

**Individual Sandwich PhD Scholarship Programme ITM-DGD
Call 2017**

Concept

In this call round, the Institute of Tropical Medicine (ITM) at Antwerp will award maximally five PhD fellowships to outstanding alumni from its international Master and expert courses, as part of a comprehensive capacity strengthening programme supported by the Directorate General for Development (DGD).

The candidates must be linked to a scientific institute or university in their country and present an outstanding PhD project proposal co-supervised by supervisors at the home institute and ITM, and at the university that is awarding the PhD degree. The fellowship is awarded after a competitive procedure based on the evaluation of academic merit, a full PhD project proposal and the quality and relevance of the institutional set-up.

The doctoral research project will typically last four years. The scholarships are of the 'sandwich' type; meaning that the student will spend the doctoral research time partly in the home institute/country and partly at ITM.

Alumni working in partner institutes of ITM's capacity strengthening country programmes, including associated institutes, are not eligible for this individual PhD scholarship scheme.

Eligibility criteria

-Candidates should have a diploma of one of the ITM Master programmes or a certificate of one of the ITM short courses (list of eligible short courses in annex 1). Alumni of the Interuniversity Programme in Molecular Biology (IPMB) can apply on condition that they finished their Master thesis at ITM (15 ECTS credits).

-Candidates should be linked to a scientific institute or university in the South that is not a partner institute in the 'Country Programmes' of the ITM's capacity strengthening programme supported by DGD (list of partners in ITM-DGD Country Programmes in annex 2).

-A supervisor at the home institute, the ITM and at the university that will award the PhD diploma should declare their commitment to supervise the thesis work. In addition, co-supervisors can express their support as well. The (co)supervisors must be eligible as formal academic (co)supervisors of PhD theses according to their national and/or institutional regulations. For the ITM this means that a ITM professor (ZAP) should be involved as supervisor (promoter). Leading Scientific or Medical ITM staff and postdoctoral researchers qualify as ITM co-supervisor.

-Candidates should be able to obtain the PhD degree before the age of 45.

-Candidates should be a national of a country eligible for DGD funding (list in annex 3). A very

limited number of PhD scholarships (maximum 1 in this call) can be awarded to nationals from any developing country.

-Candidates should deliver proof of English proficiency with a certificate from a recognized institution. Required level for English: TOEFL paper-based 580, computer-based 230, Internet-based 88 or IELTS 6.5 or equivalent. (ITM Toefl Code 7727). Native English speakers are exempt . Non-native English speakers are exempt if they have obtained 60 credits from an English domestic or foreign higher education institution. None-native English speakers are also exempted if they have a higher education diploma issued by a higher education institution recognized by the Flemish Community.

-Candidates must be fully committed to their doctoral research during the grant period, with written consent and commitment of his/her superiors (see home institute binding statement). The student is allowed to fulfil other academic and clinical tasks for maximum 8 hours per week.

Grant conditions

The ITM Scholarship regulations apply.

The grant includes allowances to cover costs for the student (living allowance), research costs and supervision costs. The living allowance in Belgium amounts to 1.600 euro per month and can maximally be allowed for up to 24 months (in the total grant period of 48 months). A monthly living allowance in the home country/institute can be awarded according to the home institute's salary/PhD fellowship regulations with the possibility of a maximum 80% topping up of the gross salary, if justified. The payment and follow-up will be ensured by ITM's Student Services. The fellowship does not constitute an employment relationship between ITM and the grantee; in Belgium the candidate will have the legal and fiscal status of a student. The legal and fiscal status in the home institution and country is the responsibility of the candidate and the home institute. A bench fee of maximally 6000 euro per year is allowed to cover costs directly related to the student's training and research. The supervision allowance (max. 500 euro/month) is meant to cover costs for the support and supervision of the student. Payment of the supervision allowance will be made to the scientific department/unit of the supervisor of the home institute during the candidate's stay in the home institute and to the scientific department/unit of the ITM supervisor during the candidate's stay in Belgium. The supervision allowance can also be used as an additional bench fee to cover research costs.

All grant specificities will be detailed in the PhD contract (annex 4).

