**TERMS OF AGREEMENT for the supervision of a PhD Project**

Title of the Project: ……………………………………………..

#### I, the undersigned, and my institution (referred to hereafter as the “home institution”) acknowledge and accept that my PhD research project will respect the following conditions:

* I have been informed that the ILL’s financial contribution to a PhD research project is limited to 3 years and that the related cost amounts to 157 k€. In the case of co-funding, this amount is shared as defined in the co-funding agreement between the home institution and the ILL.
* In the case of co-funding, I undertake to ensure that the home institution commits to providing its share of funding for the PhD project; the amount and conditions of this funding will be agreed in a co-funding agreement covering the entire duration of the PhD project.
* The contract of employment will preferably be drawn up by the ILL. No additional funds will be provided by the ILL to cover tuition fees or the cost of consumables at the home institution
* The student selected will be enrolled at a university where I am authorised to supervise a thesis. I will be his/her official PhD supervisor and I will choose, in agreement with ILL Management, a suitable ILL supervisor as collaborator.
* As university supervisor, I will have ultimate scientific and administrative responsibility for the submission of the thesis and must inform the ILL of any major changes to the thesis work.
* The thesis student’s contract of employment will initially be concluded for **one year**. Depending on the progress of the thesis work (which I will assess together with the ILL supervisor), the contract may be renewed for a period of two years to enable the thesis to be completed.
* During the thesis work, at least one month before the end of each year, the ILL supervisor will arrange an official meeting with the student in my presence as university supervisor. At this meeting, the progress achieved will be documented and the objectives for the year to come will be defined in accordance with the thesis work plan. This information will be fed directly into the activity report of the student. The report will be sent to the Head of the Science Division and copied to both supervisors. The supervisors may make separate comments, if necessary.
* Thesis work will be carried out primarily at the ILL.
* The thesis student has the opportunity to conduct experiments on scheduled instruments, within the limits of accepted proposals, and can process the data and results at the ILL.
* The student may apply to the ILL for financial assistance towards any travel costs incurred to attend conferences and other events associated with his/her research during the time spent at the ILL, as well as for consumables used at the ILL. The ILL will allow the student to teach a reasonable number of hours at his/her home university but will not cover the associated travel expenses.
* Unless otherwise stipulated, the provision of samples, isotopes, special sample environment, etc. is the responsibility of the home institution.
* If the student has to visit the home institution, it is understood that the latter will cover the corresponding travel costs, unless otherwise stipulated. It is understood that periods spent at the home institution must not exceed 6 months without explicit authorization granted under exceptional circumstances by the Head of the Science Division.
* I undertake to ensure that the home institution informs the ILL about the award of the thesis and that it provides the ILL with a copy of both the diploma and the thesis, unless this has already been done by the student.
* I undertake to ensure that the home institution informs both the ILL and the student immediately about the early termination, suspension or cancellation of the thesis. In such cases, the ILL will automatically terminate the contract of employment.
* Any publications by the student will be co-signed by the ILL and the home institution and will explicitly cite their names and addresses and the existence of the partnership.
* Any inventions for which the thesis student is responsible as a result of the thesis work or research entrusted to him/her by the ILL will be shared between the ILL and the home institution based on their respective financial contributions to the PhD project.
* The ILL will not cover the travel and accommodation costs of the examiners appointed for the student's viva voce examination at the end of the PhD research project.

For the home institution:

Name:

Date:

Signature:

*A signed electronic copy of this document must be attached to the application. In the case of recruitment of a student an additional hardccopy will be requested by the HR service*