



## The I.D.S. Handbook

### - The *Interzones* Ph.D. Student Handbook -

The purpose of this Handbook is to provide students and staff with information regarding the Erasmus Mundus Joint Doctorate: *Cultural Studies in Literary Interzones*, under the headings listed below. It gives rules, guidelines and procedures for the programme as a whole, and on behalf of the multi-centre *Interzones* Consortium (5 degree awarding partners<sup>1</sup> and 11 associate members, with the University of Bergamo as coordinating institution). It should be read in conjunction with official documents such as the Degree Regulations, Code of Practice and departmental literature in each of the individual institutions attended by the student and the I.C.A. (*Interzones* Consortium Agreement) together with complementary information available on the official website, at [www.mundusphd-interzones.eu](http://www.mundusphd-interzones.eu). The contents of the Handbook are regularly reviewed and may be subject to modification.

All students who are accepted in the programme (with or without an Erasmus Mundus fellowship) will sign this document and send back an original copy with all the necessary documents requested before July 25<sup>th</sup> to the postal address (see below) of the *Interzones* EMJD Central Office in order to be officially registered before they arrive in Bergamo for their first semester.

**Professor Didier Girard,  
General Co-ordinator of the *Interzones* EMJD  
Bergamo, November 2012**

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1 The list of degree-awarding partners, in the case of candidates joining the programme without an Erasmus Mundus fellowship, includes 5 additional universities, with French, Spanish, Italian, German, English, and Portuguese possible linguistic combinations. See further down for details.





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## Part I. Degree Regulations

### 1. The programme's scientific objectives

*Interzones* is a programme selected and funded by the EU for its innovative and challenging approach to the Humanities: it is designed to nurture and promote PhD/doctoral dissertations in a dynamic, multi-centre and cosmopolitan academic environment. We seek to prepare gifted doctoral students to become the global academics who will be sought after by elite universities in the fields of European comparative literatures and cultural studies, or as highly-valued consultants in private business sectors interested in global cultural phenomena. For this reason, our PhD/doctoral candidates will be required to pursue their studies in several research/graduate centres or doctoral schools situated in four different countries.

The Doctorate's intellectual agenda focuses on thinking in a non-identitarian way about the complexities, overlaps, divisions but also similarities which structure cultural, literary and artistic environments across nations, social classes, genders, ideological commitments, or historical periods. Social and cultural entities such as "Europe," for example, currently tend to be conceptualized only in terms of their limits and contours. As a consequence, the tools (such as identity, otherness, difference, colonization, entropy, etc.) with which artistic and literary productions are analyzed have tended to reproduce, or even to produce, a pre-existing idea of what it might mean to have (or not have) a nation, an ethnicity, a personality, a culture. We want to move beyond such often automatized identifications. Therefore we think of these entities, or modes of being as areas of interaction, as zones: mental conditions, spaces, polysystemic meeting-places (and sometimes battlegrounds), sites not only of contestation or compliance but of invention and creativity. We take our inspiration from places like Kalin's, a tavern where a yellow line is painted on the floor to delineate the frontier between Slovenia and Croatia, itself part of a bigger venue, full of life, both a cultural space and an interzone. We understand cultural studies as a vital and elegant means not only of thinking of communication beyond the automatisms of common conceptualisations, but also as a means to ask how communication within and beyond various entities such as personality, ethnicity, and nation can be renewed and reinvented. It is under these premises that we want to ask: how do the inhabitants of interzonal spaces and conditions exist?



The “research network” page on the official *Interzones* website is one such interzone. Please visit it if you want to know more about the academic activities of our professors around the world and learn about the outstanding projects in which their various research centres are involved. On that page you will find C.V.s and possible research topics in relation to *Cultural Studies in Literary Interzones*. You may also consult the “Archives” or “Publications” rubrics.

## **2. Selection of Candidate Ph.D. students**

*Please consult the homepage of the website for application deadlines, as they differ slightly from one year to the next.*

### A. With EM fellowships

#### **- September – Early December: Information Stage**

*Publicity campaign: the Interzones official email address, [interzones.phd@unibg.it](mailto:interzones.phd@unibg.it), receives e-mails from students and researchers around the world.*

#### **- Early December: deadline for applications Category A and B: Reception of Applications**

*We receive the applications via the University of Bergamo’s online application system, esse3 <http://193.204.255.37/esse3/Start.do>*

#### **- December: Eligibility Check**

The Bergamo-based Selection Office carries out the necessary eligibility checks to the pre-selection procedures (criteria for this pre-selection have been previously defined by the Academic Council as a whole, where every degree-awarding partner and associate member is represented).