Duration

The grant is initially allocated for a period of two years, with a renewal for another two years after a positive progress evaluation by the supervisors and the ITM PhD Committee and on the condition that the capacity strengthening programme supported by DGD will be continued.

Evaluation criteria

All eligible applications will be examined by the ITM PhD Committee. The selection will be based on:



-Scientific quality of the candidate

- Study results
- Relevant research experience and/or publications
- Motivation

-Scientific quality of the proposal

- Quality of the research proposal
- Feasibility of the research plan
- Relevance to health and health development in developing countries
- Potential output

-Supportive research environment

- Coherence with research programmes at the home institute and at ITM
- Support, role, contributions and expertise of the supervision team

-Contribution to capacity strengthening of the home institute and/or country

Submission, evaluation and selection procedure

-Applications have to be completed and submitted by the candidate, with support from all supervisors (home institute, ITM, PhD awarding university), according to the guidelines and form in annex 5 by 15 November 2017, 5 p.m. Belgian time. Submissions received after the deadline or incomplete applications will be considered as not eligible.

-Candidates will receive a confirmation of receipt.

-The ITM Academic Coordinator Research will undertake an eligibility check. All eligibility criteria should strictly be met.

-The ITM PhD Committee will review the eligible applications based on the evaluation criteria of the call and will decide which candidates to interview. The best candidates will be invited for an online interview on 21 December 2017.

-The selection and ranking advice by the ITM PhD Committee will be sent for final decision to the ITM Management Committee.

Timeline

- 13 July 2017: launch of the call
- The deadline for submission is 15 November 2017, 5 p.m. Belgian time.
- The evaluation and ranking advice by the ITM PhD Committee will take place in December 2017.
- The final decision is taken by the ITM Director's Committee in January 2018.
- The candidates and their supervisors will be notified at the latest by 15 February 2018.
- The PhD scholarships have to start between 1 March-1 June 2018

Contact

Further information can be obtained from Ann Verlinden, ITM Academic Coordinator of Research (averlinden@itg.be; +32 (0)3 247 66 86), to whom the applications should be sent in electronic form by the deadline (both in word and pdf). All applications will be checked using URKUND,



plagiarism checker.



ANNEX 1. ITM eligible short courses

- Short Course on Health Policy
- Short Course on Strategic Management of Health Systems
- Planning and Management of Reproductive Health Programmes
- Planning and Management of Tropical Diseases Control Programmes
- Short Course in Clinical Research & Evidence-based Medicine (SCREM)
- Qualitative and Mixed Methods in International Health Research (QMM)
- Hospital-based Interventions to Contain Antibiotic Resistance in Low-resource Settings (AIM)
- Clinical Decision-Making for Drug-Resistant Tuberculosis (DR TB)



ANNEX 2. Partners in the Country Programmes ITM-DGD Fourth Framework Agreement/FA4 (2017-2021) (not eligible for this call)

Africa

- Institut National de Recherche Biomédicale R.D. Congo (INRB), R.D. Congo
- Ecole de Santé Publique, (ESP) Université de Lubumbashi, Lubumbashi, R.D. Congo
- Centre de Recherche Sanitaire de Kimpese (CRS), R.D. Congo
- Programme National de Lutte contre la Trypanosomiase Humaine (PNLTHA), Kinshasa, R.D. Congo
- Laboratoire de Référence de Mycobactéries (LRM), Cotonou, Bénin
- Institut de Recherche en Science de la Santé – Unité de Recherche Clinique de Nanora - Clinical Research Unit Nanoro (CRUN), Nanoro, Burkina Faso
- Gondar College of Medicine and Health Sciences (GCMHS), University of Gondar (UoG), Gondar, Ethiopia
- Department of Veterinary Tropical Diseases (DVTD), University of Pretoria, Pretoria, South Africa
- School of Public Health (SOPH), Western Cape University, Cape Town, South Africa
- Centre National de Formation et de Recherche en Santé Rurale de Maferinyah (CNFRSR Maférinyah), Guinée Conakry

Latin America

- Instituto de Medicina Tropical Alexander von Humboldt (IMTAvH), Universidad Peruana Cayetano Heredia (UPCH), Lima, Peru
- Instituto de Medicina Tropical Pedro Kourí (IPK), Havana, Cuba
- Instituto Nacional de Higiene, Epidemiología y Microbiología (INHEM), Havana, Cuba

