)

For contact information please see Chap.7

2016

Oct – Dec 2016

Initial registration at both degree-awarding institutions

2017

Feb – Apr 2017

Online GEM-STONES review

Required for the continued payment of the fellowship

Jun – Sep 2017

Local end-of-year 1 assessment

Required for year 2 enrollment

Jun – Oct 2017

Re-registration at both degree-awarding institutions

2018

Mar – Apr 2018 **Online GEM-STONES review**

Required for the continued payment of the fellowship

Jun – Sep 2018

Local end-of-year 2 assessment

Required for year 3 enrollment

Jun – Oct 2018

Re-registration at both degree-awarding institutions

2019

Mar – Apr 2019

Online GEM-STONES review

Required for the continued payment of the fellowship

May – Jun 2019

(1) Local end-of-year 3 assessment Required for thesis submission

(2) Re-registration at both degree-awarding institutions

Sep – Dec 2019

Expected thesis submission

4.3 LOCAL ORIENTATION

Students enjoy the support and council of the various GEM-STONES provisions aimed at facilitating their mobility actions. First and foremost amongst these are the Local Administrative Contacts identified within each partner institution, as well as the programme's Project Management Office (PMO).

Accordingly, each GEM-STONES Local Administrative Contact is charged with welcoming and integrating fellows within their new host institution. Even before arriving, these contacts can provide fellows with necessary council and support regarding the practical aspects of their stay, for example:

- Arrival arrangements
- Enrolment and Signing of Contracts (see 3. Contractual Environment)
- Information Point on all procedural and Administrative Matters

All participating institutions have established welcoming practices for international researchers. The degree-awarding institutions have international welcome desks, and in the case of European partners also conform to the Euraxess-standards. The non-academic partners are all international in scope, and are used to welcoming interns from across the globe.

4.4 CHECK-LIST BEFORE & DURING MOBILITY

Registration at both academic institutions as 'present' & 'absent'

Do you have information on deadlines and procedures?

Local residency

Have you cancelled your previous residency and applied for local registration at your next destination (if applicable)?

Insurance coverage

Have you double-checked need for additional declarations/changes with the current insurance provider?

Tuition/administrative fees

Are you aware of any payments to be made at both of the institutions?

4.5 CHANGES IN MOBILITY

Mobility Actions are expected to proceed as scheduled. The ESRs commit to this by signing their Personal Career Development Plans (PCDP) which detail their various Mobility actions over the course of the programme (see part 5.3).

Should for unforeseen reason a given ESR feel the need to apply for a change in their scheduled Mobility schedule they must do so under the cover of their Supervisory Trio. Ultimately, any amendment to the PCDP must be approved by the Supervisory Board and is done on the basis of a written request by the ESR.

The SB is not held to acquiesce and can decide to mandate the enforcement of the initial mobility schedule. The SB can also choose to award an exceptional change to the mobility programme on the basis of: (1) due to force majeure, (2) a specific request endorsed by both supervisors related to the completion of the thesis, or (3) an activity that will benefit the Consortium as a whole. For any amendment request to be considered by the SB the following steps need to be followed:

1. Support from all members of the Supervisory Trio

The ESR is advised to discuss the planned change in mobility with all three members of their Supervisory Trio, who will then need to sign off on the changes. Their approval is to be formalized in the form of a signed endorsement letter to be included along with the 'written request for change'

2. Written request to the PMO

Can be in the form of a simple email or a full signed letter which is to present the motivations and reasoning behind the request. Furthermore, the endorsement letter must clearly state that the suggested adjustments will not interfere with the ESRs ability to finish their PhD within the allotted time (36 months), or with the requested total length of the internship (6 months).

3. Confirmation by Supervisory Board President

Any contractual changes need to be; (a) endorsed by the SB, (2) signed by Professor Mario Telò, and (3) depending on the nature of the request will be discussed during the GEM-STONES Supervisory Board's annual management meeting.

5. CONTRACTS

Every ESR will sign three contracts detailing his/her rights and obligations. On one hand, an employment contract (EMPLOY) formalizes the ESRs' income and employment provisions. On the other hand, a Double Doctoral Degree Agreement (DDDA) and a Personal Career Development Plan (PCDP) detail the ESRs' standard as well as personalized supervision environment.

The DDDA and its annexed PCDP remain the ESRs primary reference with regards to their rights and obligations, and jointly these contracts offer ESRs the fullest security and spell out what must be done to be awarded the double degree upon completion of the requisite 180 ECTS (for details on the teaching structure please see Training & Research Manual).

All GEM-STONES affiliated ESRs will also be bound to the rules and regulations of the Degree-Awarding Academic Partners at which they are enrolled.

5.1 EMPLOY

An employment contract will be signed between the ESR and their employing institution, defining the financial, administrative and professional standards

The provided employment contract must both ensure monthly salary payments as well as secure that the ESR is covered under the social security scheme which is applied to employed workers within the country of the hiring institution. The required minimum is that the researcher is covered under a social security scheme providing at least sickness and maternity benefits in kind, cover for invalidity and accidents at work and occupational diseases.

Each employment contract signature process is managed directly by the hiring institutions.

