

TERMS OF AGREEMENT for the academic supervision of a PhD project

Title of the PhD project:

University of the academic supervisor:

I, the undersigned, acknowledge and accept the following conditions:

- before submitting my proposed PhD project, I will contact the proposed ILL supervisor in order to obtain his/her agreement to supervise the PhD project at ILL and to work with him/her in writing the scientific case and work plan that I will submit as part of the complete PhD project application form.
- in the case that my PhD project is selected, I will consult with the ILL supervisor and be proactive in selecting the best PhD candidate for the ILL interview and also ensure that the dossier of this PhD candidate will satisfy the PhD enrolment criteria of my University.
- the selected PhD student must be enrolled at the University where I am accredited to supervise PhD students. I will be his/her official academic supervisor.
- the ILL's financial support to a PhD project is limited to 3 years. No financial support will be provided by the ILL to cover tuition fees or the cost of consumables at my University.
- in the case of proposed co-financing of the PhD student's salary, I must ensure that my University commits to providing its share of financing for the PhD project. The amount and conditions of the co-financing will be negotiated and specified clearly in a collaboration agreement on PhD financing to be signed by my University and by the ILL for the duration of the PhD project.
- the contract of employment of the PhD student will preferably be offered by the ILL. In such case of an ILL contract, the contract of employment will be offered initially for one year. Subject to the satisfactory progress of the PhD project during the first year (which I will be asked to assess together with the ILL supervisor near the end of the first year of PhD work), the ILL contract of employment will be renewed for a period of two years. In the case of an initial University contract, an assessment will be requested of myself and of the ILL supervisor, before offering the ILL contract of employment that completes the 3 years of financing of the PhD student's salary.
- Non-French PhD students must reside in the Grenoble region during the first 3 months of their ILL contract of employment so that they can complete French administrative procedures (residence permit, access to health care, receipt of official documents, etc.). Non-completion of administrative procedures could lead in the worst case scenario to a measure of expulsion against them.
- the PhD student should normally carry out most of the PhD project at the ILL. In the case of 100% financing of the PhD student's salary by the ILL over 3 years, the PhD student's total time of absence from ILL (not including vacation but including schools, conferences, visits to my University or to other institutes/laboratories) must not exceed 6 months of those 3 years. In the case of co-financing of the PhD student's salary, the duration or time period for each working place of the PhD student is stipulated in the above-mentioned collaboration agreement.
- the PhD student will be given the opportunity at the ILL to conduct experiments on scheduled instruments, within the limits of available beamtime, to profit from the use of other experimental facilities at the ILL, and to have the use of necessary computing equipment for processing the data from ILL experiments. The provision of samples, isotopes, or special sample environments for the ILL experiments should be the responsibility of my University, unless otherwise agreed.

- as academic supervisor, I must ensure that the PhD student receives qualified academic supervision to a sufficient extent so he/she can carry out the PhD project satisfactorily and timely. I have the ultimate scientific and administrative responsibility for the submission of the PhD thesis. I will inform the ILL and the PhD student of any change in the rules of the University for doctoral programmes, such as requirements for the PhD thesis defence and doctoral degree. I must provide a copy of the final PhD thesis manuscript to the ILL, unless already provided by the PhD student. In particular, I must ensure that both the ILL and the PhD student are immediately informed about the early termination, suspension or cancellation of the PhD project. In such cases, the contract of employment will be automatically terminated.
- about one month before the end of each calendar year, the ILL supervisor should arrange for an official meeting with the PhD student in my presence as academic supervisor. During this meeting, the progress made during the past year will be documented and the objectives for the year to come will be defined in accordance with the work plan of the PhD project. This information will later be entered into the ILL annual interview form and optionally into the annual report of activities written by the PhD student. The report of activities is submitted to the Head of the ILL Science Division and copied to all supervisors.
- while under ILL contract of employment, the PhD student may request the ILL's financial support towards the cost of travel to schools, conferences and other activities associated with his/her PhD project, as well as towards the cost of consumables (including some materials for sample preparation) for his/her experiments at the ILL.
- for travel to/from my University, the costs for the PhD student should be assumed by my University, unless such travel is made at the request/need of the ILL or otherwise stipulated in the above-mentioned collaboration agreement.
- the ILL allows the PhD student to teach or tutor a reasonable number of hours at my University but the ILL will not cover the associated travel expenses.
- the ILL will not cover the travel and accommodation costs of the examiners / jury-members appointed for the PhD student's thesis defence (or viva) at the end of the PhD project.
- any publications resulting from this PhD project that are co-authored by the PhD student should include the explicit name and address of the ILL and optionally those of my University in the author list, and any ILL data appearing in the publication must be cited/acknowledged in accordance with the ILL Data Policy.

Given name and Family name of the academic supervisor:

Date:

Signature:

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