



## Individual PhD Sandwich Scholarship Programme ITM-DGD Call 2011

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### Concept

The Institute of Tropical Medicine (ITM) at Antwerp awards each year maximally three 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 Cooperation (IMT-DGD programme).

The candidates must be linked to a scientific institute or university in their country and present an outstanding PhD project proposal co-supervised by promoters at the home institute and the 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 the ITM.

Alumni working in partner institutes of the ITM's capacity strengthening programme, including associated institutes, are not eligible for this individual scheme, but can apply for a PhD fellowship as part of the institutional collaboration.

### 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 the ITM (15 ECTS credits). Alumni of the European Master in International Health of the tropEd Network ([www.tropEd.org](http://www.tropEd.org)) can apply on condition that they earned at least 12 ECTS credits at the ITM.
- Candidates should be linked to a scientific institute or university in the South that is not a partner in the ITM's capacity strengthening programme supported by the Directorate General for Development Cooperation, including associated institutes (list of partner institutions in annex 2).
- At least one promoter at both the home institute and the ITM should declare their commitment to supervise the thesis work. Both must be eligible as formal academic promoter of PhD theses according to their national and/or institutional regulations. The promoter of the Belgian university awarding the PhD diploma needs to be identified and committed as well.
- Candidates should be able to obtain the PhD degree before the age of 45.
- Candidates should be citizen of a country eligible for fellowships funded by the Directorate General for Development (list in annex 3).
- Candidates must be fully committed to their doctoral research 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.

### **Grant conditions**

The grant includes allowances to cover costs for the student (living allowance), research costs and supervision costs. The living allowance in Belgium amounts to 1500 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 the ITM's Student Services. The fellowship does not constitute an employment relationship between the 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 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.

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 promoters and the ITM PhD Committee.

### **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 and/or relevant research experience
  - Publications (quality and quantity)
  - Support letters of the promoters
- Scientific quality of the proposal
  - Quality and feasibility of the research plan
  - Relevance to health and health development in developing countries
  - Coherence with research programmes at the home institute and at the ITM
  - Potential output
- Contribution to capacity strengthening of the home institute and/or country

### **Application procedure and timeline**

- Applications have to be completed and submitted by the candidate, with support from the promoters, according to the guidelines and on the format in annex 5.
- The deadline for submission is 30 November 2011.
- The evaluation and ranking by the ITM PhD Committee will take place

- between 1 December and 15 January 2012.
- The final decision is taken by the ITM Director's Committee before 15 February 2012.
- The candidates and their promoters will be notified at the latest by 1 March 2012.
- The PhD scholarship can start between 1 March and 1 September 2012.

### **Contact**

Further information can be obtained from Ann Verlinden, ITM Research Coordinator ([averlinden@itg.be](mailto:averlinden@itg.be); +32 (0)3 247 66 86), to whom also the applications should be sent.

#### 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); *to be confirmed*

## ANNEX 2. Partner Institutions under the Third DGD-ITM Framework Agreement

- Institut National de Recherche Biomédicale R.D. Congo (INRB), Labovet R.D. Congo
- Institut National d'Administration Sanitaire Maroc (INAS)
- Makerere University/Institute of Public Health, Kampala, Uganda (IPH-MU)
- PUCE Pontificia Universidad Católica del Ecuador/ISP Instituto de Salud Pública, Quito, Ecuador (IPH-PUCE)
- Instituto Nacional de Higiene, Epidemiología y Microbiología, Havana, Cuba (INHEM)
- Instituto de Medicina Tropical Pedro Kourí, Havana, Cuba (IPK)
- Universidad Mayor de San Simón/Graduate School, Department of Medicine, Cochabamba, Bolivia (UMSS)
- Institute of Public Health Bangalore, India
- Sihanouk Hospital Centre of HOPE, Phnom Penh, Cambodia (SHCH)
- Tropical Diseases Research Centre, Ndola, Zambia
- Universidad Peruana Cayetano Heredia/Instituto de Medicina Tropical Alexander von Humboldt, Lima, Peru (IMTA vH)
- National Institute of Malariology, Parasitology & Entomology, Hanoi, Vietnam (NIMPE), National Center for Malaria Control, Parasitology and Entomology (NCCM)
- Université Cheikh Anta Diop, CHU Le Dantec/Laboratoire de Bactériologie Virologie, Dakar, Sénégal
- University of Pretoria/Department of Veterinary Tropical Diseases, Pretoria, South Africa (DVTD)
- Centre International de Recherche-développement sur l'Élevage en zone Subhumide, Bobo Dioulasso, Burkina Faso (CIRDES)
- Centro Internacional de Zoonosis, Central University, Quito, Ecuador