HIRING INSTITUTION	ESRS HIRED	FOLLOWING RELEVANT LAWS OF
Université Libre de Bruxelles	1; 6; 12; 14	→ Belgium
LUISS-Guido Carli	4; 11; 13	→ Italy
Universität Hamburg	2; 7; 9; 10	→ Germany
University of Warwick	3; 5; 8	→ United Kingdom
Transatlantic Foundation/GMF	15	→ Belgium



GEM STONES



European Joint Doctorate on
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EMPLOYER



UNIVERSITÄT HAMBURG

CONTRACT

Dienstvertrag Beschäftigung als EU Forscher*Employment contract EU researcher*

DURATION

36 Months

TYPE OF CONTRACT

Option 1: Full employment contract

LEGAL PROVISIONS

§ 2 article 2 WissZeitVG

INCOME

LIVING ALLOWANCE

This refers to the basic, gross amount for the benefit of the researcher to be paid to the researcher in monthly instalments. This amount is set on a country-to-country basis as it is adjusted through the application of a correction coefficient for the cost of living according to the country in which the employing organisation is located. The adjusted amount will not change in case of secondments to a partner organization in another country. The provided employment contract must both ensure monthly salary payments as well as secure that the researcher is covered under the social security scheme which is applied to employed workers within the country of the contractor. The required minimum is that the researcher is covered under a social security scheme providing at least sickness and maternity benefits in kind, cover for invalidity and accidents at work and occupational diseases

As a result, the living allowance is a gross EU contribution to the salary costs of the researcher. The net salary results from deducting all compulsory (employer/employee) social security contributions as well as direct taxes (e.g. income tax) from the gross amounts.

Country Indexed Gross Monthly Cost:

Germany (UHAM): 3072,68€. Since Hamburg University adds the mobility allowance and (if applicable the family allowance) to the living allowance, the relevant gross monthly cost for social security deductions and tax is: **3672,68€ (or 4172,68€ with a family).**

Income Breakdown (Estimate):

1. Employer Social Security Contributions: 776.78€ (880.78 with family)

- Since Hamburg University add the mobility allowance and (if applicable) the family allowance to the living allowance, this amount refers to the gross monthly cost of 3672,68 EURO (4172,68)

2. Gross Monthly Income: 2895.90 € (3291,90)

- Monthly Employee's Social Security Contribution: 592.94€ (674,02)
- Contribution towards Holiday Pay: -
- (Income) Tax: 432.98€ (543.67)
- Other deductions: 44,89 (51,02)

3. Net Monthly Income: : 1825,10€ (2023.19)

- Net Monthly Fellowship: Net salary paid to the ESR, see above
- Details

ADDITIONAL BENEFITS

The mobility and family allowances are fixed amounts, regardless of the country of recruitment, and may be taxable depending on the country in question.

1. Mobility allowance: 600€/month

- **Function:** : Covers all individual researchers' mobility costs during the lifetime of the project (i.e. arrival and departure to host institutions; visa costs; attending obligatory events in the programme; installation costs and other expatriation expenses...)
- **Eligibility:** All recruited researchers will receive a mobility allowance in addition to their living allowance
- **Payment mechanism:** Added to the gross income

2. Family allowance: 500€/month (if applicable)

- **Function:** A family allowance will be paid in case the supported researcher has family obligations.
- **Eligibility:** In this context, family is defined as persons linked to the researcher (i) by marriage, or (ii) a relationship with equivalent status to a marriage recognised by the legislation of the country where this relationship was formalised; or (iii) as dependent children who are actually being maintained by the researcher. The family status of a researcher will be determined at the end of the selection process (i.e. October 7th 2016) and will not be revised during the lifetime of the action.
- **Payment mechanism:** Added to the gross income

SOCIAL PROVISIONS

The ESRs at Hamburg University will be employed as Early Stage Researchers ("EU Researcher") under a full employment contract. Hence, they don't have the status of (doctoral) students in terms of Social Security System, but of employee's with a fixed term contract of employment. The citizenship is not relevant for this contract and the Social Security System.



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EMPLOYER



LUISS GUIDO CARLI

CONTRACT

Corso di Dottorato congiunto Marie Curie (Rif. Progetto 722826 GEM STONES - Globalisation, Europe and Multilateralism - Sophistication of the Transnational Order, Networks and European Strategies - bando H2020-MSCA-ITN-2016)

European Joint Doctorate (EJD) Rif. Project 722826 GEM STONES - Globalisation, Europe and Multilateralism - Sophistication of the Transnational Order, Networks and European Strategies, H2020-MSCA-ITN-2016

DURATION

36 Months

TYPE OF CONTRACT

Fellowship contract fully subject and party of the provisions of the relevant national social security system

LEGAL PROVISIONS

D. Lgs 240/2010 (Law Decree n. 240/2010)

INCOME

LIVING ALLOWANCE

This refers to the basic, gross amount for the benefit of the researcher to be paid to the researcher in monthly instalments. This amount is set on a country-by-country basis as it is adjusted through the application of a correction coefficient for the cost of living according to the country in which the employing organisation is located. The adjusted amount will not change in case of secondments to a partner organization in another country. The provided employment contract must both ensure monthly salary payments as well as secure that the researcher is covered under the social security scheme which is applied to employed workers within the country of the contractor. The required minimum is that the researcher is covered under a social security scheme providing at least sickness and maternity benefits in kind, cover for invalidity and accidents at work and occupational diseases

As a result, the living allowance is a gross EU contribution to the salary costs of the researcher. The net salary results from deducting all compulsory (employer/employee) social security contributions as well as direct taxes (e.g. income tax) from the gross amounts.