Asia

- Sihanouk Hospital Centre of HOPE (SHCH), Phnom Penh, Cambodia
- National Center for Malaria Control, Parasitology and Entomology (CNM), Phnom Penh, Cambodia
- The National Centre for HIV/AIDS, Dermatology and STDs (NCHADS), Phnom Penh, Cambodia
- National Institute of Public Health (NIPH), Cambodia
- National Institute for Malaria, Entomology and Parasitology (NIMPE), Hanoi, Vietnam



ANNEX 3. Countries eligible for DGD funding

-Benin, Bolivia, Burkina-Faso, Burundi, Cambodia, Cameroon, Cuba, Democratic Republic of Congo, Ecuador, Ethiopia, Guatemala, Guinea, Haiti, Indonesia, Kenya, Madagascar, Mali, Morocco, Mozambique, Nicaragua, Niger, Palestine areas, Peru, Philippines, Rwanda, Senegal, South Africa, Tanzania, Uganda, Vietnam, Zimbabwe

-A very limited number of PhD scholarships (maximum 1 in this call) can be awarded to nationals from any developing country.



GRANT CONTRACT FOR PhD STUDENTS

Between

Institute of Tropical Medicine Antwerp
Nationalestraat 155
2000 Antwerp
Belgium
Stichting van openbaar nut Nr. 0 410 057 701
Represented by its director,
Prof. Dr. Bruno Gryseels

and

Mr/Mrs:
Date and place of birth:
Nationality:
Contact Address:
E-mail address:

Following has been agreed:

Article 1: Definitions

Grant means a financial indemnity or subsidy, by the Institute of Tropical Medicine – hereafter called ITM – attributed to the candidate PhD student – hereafter called student, to allow him/her to carry out doctoral research in order to obtain a PhD degree at a recognised university.

The grant includes allowances to cover costs for the student, research costs and supervision costs. The grant allocations are detailed in annex 1.

The grant refers to a “sandwich” program, meaning that the student will spend his/her doctoral research time in the home institute/country and at the ITM, taking into account that the Belgian scholarship amount can maximally be allowed for up to 24 months (in the total grant period of 48 months). The grant does not constitute an employment relationship between the ITM and the student. In Belgium the grantee will have the legal and fiscal status of a student. The legal and fiscal status in the home institution and country is the responsibility of the grantee and the home institute.

Article 2: Supervision



A supervisor both at the home institute and at the ITM will supervise the student. The PhD degree awarding university supervisor must be committed as well. The student will, during his/her stay in Belgium, be part of an ITM research unit and take part in collective scientific activities within the limits of this contract. During his/her stay in the home country/institute the supervisor of the home institute will coach the student. The supervisors must be eligible as formal academic promoters of PhD theses according to their national and/or institutional regulations. The university supervisor and the university doctoral supervisory committee will monitor – according to the university regulations - the progress of the research on a regular basis as well.

Supervisor ITM:

Supervisor Home Institute:

Article 3: Duration

- The grant is allocated for a period of two years: from [DATE] up to and including [DATE].
- The grant can be extended with another two years after positive evaluation of the PhD research progress by the ITM PhD Committee and on the condition that capacity strengthening programme supported by DGD will be continued.
- The student can forfeit the grant at any time; on condition that he/she informs the ITM director and the PhD supervisors in writing.

Article 4: The student

By signing this contract, the student declares:

- that he/she accepts the grant
- that he/she acknowledges that a grant does not constitute an employer–employee relationship between the parties.

By signing this contract, the student agrees to strictly adhere to the following obligations:

- The student commits him/herself to work full-time on his/her doctoral research and doctoral training during the grant period, with written consent and commitment of his/her superiors. The student is allowed to fulfil other academic and clinical tasks for maximum 8 hours per week. If for any reason the availability for his/her doctoral research can no longer be guaranteed, the student will immediately inform ITM in writing to the ITM Academic Coordinator of Research.
- The student must submit a progress report according to the guidelines to the ITM Academic Coordinator of Research at least 3 months prior to the end of the first two years of this contract. The ITM PhD Committee will evaluate the progress report.
- Whenever requested, the student will provide information needed for the evaluation of the progress of the doctoral research.
- The student agrees to respect the “sandwich formula” and present him/herself at the student service of ITM upon his/her arrival and departure.