ANNEX 3. List of countries of which citizens are eligible for DGD-funded fellowships

Algeria, Bangladesh, Benin, Bolivia, Burundi, Brazil, Burkina-Faso, Cambodia, Cameroon, China, Colombia, Cuba, DR Congo, Ecuador, El Salvador, Ethiopia, Guatemala, Guinea, Haiti, India, Indonesia, Ivory Coast, Kenya, Madagascar, Mali, Morocco, Mozambique, Nicaragua, Niger, Palestine areas, Peru, Philippines, Rwanda, Senegal, South Africa, Surinam, Tanzania, Uganda, Vietnam, Zambia, Zimbabwe

ANNEX 4 Grant contract for PhD students

**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**

At least one promoter both at the home institute and at the ITM will supervise the student. 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 promoter 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 and will be asked to sign the ‘Code of Good Practice for PhD supervision’. From the moment of registration at a university, the university promoter and the university doctoral supervisory committee will monitor – according to the university regulations - the progress of the research on a regular basis as well.

Promoter ITM:  
Promoter 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.
- The student can forfeit the grant at any time; on condition that he/she informs the ITM director and the PhD promoters 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 Research Coordinator.
- The student must submit a progress report according to the guidelines to the ITM Research Coordinator 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 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](http://www.itg.be).

### **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 promoter.
- The student has the right to invoke the complaint procedure of ITM at any time and request arbitration through the ombudsman.
- The ITM promoter is responsible for the formal and operational aspects of the co-ordination between him/herself and the promoter at the home institute.
- The ITM promoter will manage in a transparent manner and in agreement with the student and the promoter 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 the 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 two 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

All pages of this contract and its annexes should be initialled by all signatories.

Drawn up in Antwerp in twofold on [DATE]

Signatures,

Director

General Administrator

PhD Student

Witnessed by:

Promoter ITM

Promoter 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 multicard 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 2011 (in EUR)</i>
<b>Monthly payments</b>	
1. Monthly allowance (fixed) (1)	
When in Belgium	1.500
When in the home institute/country	X
2. Insurances (maximum) (2)	62
<b>Other payments</b>	
3. Indirect mission costs (3)	100
4. Installation allowance (4)	550
5. International travel (5)	Lowest rates
6. Registration fee Belgian university (6)	Lowest rates
7. Costs PhD thesis(7)	700
8. Cost of repatriation (maximum, if applicable) (8)	6.200

- (1) An allowance for living expenses: housing, meals, individual travel, personal costs; the living allowance in Belgium amounts to 1500 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.
- (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 sum<sup>1</sup> 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.

<sup>1</sup> 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 present at all times.

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 2011 (maximum amount) (in EUR)</u>
<b>Maximum amount, fixed per year (9)</b>	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.

<u>Supervision allowance</u>	<u>Reference amount for 2011 (in EUR)</u>
<b>Fixed amount per month, follows the student's whereabouts (10)</b>	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. Not included in the support costs are 1 annual ticket for either the ITM promoter or the promoter of the home institute and per diem and hotel costs for maximum 10 days.

**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 <sup>2</sup> received by the person in the course of the preparation, implementation or follow-up of his/her visit, training period or term, shall be regarded as strictly

<sup>2</sup> 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;

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.

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(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.

## 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.



**Institute of Tropical Medicine Antwerp**

# **Individual PhD Sandwich Scholarship Programme**

## **ITM-DGD**

Call 2011

FORM

Please send your application at the latest by 30 November 2011 to Ann Verlinden, ITM Research Coordinator, [averlinden@itg.be](mailto:averlinden@itg.be), 32-(0)32476686.

The PhD application should include:

1. The PhD research project proposal following the guidelines below.
2. Letters of acceptance and support from the promoters (home institute, ITM, Belgian PhD awarding university).
3. Motivation letter of the candidate.
4. A CV with a transcript of higher education records (at Master and postgraduate level) and a short description of the candidate's present employment.
5. Language proficiency test scores or equivalent for the thesis and training language (English or French). All candidates must have a sufficient (proven) knowledge of English to consult scientific literature.
6. List of publications.
7. Full text of at least one published article, or one or more relevant chapters of a master thesis if no articles have been published.
8. Written approval of the ITM department.
9. 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 in the statement).
  - indicating if the candidate will continue to receive his/her local salary in the home institute or not.
  - attesting the amount of the local PhD scholarship or the (gross) salary of a (junior) scientific collaborator. 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:

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 and statistics
  - c) Expected data and analytical plan
5. Reference list (max. 10)
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, possible training needs
  - b) Logistical and organisational feasibility
  - c) Budget and resources
  - d) Ethical, regulatory and legal clearances
  - e) Timeline and milestones
  - f) Risks and precautions