Country Indexed Gross Monthly Cost: € 3318.37

Income Breakdown (Estimate):

1. Employer Social Security Contributions:

- Monthly Employer's Social Security Contribution: € 723,85

2. Gross Monthly Income: € 2594,52

- Monthly Employee's Social Security Contribution: € 361,92
- Contribution towards Holiday Pay: NO
- Income Tax: NO

3. Net Monthly Income: € 2265.78

- Net Monthly Fellowship: € 2265.78

ADDITIONAL BENEFITS

The mobility and family allowances are fixed amounts, regardless of the country of recruitment, and may be taxable depending on the country in question.

1. Mobility allowance: 600€/month

- **Function:** Covers all individual researchers' mobility costs during the lifetime of the project (i.e. arrival and departure to host institutions; visa costs; attending obligatory events in the programme; installation costs and other expatriation expenses...)
- **Eligibility:** All recruited researchers will receive a mobility allowance in addition to their living allowance
- **Payment mechanism:** € 600 added to the gross income

2. Family allowance: 500€/month (if applicable)

- **Function:** A family allowance will be paid in case the supported researcher has family obligations.
- **Eligibility:** In this context, family is defined as persons linked to the researcher (i) by marriage, or (ii) a relationship with equivalent status to a marriage recognised by the legislation of the country where this relationship was formalised; or (iii) as dependent children who are actually being maintained by the researcher. The family status of a researcher will be determined at the end of the selection process (i.e. October 7th 2016) and will not be revised during the lifetime of the action.
- **Payment mechanism:** € 500 added to the gross income.

SOCIAL PROVISIONS

Doctoral students are party to the obligations and provisions of the Italian Social Security System. In function of a recipient's nationality, the doctoral students are either subject to general or the partial Social Security System.

- **Are subject to the GENERAL regime:** Citizens from the European Economic Area (EEA), Switzerland and any country having signed a bilateral Social Security agreement with Italy
- **Are Subject to the PARTIAL regime:** Citizens hailing from a country which has not signed a bilateral Social Security Agreement with Italy, and is neither a member of the EAA nor Switzerland.

The GENERAL Social Security regime covers: Maternity leave, sick pay in case of hospitalization, national pension system.
For a detailed and official description of the Italian Social Security System see **INPS website**.

References: <http://www.inps.it/portale/default.aspx>

ITALIAN SOCIAL SECURITY PROVISIONS

SERVICE	PRINCIPLE	SYSTEM	REFERENCE	REMARKS
HEALTH CARE	Non-EU PhD students, with a regular residence permit, are required to subscribe the Italian National Health Service (Servizio Sanitario Nazionale - S.S.N.). The free public coverage provided by the National Health Service (Servizio Sanitario Nazionale) is largely under the control of regional governments and is administered by local health authorities (Azienda Sanitaria Locale/ASL – often referred to by their former name Unità Sanitaria Locale/USL). The SSN provides hospital accommodation and treatment (including tests, surgery and medication during hospitalisation), specialist medical assistance provided by paediatricians, obstetricians and other specialists, discounted medicines, laboratory services, appliances, ambulance services and free services at a local health unit (consultorio) and the possibility to choose a family doctor. In the Italian health system, the family doctor gives general or 1st level health assistance, i.e., health care outside the hospital, hence including medical treatment in case of ordinary diseases or no-emergency health problems, and prescribes medicines and	<p>LUISS GEMSTONES students' contracts already provide for contributions payment to benefit from National Health Service (pls. see in the previous page Social Provisions)</p> <p>To register for membership of the SSN at the nearest local health authority (Azienda Sanitaria Locale/ASL) the following documents are required:</p> <ul style="list-style-type: none"> • residence permit; • passport or other official identity document, such as an Italian driving licence; • A family status certificate (certificato di stato di famiglia) to claim benefits for your spouse or children; • fiscal code; • A letter from the employer stating the employment start date (dichiarazione de datore di lavoro) and a statement from the INPS that you're regularly employed. 	<p>Useful health care links</p> <p>Public health portal of Lazio Region : http://www.aslrma.com/auslromaa/index.php?option=com_content&view=article&id=346:acs-assistenza-stranieri-non-comunitari-iscrizione-obbligatoria-al-ssr&catid=23&Itemid=490</p> <p>Contact information LUISS University Union Viale Gorizia 17 00198 Rome, Italy</p> <p>T: 06 85225410 F: 06 85225404 B @: diritto.studio@luiss.it</p> <p>web : http://www.luiss.edu/students/university-union/health-care</p>	<p>- please note that the immigration law requires non EU students to take out a private health insurance during their stay in Italy in order to obtain the VISA</p> <p>In addition to SSN free public service LUISS provides the following free private health services to the students:</p> <ul style="list-style-type: none"> - Each LUISS student is covered by a special insurance for activities performed inside the University buildings. - On-campus care At the University Union (in Italian, Diritto allo Studio), students can access a cost-free health care service. Dr. Gianpiero Cutolo is the LUISS Guido Carli affiliated doctor that is on LUISS campus: <ul style="list-style-type: none"> • Mondays, Wednesdays, Fridays: 15.30-16.30 • Tuesdays and Thursdays: 10.00-12.00 <p>In August, the on-campus care service is closed. It is possible contact the LUISS doctor by email or by calling +39.06.8522.5416.</p> <ul style="list-style-type: none"> - Prevention service LUISS offers a free of charge preventive medicine service through qualified off-campus local health units. Students can take routine health care exams, which can be integrated by more specific ones, if required. To reduce risks and encourage a healthy campus, every year all LUISS students can benefit from a number of specialized exams which are free of charge. - Emergency medical service There is an emergency medical service for all LUISS students, which is available both on-campus and at the student's home. The service is offered by Medical Care to get in touch with them call the toll-free number 800 94 94 89.