- The student will submit his/her research protocol to the ITM Institutional Review Board and the EC of the country in which the research will take place, as ITM subscribes to the principle of double ethical review.
- The student registers as a doctoral student at the PhD awarding university within one year.
- The student accepts the rules and regulations of the university he/she registers with.
- The student commits him/herself to inform the ITM of other sources of income, and, if required by ITM, to provide the necessary evidence that these paid activities do not endanger the progress of the doctoral research.
- The student declares to accept the ITM Internal Terms and Conditions for the Proper Execution of Assignments/Activities as attached to this contract in annex 2.
- The student declares to accept the ITM policy and regulations with regard to Intellectual Property (IP), as published on www.itg.be.
- The student declares to endorse the European Code of Conduct for Research Integrity, the Belgian national code of research ethics, and the Singapore Statement on Research Integrity.

Article 5: About ITM

- Each month, ITM will pay the grant.
- ITM commits itself to act as co-ordinator between the student and the degree awarding university concerning formal registration, provision of information about the doctoral rules and regulations and the composition of the doctoral supervisory commission at the university concerned.
- ITM will guarantee the quality of the scientific supervision of the ITM supervisor.
- The student has the right to invoke the complaint procedure of ITM at any time and request arbitration through the ombudsman.
- The ITM supervisor is responsible for the formal and operational aspects of the co-ordination between him/herself and the supervisor at the home institute.
- The ITM supervisor will manage in a transparent manner and in agreement with the student and the supervisor of the home institute the expenditure of the “bench-fee”.

Article 6: Revocation of the grant

- The grant can be revoked at any time if,
 - the student shows obvious shortcomings in the execution of his/her research work for which the grant was awarded,
 - one of the requirements stated in article 4 has not been fulfilled.
- A written termination is subject to three months’ notice from ITM.

Article 7: Suspension of the grant

In case of long illness (more than 60 calendar days), maternity leave (more than 3 months) or absence through “force majeure” (more than 30 calendar days), the grant will be suspended. In case of suspension of the grant, the ITM director can decide to extend the end date of the allocation period by the same period.



Article 8: Amount of the grant

- The different grant amounts and the conditions for payment thereof are stated in annex 1.

Article 9: Acknowledgments

The student will mention his/her affiliation with ITM and the home institution on all PhD related publications. The student will acknowledge the research funding body as well.

Annexes

The following four annexes are an integral part of this contract:

Annex 1: Grant allocations

Annex 2: Internal Terms and Conditions for the Proper Execution of Assignments/Activities

Annex 3: Home institute binding statement

Annex 4: Bank details from Home institute (supervision allowance)

All pages of this contract and its annexes should be initialled by all signatories.
Drawn up in Antwerp in twofold on [DATE]

Signatures,

Director

PhD Student

Witnessed by:

Supervisor ITM

Supervisor Home Institute

Legal representative home institute



Annex 1. Grant allocations.

1. Covering costs for the student

The payment and follow-up will be ensured by the ITM's Student Services. Payments will be made by multiscard or into an account the student will open with a Belgian bank. Payment will be done in the beginning of each month.

<i>Costs for the student</i>	<i>Reference amounts in 2013 (in EUR)</i>
Monthly payments	
1. <i>Monthly allowance (fixed) (1)</i>	
<i>When in Belgium</i>	1.600
<i>When in the home institute/country</i>	X
2. <i>Insurances (maximum) (2)</i>	62
Other payments	
3. <i>Indirect mission costs (3)</i>	100
4. <i>Installation allowance (4)</i>	550
5. <i>International travel (5)</i>	Lowest rates
6. <i>Registration fee Belgian university (6)</i>	Lowest rates
7. <i>Costs PhD thesis(7)</i>	700
8. <i>Cost of repatriation (maximum, if applicable) (8)</i>	6.200

