EU CONEXUS
European University for Smart Urban Coastal Sustainability

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Doctoral School Framework

D4.2
VERSION 6

WP4 – PhD Level Joint Actions

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Doctoral School Framework - *A document describing the agreed guidelines and procedures for the support structure governing doctoral studies within EU-CONEXUS European University*

Revision Log	Version	(partner)	Reviewer	
	1.0	UTCB	Anca Margineanu	July 2023
	2.0	UTCB	Ilinca Nastase	November 2023
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Preamble

The European University for Smart Urban Coastal Sustainability – EU-CONEXUS is developing a transnational Doctoral School to support the long-term sustainability of the Alliance's programs dedicated to PhD studies.

The Doctoral School will align with the strategic directives of Alliance Governing Boards to implement joint education and research initiatives.

The framework of the EU-CONEXUS Doctoral School sets general procedures that are agreed by all EU-CONEXUS partners and adds specific procedures for the implementation of EU-CONEXUS PhD offer.

Cooperation and active participation of each EU-CONEXUS partner university is required.

Institutional autonomy of each EU-CONEXUS partner university is preserved and respected.

All doctoral research activities and initiatives within the EU-CONEXUS Alliance should be conducted in accordance with the current Doctoral School Framework. Relevant initiatives should be communicated to the EU-CONEXUS Doctoral School Council to ensure coherence and facilitate mutual support across the alliance.

Mission

The EU-CONEXUS Doctoral School oversees developing and managing excellent academic opportunities for PhD students/candidates and creating and supporting EU-CONEXUS PhD community (students/candidates/staff/administrative structures) in all the partner universities.

Objectives and Main Tasks

EU-CONEXUS Doctoral School objectives and main tasks:

Develop joint educational offers defined around the four JRIs and the identified SmUCS challenges:

- initiates and develops the joint educational offer for PhD students/ candidates: PhD co-tutelles (framework and mediates the development of co-tutelles between partners), PhD co-supervision, Summer School and PhD Open Course Catalogue.
- presents proposals to EU-CONEXUS Academic and Research Councils and integrates the feedback.
- implements EU-CONEXUS vision and mission in the activities dedicated to the PhD area.

Develop Joint doctoral programs around the SmUCS challenges defined by the JRIs:

- work towards the creation of joint doctoral programs with a European Diploma.
- collaborates with EU-CONEXUS structures and Joint Research Institutes for these programs.

Implement projects and events around the SmUCS challenges defined by the JRIs:

- proposes and implement projects/events related to PhD, including PhD Week.
- develops documents for annual PhD call for grants and to make the selection.
- develops project proposals and attract fundings from different sources for ensuring support for doctoral students/candidates

Promotes collaboration and communication around the SmUCS challenges defined by the JRIs:

- develops the collaboration, communication and mutual learning between PhD students, PhD supervisors and PhD structures (i.e. research leadership) from all the partner universities.
- promotes internal and external opportunities for PhD community (staff and students);
- collaborates to EU-CONEXUS structures and Joint Research Institutes.

EU-CONEXUS Doctoral School will collaborate and align with the Academic Council in charge of the development and implementation of joint education area/joint education offers and projects and partnerships and with the Research Council for the decisions affecting the development and implementation of the joint research area, joint research activities and projects.

The EU-CONEXUS Doctoral School may establish any working group and determine the constitution, membership and proceedings of any working group. The EU-CONEXUS Doctoral School interacts with working groups established under EU-CONEXUS projects.

Governance and structure

Each partner university should be in charge of the implementation of EU-CONEXUS doctoral studies upon a commonly agreed rotation scheme for a period of 2 years.

Composition

EU-CONEXUS Doctoral School is led by the EU-CONEXUS **Doctoral School Council** consisting of 2 representatives delegated for 2 years by each partner university with a maximum of 2 terms (4 years) consecutively:

- **one senior academic staff** - representative from each partner PhD School/ committee/ program in charge with coordinating PhD offer and with political power to influence decisions in their university;
- **one PhD Officer** – or other administrative support or representative of the university for the promotion and implementation of the tasks.
- representatives from associated partners and stakeholders as non-voting guests.

From Student Board

2 doctoral students representatives nominated by the EU-CONEXUS Student Board with an effort to ensure gender equality. The doctoral students' representatives are delegated for 1 year with a maximum of 2 terms (2 years) consecutively.

From Associated Partners

Representatives of associated partners can participate as guests in the Doctoral School Council without the right to vote. The representatives of associated partners are delegated for 1 year with a maximum of 2 terms (2 years) consecutively.

Change of members

Any change of representatives must be approved by the Chair.

Appointment of the Chair

The Chair of the Doctoral School Council is appointed by the university that is coordinating the implementation of the activities related with PhD studies for the current period of 2 years. A vice-Chair of the Doctoral School Council should be proposed by the next university to take over the responsibility of coordination role.

The Chair of the Doctoral School reports to the Academic and Research Council of the Alliance in the meeting when relevant. The Chair is a permanently invited guest in the RC and AC.

The Chair of the Doctoral School will actively participate in strategic planning sessions with RC and JRIs to facilitate consistent implementation of long-term research objectives through doctoral studies.

The Chair of the Doctoral School Council will:

- regularly update the RC regarding doctoral activities, outcomes, and strategic initiatives;
- consult RC on strategic decisions concerning joint doctoral programs and research-oriented PhD activities;
- actively integrate feedback from RC into Doctoral School procedures and guidelines.

Preparation and communication of meetings

EU-CONEXUS Doctoral School Council shall have ordinary meetings at least once a year in person. Virtual meetings shall be organized at least 4 times a year and extraordinary meetings at any time upon written request by the chair. Maximum duration for an online meeting should be 2 hours. The meeting announcement will be circulated a minimum 7 days before and the minutes will be circulated no later than 7 working days after the meeting.

Decision-making

Each Partner University has 1 vote (usually the senior academic staff or the PhD officer (or the other representative) if the senior academic staff is missing). Student Board representatives have 1 vote.

The Council shall not deliberate and decide validly unless two-thirds (2/3) of the votes are present or represented (minimum 7 votes) to reach the quorum. If the quorum is not reached, the Chair shall convene another meeting within 7 calendar days. Where is the split vote, the Chair has the deciding vote.

A Partner University which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of the Council may exercise **a veto** with respect to the corresponding decision or relevant part of the decision.

Major decisions affecting doctoral research priorities, joint doctoral programs, or significant modifications to the Doctoral School framework shall be subject to prior consultation and endorsement by the Research Council.

Administrative aspects

The coordinating university will be responsible for all administrative aspects over the corresponding period of time.

EU-CONEXUS Doctoral School will have a mail address and an alias named doctoralschool@eu-conexus.eu, that will replace the alias of WP4 – EU-CONEXUS Plus.

On the EU-CONEXUS website a special page with be dedicated to EU-CONEXUS Doctoral School and with EU-CONEXUS PhD offers.