SERVICE	PRINCIPLE	SYSTEM	REFERENCE	REMARKS
PENSIONS PROVISIONS	<p>The National Social Security Institute in Italy (Istituto Nazionale Previdenza Sociale -INPS), is the main social security organization providing pensions and other social services.</p> <p>According to the Italian Law (305/1995), regulating the contract applied to GEMSTONES PhD students, their contributions are regulated by "Gestione Separata" of the INPS</p>	<p>To achieve the right to gain access to the Italian pension system in Italy it is necessary to pay at least 5 years of contribution working in Italy.</p> <p>If the request for a retirement pension will be submitted in another Country, the National rules, in order to have the contributions paid in Italy recognized, will be applied. The amount of the pension will vary accordingly to the contribution paid by the employer and the employee.</p>	<p>Links to: www.inps.it click on "la pensione" or call the toll-free number 803164 (press 3 for English language)</p>	<p>LUISS provided assistance to the students in registering to INPS "gestione separata", supporting them in filling the form through INPS website</p>
EMPLOYMENT BENEFITS	<p>The National Social Security Institute in Italy (Istituto Nazionale Previdenza Sociale -INPS), is the main social security organization providing unemployment benefits and many types of aid administered by the Ministry of Welfare.</p> <p>According to the Italian Law (305/1995), regulating the contract applied to GEMSTONES PhD students, their contributions are regulated by "Gestione Separata" of the INPS.</p>	<p>Contributors have the right to maternity leave, sick pay in case of hospitalization and the right to apply for a family allowance.</p>	<p>Links to: www.inps.it click on "prestazione a sostegno reddito" or call the toll-free number 803164 (press 3 for English language)</p>	



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EMPLOYER



UNIVERSITÉ LIBRE DE BRUXELLES

CONTRACT

Bourse Doctoral assimilée à un contrat d'emploi*Bourse Doctoral assimilée à un contrat d'emploi*

DURATION

36 Months

TYPE OF CONTRACT

Option 1: Full employment contract

LEGAL PROVISIONS

Extract legal reference in
employment or other law.

INCOME

LIVING ALLOWANCE

This refers to the basic, gross amount for the benefit of the researcher to be paid to the researcher in monthly instalments. This amount is set on a country-by-country basis as it is adjusted through the application of a correction coefficient for the cost of living according to the country in which the employing organisation is located. The adjusted amount will not change in case of secondments to a partner organization in another country. The provided employment contract must both ensure monthly salary payments as well as secure that the researcher is covered under the social security scheme which is applied to employed workers within the country of the contractor. The required minimum is that the researcher is covered under a social security scheme providing at least sickness and maternity benefits in kind, cover for invalidity and accidents at work and occupational diseases

As a result, the living allowance is a gross EU contribution to the salary costs of the researcher. The net salary results from deducting all compulsory (employer/employee) social security contributions as well as direct taxes (e.g. income tax) from the gross amounts.

Country Indexed Gross Monthly Cost: Belgium (ULB & GMF): 3110€

Income Breakdown (Estimate):

1. Employer Social Security Contributions: 728,52€**2. Gross Monthly Income: 2381,48€**

- Gross Monthly Fellowship: 2064, 75€
- Monthly Employee's Social Security Contribution: 308,91€
- Contribution towards Holiday Pay: 316,73€
- Income Tax: tax exempt

3. Net Monthly Income: 2072,57€

- Net Monthly Fellowship: 1794,89€
- Contribution towards Holiday Pay: 277,68€

ADDITIONAL BENEFITS

The mobility and family allowances are fixed amounts, regardless of the country of recruitment, and may be taxable depending on the country in question.