- (1) *An allowance for living expenses: housing, meals, individual travel, personal costs; the living allowance in Belgium amounts to 1600 euro per month; indexation every three years. The Belgian scholarship amount can maximally be allowed for up to 24 months (in the total grant period of 48 months). A monthly living allowance in the home country/institute can be awarded according to the home institute's salary/PhD fellowship regulations with the possibility of a topping up, if justified (see home institute binding statement in annex 3).*
- (2) *Insurances: insurance for civil responsibility, medical care and physical accidents while in Belgium, but also in the home country if it is possible to obtain a similar insurance there for the same maximum amount. The insurance in the home country is the responsibility of the student.*
The insurance for physical accidents is an insurance taken for the student to cover him in case of injury through accident in the institute or while travelling to and from his home or the institute. The ITM takes out an insurance policy for the student and uses the maximum amount (indexed) foreseen. This means that this allocation is not directly or indirectly paid to the student but is used by ITM for taking out the insurance policies necessary.



- (3) Lump sum¹ that will be paid per stay in Belgium to cover costs preparing for travelling to Belgium, including medical check-up, travelling for visa (except for long distance transit costs), translation and legalisation of documents and transport to the airport.
- (4) Fixed lump sum that will be paid at the start of the student's first stay in Belgium to cover all kind of general expenses upon first arrival in Belgium.
- (5) International travel will be undertaken in economy class (including internal flights, bus or train to the place where the visa has to be collected). The travel to and from ITM to the airport will not be paid. In principle, the most economical route is chosen; but due to practical reasons exceptions can sometimes be made. The student is allowed one return ticket annually; no tickets are foreseen for the student's family. Additional airport taxes can be refunded on presentation of a valid justification document stating the cost and date (invoice, receipt ...).
- (6) PhD Registration fee at the Belgian university.
- (7) Printing and mailing costs PhD thesis. Fixed lump sum that will be paid after the PhD defence.

Repatriation costs are costs in the event of death of the student, with the exception of the funeral costs, or for serious medical reasons which mean that the student is forced to stop his/her training and stay in Belgium.

2. Covering research costs (bench fee or research allowance)

<u>Research allowance</u>	<u>Reference amount for 2013 (maximum amount)(in EUR)</u>
Maximum amount, fixed per year (9)	6000

(9) To cover the costs directly related to the student's training and research. A maximum amount per year, to be accounted for.

3. Covering support and supervision costs

Payment of the supervision allowance will be made to the scientific department/unit of the promoter of the home institute during the candidate's stay in the home institute and to the scientific department/unit of the ITM promoter during the candidate's stay in Belgium.

¹ A lump sum is an allowance for which no financial justification must be submitted. However, in the frame of financial control invoices, receipts or bank transactions can be asked to be presented at all times.



<i>Supervision allowance</i>	<i>Reference amount for 2013 (in EUR)</i>
<i>Fixed amount per month, follows the student's whereabouts (10)</i>	500

(10) Lump sum to cover structural costs for the support and supervision of the student. The supervisors will use the support/supervision allowance in a transparent matter and for the benefit of the PhD student and/or his/her research environment. The supervision allowance can also be used as an additional bench fee to cover research costs. On top of the supervision allowance 1 annual ticket for either the ITM supervisor or the supervisor of the home institute and per diem and hotel costs for maximum 10 days can be provided in order to facilitate joint meetings between supervisors and candidate.

Annex 2. Internal Terms and Conditions for the Proper Execution of Assignments/Activities

Art. 1: Application

These terms and conditions apply to all persons present on the premises of the Institute of Tropical Medicine (ITM) who are not covered by an employment contract, including consultants, Dehousse grant holders, short-term guests, guest collaborators, doctoral students, sandwich doctoral fellows, individual students and course enrollees, trainees, volunteers, staff members assigned to ITM by social services (OCMW) and independent physicians – all of whom are referred to below as "the person."

Art. 2: Information

When reporting to ITM, the person shall provide all the requested information that is necessary for the proper legal performance of his/her assignment/activities.

All written and oral confidential information ² received by the person in the course of the preparation, implementation or follow-up of his/her visit, training period or term, shall be

² With "confidential Information" is meant information and data of a confidential nature, including but not limited to proprietary or technical information, information related to development, marketing, sales, applications, and cost, knowledge, business and process information, computer programming techniques and all recording media containing or releasing such information or techniques while the person is visiting, training or conducting research.