1. Mobility allowance: 600€/month

- **Function:** Covers all individual researchers' mobility costs during the lifetime of the project (i.e. arrival and departure to host institutions; visa costs; attending obligatory events in the programme; installation costs and other expatriation expenses...)
- **Eligibility:** All recruited researchers will receive a mobility allowance in addition to their living allowance
- **Payment mechanism:** **Paid separately to the personal bank account of the fellow**

2. Family allowance: 500€/month (if applicable)

- **Function:** A family allowance will be paid in case the supported researcher has family obligations.
- **Eligibility:** In this context, family is defined as persons linked to the researcher (i) by marriage, or (ii) a relationship with equivalent status to a marriage recognised by the legislation of the country where this relationship was formalised; or (iii) as dependent children who are actually being maintained by the researcher. The family status of a researcher will be determined at the end of the selection process (i.e. October 7th 2016) and will not be revised during the lifetime of the action.
- **Payment mechanism:** **Paid separately to the personal bank account of the fellow**

SOCIAL PROVISIONS

Doctoral students are party to the obligations and provisions of the Belgian Social Security System. In function of a recipient's nationality, the doctoral students ESRs are either subject to general or the partial Social Security System.

- **Are subject to the GENERAL regime:** Citizens from the European Economic Area (EEA), Switzerland and any country having signed a bilateral Social Security agreement with Italy
- **Are Subject to the PARTIAL regime:** Citizens hailing from a country which has not signed a bilateral Social Security Agreement with Italy, and is neither a member of the EAA nor Switzerland.

the main difference between the general and partial systems is whether or not the ESR will contribute to all aspects of the system (Health - Unemployment - Pension) or only to the Health Insurance provisions.

If an ESR's nationality sees them fall under the partial system they will see their contribution adjusted downward accordingly. In which case they are invited to make their own prudential arrangements.

BELGIAN SOCIAL SECURITY PROVISIONS

	PRINCIPLE	SYSTEM	REFERENCE	REMARKS
HEALTH CARE	<p>Universal Healthcare</p> <p>Provided through autonomous yet Government-sponsored Mutuality Insurances</p> <p>Individuals must select, register with & confirm the details of their preferred mutuality</p> <p>Directly covers all necessary costs related to eligible Health expenditures</p>	<p>Mutualized Co-payment</p> <p>Employers, Employees, the Government & the Patient all contribute towards the System</p> <p>Payments are managed by the Mutuality which takes on all costs upfront but for the patients set co-payment</p> <p>List of covered Costs to be secured through chosen Mutuality</p>	<p>Choices & Complements</p> <p>Mutualité Chrétienne (www.mc.be) Mutualité Socialiste (www.fmsb.be) Mutualité Libérale (www.mutualiteliberale.be) Euromut (www.euromut.be)</p>	<p>International Dimension</p> <p>EU-wide coverage ensured the "European Health Insurance Card" Provided by your Chosen Mutuality Insurance</p> <p>For Further Details consult the Federal Ministry For Social Affairs official portal for incoming foreign workers: http://www.coming2belgium.be/</p>
PENSIONS PROVISIONS	<p>National Pension System</p> <p>The National Pensions' Office (RVP-ONP) manages all the public dimensions of Belgian workers having paid into the national system of the course of their career.</p> <p>"Transferability" of accumulated pension rights is set out by European Regulation & specific Bilateral Agreements.</p>	<p>Full Coverage through the GENERAL Regime</p> <p>European Regulations and the stipulations of the Bilateral Agreements set out the details of how pension rights are calculated and transferred/cumulated</p>	<p>Partial Coverage through the PARTIAL Regime</p> <p>As the transfer / addition of incurred pension rights cannot be guaranteed contracts are relived of the pension's component of the mandatory Social Security Contributions. Individuals are thus charged with making their own arrangements.</p>	<p>For Further Details</p> <p>The National Pensions' Office (RVP-ONP) at http://www.onprvp.fgov.be Regarding Pension Calculation Simulators please see: http://www.toutsurmapension.be/e-pension/ViewBasic.do & http://www.onprvp.fgov.be/FR/futur/calculate/Pages/default.aspx For issues related to International Transfers of Pensions see: http://www.onprvp.fgov.be/FR/futur/foreigner/Pages/default.aspx</p>
EMPLOYMENT BENEFITS	<p>Unemployment Benefits</p> <p>Unemployment Benefits are calculated in function of the number of days worked prior and come with a series of obligations which must be adhered to</p> <p>Unemployment Benefits are allocated either through an individual's personally selected "Trade Union" or when not registered with a Belgian Trade Union through a publically run administration the Caisse Auxilliare pour l'Allocation Chomâge -CAPAC</p>	<p>Citizens subject to the GENERAL Regime</p> <p>All Citizens from the EEA, Switzerland and countries having signed a bilateral Social Security Agreement with Belgium</p> <p>As such Fellows are subject to the same rights & obligations as any Belgian Worker in function of the numbers of days worked in BELGIUM and in any other country covered by the GERNAL regime conditions</p>	<p>Citizens subject to the PARTIAL Regime</p> <p>All Citizens hailing from countries beyond the EEA and Switzerland not having signed a bilateral agreement with Belgium</p> <p>As such Fellows are subject to the same rights & obligations as any Belgian Worker in function of the numbers of days worked in BELGIUM</p>	<p>For Further Details</p> <p>The National Employment Office (ONEM) at http://www.onem.be/frames/frameset.aspx?Path=D_opdracht_VW/&Items=1&Language=FR Also https://www.socialsecurity.be/CMS/fr/citizen/displayThema/professional_life/PROTH_10/PROTH_10_2/PROTH_10_2_1/PROTH_10_2_1_1.xml or http://www.rva.be/D_Opdracht_W/Werknemers/T31/InfoFR.pdf</p>



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EMPLOYER



THE UNIVERSITY OF WARWICK

CONTRACT

Fixed-Term Employment Contract

DURATION

36 Months

TYPE OF CONTRACT

Option 1: Full employment contract

LEGAL PROVISIONS

UK Employment Legislation

INCOME

LIVING ALLOWANCE

This refers to the basic, gross amount for the benefit of the researcher to be paid to the researcher in monthly instalments. This amount is set on a country-by-country basis as it is adjusted through the application of a correction coefficient for the cost of living according to the country in which the employing organisation is located. The adjusted amount will not change in case of secondments to a partner organization in another country. The provided employment contract must both ensure monthly salary payments as well as secure that the researcher is covered under the social security scheme which is applied to employed workers within the country of the contractor. The required minimum is that the researcher is covered under a social security scheme providing at least sickness and maternity benefits in kind, cover for invalidity and accidents at work and occupational diseases

As a result, the living allowance is a gross EU contribution to the salary costs of the researcher. The net salary results from deducting all compulsory (employer/employee) social security contributions as well as direct taxes (e.g. income tax) from the gross amounts.

Country Indexed Gross Monthly Cost:

	monthly EUR
Living allowance - gross payment	3,741
Mobility allowance	600
Family allowance	500
Total gross payment	4,841
Employer NI	(480)
Gross payment to employee	4,361
Employee NI	(419)
20% tax	(634)
Net payment	3,309

Income Breakdown (Estimate):

1. Employer Social Security Contributions: 480€ per month

- Health insurance, pension contributions, employment benefits including maternity, paternity, sickness benefit and holiday entitlement
<http://www2.warwick.ac.uk/services/humanresources/workinghere/reward/> etc

2. Gross Monthly Income: 3741€+ 600€(mobility)+500€(family allowance – if eligible)

- Monthly Employee’s Social Security Contribution: 419€
- Holiday pay included in the overall calculation
- Income Tax: 634€ (or: tax exempt)

3. Net Monthly Income: 3309€ (per calculation above)

ADDITIONAL BENEFITS

The mobility and family allowances are fixed amounts, regardless of the country of recruitment, and may be taxable depending on the country in question.

1. Mobility allowance: 600€/month

- **Function:** Covers all individual researchers’ mobility costs during the lifetime of the project (i.e. arrival and departure to host institutions; visa costs; attending obligatory events in the programme; installation costs and other expatriation expenses...)
- **Eligibility:** All recruited researchers will receive a mobility allowance in addition to their living allowance
- **Payment mechanism: The mobility allowance is added to the gross monthly amount and taxed in accordance with UK law.**

2. Family allowance: 500€/month (if applicable)

- **Function:** A family allowance will be paid in case the supported researcher has family obligations.
- **Eligibility:** In this context, family is defined as persons linked to the researcher (i) by marriage, or (ii) a relationship with equivalent status to a marriage recognised by the legislation of the country where this relationship was formalised; or (iii) as dependent children who are actually being maintained by the researcher. The family status of a researcher will be determined at the end of the selection process (i.e. October 7th 2016) and will not be revised during the lifetime of the action.
- **Payment mechanism: The family allowance is added to the gross monthly amount and taxed in accordance with UK law.**

SOCIAL PROVISIONS

Doctoral students are party to the obligations and provisions of the **British** Social Security System.

For a detailed and official description of the **British** Social Security System see www.gov.uk

References:

UK SOCIAL SECURITY SYSTEM

	PRINCIPLE	SYSTEM	REFERENCE	REMARKS
HEALTH CARE	Fellows will pay National Insurance contributions that will provide access to medical benefits offered through the National Health Service.	The National Health Service (NHS) is the publicly funded healthcare system for England. It is the largest and the oldest single-payer healthcare system in the world. Primarily funded through the general taxation system and overseen by the Department of Health, the system provides healthcare to every legal resident in the United Kingdom, with most services free at the point of use.	www.nhs.uk	International coverage EU-wide coverage ensured the "European Health Insurance Card"
PENSION PROVISIONS	The new State Pension is a regular payment from the government that you can claim if you reach State Pension age on or after 6 April 2016.		www.gov.uk	
	Employers' pension schemes are also available to all fellows.		www.uss.co.uk	
EMPLOYMENT BENEFITS	Fellows will pay National Insurance contributions that will provide access to Unemployment benefits subject to eligibility rules as set out on the Gov.uk website. As an employee of Warwick the Fellow will be entitled to sickness and holiday pay in accordance with their contract of employment		www.gov.uk	

5.2 DOUBLE DOCTORAL DEGREE AGREEMENT

The DDDA sets the framework for co-supervision of a doctoral thesis leading to the granting of a Double doctoral degree. By signing the DDDA, two institutions consent to the preparation of a doctoral thesis, which will be carried out and defended under the partner institutions' joint responsibility. It guarantees the necessary standards with regards to shared monitoring, a single examination procedure and the ultimate award of the expected double degree.