Not considered confidential is information that:

- (a) is already in the public domain or ends up in the public domain without the Receiving Party having violated this agreement;
- (B) is already in the possession of the Receiving Party before it was transferred to it by the Disclosing Party;
- (C) is received by the Receiving Party from a third party that is free to disclose such information;
- (D) is subsequently developed independently by the Receiving Party without its using the "confidential information" of the Disclosing Party;
- (E) was approved for release following prior written permission from the Disclosing Party;
- (F) has to be released by law, on the order of the highest court or by administrative order, provided that the Receiving Party gives prior notice of this obligation to the Disclosing Party and cooperates with the Disclosing Party on contesting said disclosure or obtaining confidential treatment of said disclosure.



regarded as strictly confidential and shall not in any way whatsoever be made public without prior written agreement between ITM and the person.

The person shall comply with all intellectual property policies of ITM during his/her term at the Institute. The full text can be found on the ITM website. At his/her request, a copy of the document shall be given to the person.

Where applicable, the clauses of a cooperation agreement between ITM and a partner regarding the visit, course or term shall prevail over the provisions of ITM's intellectual property policies.

Art. 3: Duty to report damage or loss of property

The person shall immediately notify ITM of any loss or damage of property entrusted to him/her. He/she shall bear full responsibility for his/her acts and any damage that may result therefrom for himself/herself or others.

Art. 4: Order, health and safety

4.1 Responsibilities

The person shall carefully comply with all rules and regulations regarding safety and health at work:

- The person shall cooperate with precautions to prevent accidents.
- The person shall use and maintain in good condition all individual protective equipment made available to him/her.
- The person shall report every situation that appears dangerous and take initial precautionary measures him/herself. The manner in which this reporting duty shall be exercised is the subject of the guidelines issued by the Prevention Consultant.

4.2 Special clothing:

The person who receives special clothing (in labs and technical management) shall wear such clothing properly and only in the designated areas.

4.3 Meals:

Meals may, within the building, be taken only in the areas specifically designated for that purpose. Where the activity requires, an exemption may be granted if the meal can be taken in an area that meets health standards. It is strictly forbidden to eat meals in the labs.

Before entering the lunch room, the person shall ensure that he/she and his/her clothing comply with the health standards.

4.4 Smoking ban:

A general smoking ban shall be upheld inside all ITM buildings and service vehicles.

4.5 Theft or damage of personal property:

ITM shall not be held responsible for stolen or damaged personal items. The person who leaves valuables or money unsupervised in work areas does so at his/her own risk.

4.6. Access to ITM buildings

At the start of his/her activities, the person shall be given an access badge from the Student or Personnel Service. This badge will give him/her access to specific areas in ITM buildings on weekdays between 7:00 a.m. and 7:00 p.m. If the person needs to stay longer, permission shall only be given on condition that an ITM supervisor is also present.

Students may, given prior permission of the course coordinator and timely reservation, make use of Room C in the main building for group work during the week and on weekends.

Art. 5: Protection of all persons present on ITM premises from violence, harassment and sexual abuse in the workplace

5.1. Objective:



Safety and health standards, as well as ethical standards, must be everyone's concern. It is therefore strictly forbidden to undertake anything whatsoever that runs counter to this or is a violation of human dignity.

5.2. Counselors

Anyone who in the course of his/her activities feels threatened by violence or harassment or whose integrity is threatened by unwanted sexual advances can freely and confidentially approach a counselor.

The counselor shall follow the specific procedure available for consultation in the Prevention Service and the Personnel Service.

5.3. Prevention of psychosocial stress:

If the intervention does not lead to a satisfactory solution, the counselor, in consultation with the person, shall contact the Prevention Consultant Psychosocial Stress. The latter, together with the management of ITM, will then determine the procedure to be followed.

Art. 6: Conduct contrary to the objectives of ITM

6.1. Objectives:

The person shall respect the objectives of the Institute and the values associated with them.