A given DDDA is to be signed in seven original copies. Parties to a DDDA include:

- The ESR
- Two academic thesis supervisors
- Two university rectors
- Two department deans

5.3 PERSONAL CAREER DEVELOPMENT PLAN

The Personal Career Development Plan (PCDP) outlines the more tailored elements of the training and evaluation befitting the individual research projects.

Attention is paid to the quality of the joint research training programme, with provision for supervision and mentoring arrangements as well as career guidance. It explicits the scheduled exposure of the researcher to the complementary disciplines and sectors represented within the GEM-STONES network through visits, secondments and other training events. Lastly, it describes the shared standards, which the GEM-STONES Partner Institutions are to subscribe to.

Parties to the PCDP include:

- The ESR
- Two academic thesis supervisors
- Non-academic mentor
- President of the GEM-STONES Academic Supervisory Board

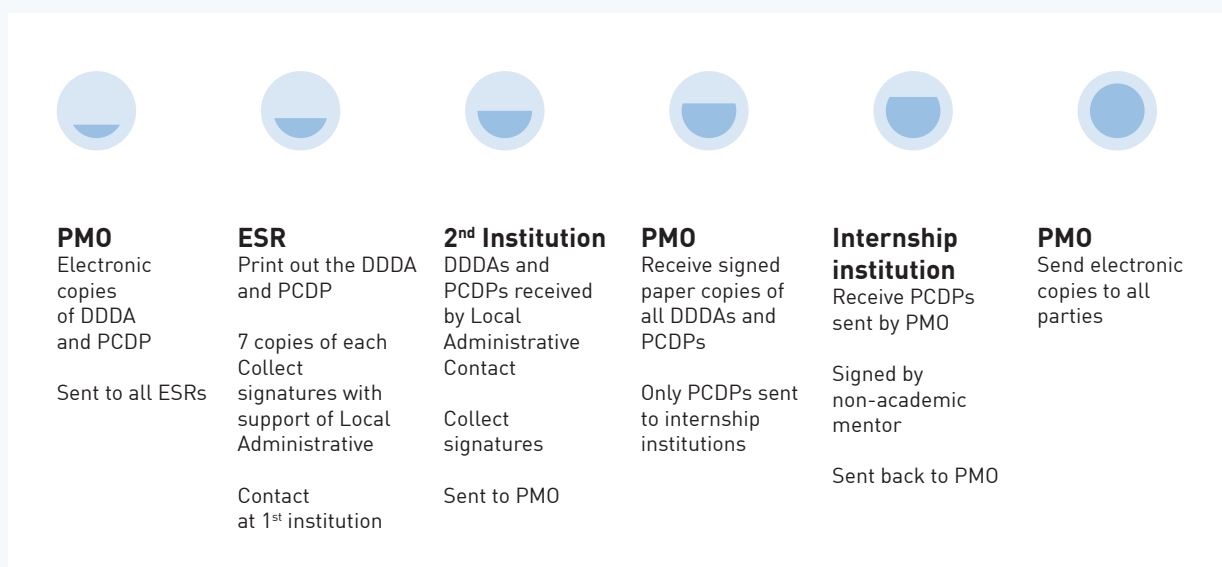
5.4 SIGNATURE PROCESS FOR THE DDDA AND PCDP

The DDDA and PCDP will be circulated for a common signature process by the PMO.

PMO will send an electronic copy of the finalized DDDA and its annexed PCDP to each ESR, who will print out the documents in 7 copies, and – with the support of their Local Administrative Contact – will collect signatures from relevant parties (thesis supervisor, university rector, department dean). The ESR will also sign both documents, and send them by post to the Local Administrative Contact at their second degree-awarding institution.

Upon collecting signatures from all relevant parties at the second institution, their Local Administrative Contact will send the documents to PMO by post, who will forward the PCDP to non-academic partners for signing. PMO will send electronic copies of the DDDA and PCDP to all parties.

The signature process may be adjusted based on the geographical location of all signing parties.



5.5 COMMITMENTS EXTERNAL TO GEM-STONES

GEM-STONES is happy to see the ESRs seek opportunities for further academic and professional development, be it in the form of research visits, teaching experience etc. However while still enrolled in the GEM-STONES program, the ESRs need to take into account following important points:

1° Written approval from the supervisors

The format of this written approval is up to the supervisors, but the PMO will need written proof from the supervisors that they were informed and that they signed off on the new activity. A key concern is that both supervisors clearly state that in their opinion the additional commitment will not interfere with the ESR's ability to finish their PhD within the allotted time. Any credits potentially awarded from additional activities are determined by the local rules of the two academic institutions hosting the ESR.

2° Confirmation that the new commitment does not involve additional financial remuneration

The European Commission clearly forbids receiving a second salary while still a recipient of the MSCA fellowship, so a written statement is needed either from the ESR or the institution involved that the additional activity is done outside of a formal employment contract. The ESRs are allowed to receive honoraria (one-shot payments for a specific service rendered) or other forms of deferred payment, but a second employment contract is strictly forbidden. If the ESR will receive an honorarium or deferred payment it is also their responsibility to figure out what this will mean to their taxation regime.