6.2. Tolerance and forms of discrimination:

Tolerance shall be expected of every person with regard to members of the staff and other persons present at ITM. No form or expression of negative discrimination based on gender, race, sexual orientation, ethnic or national origin, marital status, place of birth, age, religious or philosophical beliefs, and health or disability shall be tolerated.

Art. 7: Code of conduct for the use of Information and Communications Technology (ICT) resources

7.1. Objectives:

Virtually every person at ITM makes daily use of email, the internet, the intranet and telephony, whether for work or personal reasons. A clear understanding of the use of ITM's ICT resources is therefore in everyone's interest. All users of ITM's ICT resources shall abide by the code of conduct at all times.

The code is designed to:

- guarantee the security of ITM's ICT systems;
- ensure the availability of adequate ICT services;
- protect the privacy and security of users;
- protect the reputation of ITM.

7.2. Unacceptable use

The following activities shall not be allowed:

- the storage, distribution and supply of information that is in contravention of the law, or violates the public order or the moral code or rights of third parties;
- causing damage or inconvenience to other users or third parties;
- sending offensive, obscene or threatening messages;
- providing confidential information to third parties;
- sending unsolicited electronic mail;
- forwarding personal passwords to others, or logging in with the username/password of someone else (unless authorization was granted according to the applicable procedure);
- attempting to circumvent/circumventing the security system of any host, network or account;
- attempting to disrupt/disrupting any service, host or account;
- connecting one's own equipment to the network without authorization;



- using the ITM's ICT resources for commercial purposes or activities that are not part of ITM's mission.

7.3. Duties

The person must:

- always use his/her own username;
- be careful with the transmission of personal data, including email addresses;
- be careful with messages, files and attachments from unknown senders;
- follow the generally accepted rules of etiquette;
- follow the guidelines of the ICT Service;
- keep antivirus and other security software running at all times;
- ensure that his/her ICT use does not negatively impact the functionality and availability of the computers, network and ICT applications of ITM.

7.4. Acceptable use for personal reasons

The person may make limited and reasonable use of the telephone, email and internet facilities, as long as such use is not disturbing others, resulting in excessive costs for ITM or adversely affecting his/her work.

7.5. Monitoring

The Director and/or General Manager shall have the right to monitor the email and internet use of individuals provided that:

- such monitoring is aimed at limiting unauthorized use, as described in this code of conduct, or at guaranteeing the security and proper technical operation of the IT network systems;
- such monitoring takes place on the initiative of the Director and/or General Manager, or via a substantiated written request to the Director and/or General Manager;
- such monitoring starts only on the date of application and is restricted to the period required to achieve the goal;
- communication data are only kept by the IT Service for the purpose of backing up data to protect against data loss and are not monitored retroactively;
- the content of email messages is never released.

If the above conditions are met, the Director and/or the General Manager may request the following information from the IT Service:

- Internet: a list of visited sites, frequency and volume of the transmitted information
- Email: the volume of email messages sent and received during a specified period
- Telephony: the number of telephone calls made to a particular number over a certain period.

Art. 8: Alcohol and drugs

ITM takes measures to prevent the use of alcohol and other drugs with a view to protecting the health and safety of all persons on the premises in the execution of their work or activities. The use of alcohol or other drugs at ITM may have a negative impact on the safety, health and wellbeing of the persons. The institute itself may suffer damage due to a decrease in productivity or the delivery of work of lower quality.

ITM wants to prevent that people function poorly due to the use of alcohol and drugs by:

- ensuring that everyone realizes that problems do occur and that these problems need to be discussed;
- preventing social use from turning into abuse;
- preventing use that could lead to dysfunction before or during work;



- ensuring early detection of problem situations and ensuring that service heads take their responsibilities in regards to this;
- where necessary, helping people change their behavior;
- dealing with abusers in a constructive way and assisting them with the help of the Prevention Service and healthcare sector.

Prevention of drug and alcohol abuse is a shared responsibility. ITM expects everyone to cooperate with this and, in return, will provide the necessary information, training and resources to do so.

Art. 9. Sanctions

Violations shall result in the immediate cessation of the collaboration without any compensation and in the exclusion from further access to the premises of ITM and the use of the ITM network.

Art. 10: Approval

These internal terms and conditions have been approved by the Management and shall take effect on April 15, 2011.