3° The allotted time to finish the thesis (36 months) will not be adjusted

No changes in the ESR's schedule, Personal Career Development Plan, mobility actions or research timing is scheduled to accommodate additional activities. Any changes are first to be approved by the ESR's supervisors and then by the Board, with no extensions guaranteed. It is therefore crucial for the ESR and their supervisors to realistically assess how the ESR's time is best spend with an eye on meeting the agreed upon deadlines.

6. FINANCES

6.1 TUITION & REGISTRATION FEES

GEM-STONES will cover the cost of all necessary tuition fees to see selected ESRs regularly enrolled in both their degree-awarding institutions for the duration of their 36-month fellowship.

Exact tuition fee payment amounts and procedures will vary from ESR to ESR depending on the degree-awarding Parties visited. These costs are either directly covered by the GEM-STONES funds or reimbursed to the ESR.

Payments (or reimbursements) are the responsibility of the employing beneficiary who is to meet this cost at the time of the ESR's annual enrolment. For practical reasons, reimbursements will be favoured in those cases where annual tuition fees at a given institution do not exceed 1500 euros; in all other cases, tuition fees will be directly invoiced to the relevant employing institutions.

ESR	Employer	Degree-awarding institutions	Payment procedure
1	Université Libre de Bruxelles	Université de Genève	Reimbursed to fellow
		Université Libre de Bruxelles	Invoiced to employing institution
2	Universität Hamburg	Universität Hamburg	Reimbursed to fellow
		Université Laval	Invoiced to employing institution
3	University of Warwick	University of Warwick	Invoiced to employing institution
		Université de Genève	Reimbursed to fellow
4	LUISS-Guido Carli	LUISS-Guido Carli	Invoiced to employing institution
		Université Laval	Invoiced to employing institution
5	University of Warwick	University of Warwick	Invoiced to employing institution
		Université Laval	Invoiced to employing institution
6	Université Libre de Bruxelles	Université Libre de Bruxelles	Invoiced to employing institution
		Copenhagen Business School	Invoiced to employing institution
7	Universität Hamburg	Universität Hamburg	Reimbursed to fellow
		LUISS-Guido Carli	Invoiced to employing institution
8	University of Warwick	University of Warwick	Invoiced to employing institution
		Copenhagen Business School	Invoiced to employing institution
9	Universität Hamburg	Universität Hamburg	Reimbursed to fellow
		Université Libre de Bruxelles	Invoiced to employing institution
10	Universität Hamburg	Universität Hamburg	Reimbursed to fellow
		University of Warwick	Invoiced to employing institution

11	LUISS-Guido Carli	LUISS-Guido Carli	Invoiced to employing institution
		University of Warwick	Invoiced to employing institution
12	Université Libre de Bruxelles	Université de Genève	Reimbursed to fellow
		Université Libre de Bruxelles	Invoiced to employing institution
13	LUISS-Guido Carli	Université de Genève	Reimbursed to fellow
		LUISS-Guido Carli	Invoiced to employing institution
14	Université Libre de Bruxelles	Université Libre de Bruxelles	Invoiced to employing institution
		Waseda University	Invoiced to employing institution
15	Transatlantic Foundation/GMF	Université Libre de Bruxelles	Invoiced to employing institution
		LUISS-Guido Carli	Invoiced to employing institution

6.2 INCOME

6.2.3 LIVING ALLOWANCE

The living allowance is the EU contribution towards the salary costs of the ESR. This amount is adjusted through the application of a correction coefficient for the cost of living, according to the country where the employing institution is located. The country-adjusted living allowance will not change during the secondments to a partner institution in another country. Consequently, the net salary results from deducting all compulsory (employer/employee) social security contributions as well as direct taxes (e.g. income tax) from the total amount.

6.2.4 ADDITIONAL BENEFITS

MOBILITY ALLOWANCE

In addition to the living allowance, all ESRs will receive a mobility allowance. This contributes towards all individual researchers' mobility costs during the lifetime of the project (e.g. arrival and departure to host institutions; visa costs if applicable; installation costs and other expatriation expenses).

The ESRs will be responsible for making their own travel and housing arrangements, but can receive practical guidance from the local contact points and the PMO. The mobility allowance is 600€/month, and may be taxable depending on the local rules of the hiring institution, or those of the destination country.

FAMILY ALLOWANCE

A family allowance will be paid in case the supported ESR has dependents. In this context, family is defined as persons linked to the researcher (i) by marriage, or (ii) a relationship with equivalent status to a marriage recognised by the legislation of the country where this relationship was formalised; or (iii) as dependent children who are actually being maintained by the researcher. The family status of a researcher will be determined at the end of the selection process and will not be revised during the lifetime of the action.

The family allowance is 500€/month, and may be taxable depending on the local rules of the hiring institution, or those of the destination country.

7. CONTACTS

7.1 GEM-STONES PROJECT MANAGEMENT OFFICE

The GEM-STONES Project Management Office (PMO) is responsible for managing the GEM-STONES. Its main duties entail the overall coordination of the GEM-STONES activities. Its tasks include among other: liaising with the European Commission to ensure the coherence between the GEM-STONES initial project and its implementation; guaranteeing efficient administrative and scientific coordination between the GEM-STONES partner institutions; and organising the GEM-STONES SB activities and joint activities.



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7.2 LOCAL ADMINISTRATIVE CONTACTS

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