Annex 3. Home institute binding statement

Annex 4. Bank details form Home institute (Supervision costs)

1. ADMINISTRATIVE FORM

2. Administrative information and bank details to be used by the Institute of Tropical Medicine, Antwerp

Organisation/Institution:	
Supervisor:	
Office address:	
Tel.:	
Fax:	
E-mail:	
Administrative officer:	
Office address:	
Tel.:	
Fax:	
E-mail:	

Bank details	
Bank name:	
Bank address:	



Account number:	
Account name:	
Principal account holder:	
Principal account holder's address:	
Corresponding bank in Belgium:	
IBAN number:	
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To be sent back to nbrouwers@itg.be





Individual PhD Sandwich Scholarship Programme

ITM-DGD

Call 2017

Candidate:

- LAST and first name candidate
- Date of birth
- Nationality
- Sex
- Graduate of which ITM course? (cf. eligibility criterion 1)
- Email address
- Home institute + country

Supervisors:

- Name ITM supervisor and if applicable of the ITM co-supervisor,
- Name + Contact details supervisor home institute
- Name + Contact details supervisor PhD awarding university

Please send your application including this cover page by 15 November 2017, 5 p.m. Belgian time to Ann Verlinden, ITM Academic Coordinator of Research, averlinden@itg.be , 32-(0)32476686. Please copy nbrouwers@itg.be



The PhD application should include:

1. Cover page
2. The PhD research project proposal following the guidelines below.
3. Letters of acceptance and support from the supervisors (home institute, ITM, PhD awarding university). *Please add separate letters by each supervisor in which their expertise and their role and contribution to the PhD thesis supervision is explained.*
4. Motivation letter by the candidate.
5. A Curriculum Vitae including transcripts of higher education records (at Master and postgraduate level), a short description of the candidate's present employment.
6. Proof of proficiency in writing, speaking and reading English (even if the PhD thesis and training will be in French) according to the requirements specified under the eligibility criteria.
7. List of publications (if any). *Mention the Journal Impact Factor (IF).*
8. Full text of at least one published article, or one or more relevant chapters of a master thesis if no articles have been published.
9. Written approval of the ITM department (*to be obtained through the ITM supervisor*).
10. A 'home institution binding statement':
 - attesting the candidate's full commitment to the PhD research. The candidate is allowed to fulfil other academic/clinical tasks for maximum 8 hours per week (please mention these other academic/clinical tasks – if any - in the statement).
 - attesting the amount of the PhD scholarship or the (gross) salary of a (junior) scientific collaborator in the home institute.
 - indicating if the candidate will continue to receive his/her local (full or partial) salary in the home institute or not.
 - Motivated request- if any - for a topping up. A maximum 80% topping up of the gross salary can be allowed if justified in the statement.

This statement on letterhead paper shall be signed by the home institution's legal representative and stating his/her name, function, email address and stamp of the institution.



The PhD research project proposal should provide:

The main text of the proposal should be written in such a way that non-expert PhD Committee members can judge the hypothesis, objectives, methodology etc. More detailed description, especially of methodology, for critical evaluation by the expert referees, can be presented in annexes, limited to maximum 10 additional pages.

1. Title
2. Abstract (max. 200 words)
3. Research question (max. 1000 words)
 - a) State of the art
 - b) Main and secondary research objectives
 - c) Working hypothesis
4. Research methodology (max. 1000 words)
 - a) Study design
 - b) Methods
 - c) Expected data and analytical plan
5. Reference list
6. Impact and relevance (max. 200 words)
 - a) Innovative character, originality of scientific contribution
 - b) Scientific, medical, societal relevance
7. Institutional context
 - a) Embedment in the research and teams of the home institute
 - b) Relation of the project to research programmes and teams at the ITM
 - c) Parts of the work to be done in the home institute and at the ITM
8. Management
 - a) Personal capacities and experience, indicating possible training needs
 - b) Logistical and organisational feasibility
 - c) Detailed budget and resources table. If the annual amount of the bench fee/supervision fee will not be sufficient to cover the costs of your research, please mention any other available resources.
 - d) Ethical, regulatory and legal clearances
 - e) Timeline and milestones
 - f) Risks and precautions plan