Applications which lack important documents or from candidates who do not meet the language requirements or the required degrees are excluded. The eligibility check establishes the list of candidates who will be allowed to undergo the final stage of selection procedures. Ten members of the Academic council will evaluate all of the applications, ranking them based on merit. Each member follows their own local procedures to establish this ranking (usually by setting up a small commission which represents the various departments involved locally). Two remaining members of the Academic Council are selected to act as blind referees: they do not have access to the whole application but only receive documents cleared of any information that would indicate gender, nationality, age and personal details. This is part of the *Interzones* double-vetting system.



## - Early January: **Short-listing candidates for final interviews**

Via esse3 and thanks to a secured personal password, each member of the Academic Council has access to each doctoral candidate's application. They fill in an assessment sheet which calculates the number of points to be assigned according to specific criteria on which the Academic Council collegially agreed (the maximum total score for each assessment is 200points):

### 1. Quality of documents provided in the application files (0 to 100 points)

This includes:

- a. Application form. Clarity and coherence (0 to 20 points)
- b. C.V. (0 to 30 points)
- c. Linguistic proficiency (0 to 30 points)
- d. List of publications or scientific activities (0 to 10 points)
- d. Letters of reference (0 to 10 points)

### 2. Research Project - relevance to the *Interzones* scientific agenda(0 - 100 points)

The assessment sheets are sent to the General Co-ordinator who calculates the average assessment points for each candidate. To this average are added the points given by the two blind assessors. The General Co-ordinator communicates the results to all members of the Academic Council and prepares a synthesis on discrepancies (if any) between the various assessment results communicated to him (between various university commissions but especially between the ranking provided by blind assessors and that resulting from assessment by professors who have considered the full applications).

The Bergamo-based Selection Office officially summons the candidates short-listed after this pre-selection process for the Skype interview and indicates time schedule (organised according to time zones from the Asian to the American continents). The candidates submit their publications, which are then circulated among members of the A.C. chosen according to their linguistic and scientific competences. The General Co-ordinator also establishes (for every candidate) the composition of a mini-jury of professors (usually 3, according to linguistic skills and thematic specialities) who will interview them.

## - Late January: **Admission to Final Procedures**

*The AC meets in Bergamo to discuss and analyze the results of pre-selection and hold the final interviews with the candidates. Discrepancies between assessments of the same candidate by two or more universities are discussed. Every application (cv, mobility options, linguistic skills, research project's quality, etc.) is gone through by the assembly and the double-vetting system is used to confirm the decision of the A.C. members.*

Each skype interview of a given candidate starts with a welcome address by the General Co-ordinator who invites him/her to introduce him/herself and his/her research project for 5 minutes (the candidate may choose any of the languages of the consortium



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he/she prefers). Then, two or three professors interview the candidate (in the various languages indicated in the application) on their research activities and project.

At the end of the session, the interviews are ranked by each member of the A.C. according to the following criteria:

1. Linguistic skill: 0 to 100 points
2. General performance (communication skills, relevance to the *Interzones* Agenda, academic quality of responses to the different remarks made by members of the A.C.): 0 to 200 points.

A new feature in the last stage of the selection procedures is introduced for the 4th edition of *Interzones* (the recruitment campaign starting during the winter of 2012/2013): A simple addition of the written application assessment mark (out of 200 points) to this final mark for the oral performance (out of 300) is then carried out and a final pre-ranking list of a dozen excellent candidates is thus established. On the day after these interviews, the Academic Council works more thoroughly on the different academic profiles and research projects of the best candidates to see if certain trends emerge and who the potential supervisors might be in the different universities forming the consortium. This will also help the Consortium to choose the main topic of the cycle of conferences of the next induction semester. Weaknesses of certain applications are then explored and a second round of interviews (to take place on the fourth day) is prepared by the Academic Council as a whole to select the top 9 candidates with better targeted and in-depth questions on some aspects of their proposed research. The Academic Council will then immediately inform the applicant of certain weaknesses in the Research project submitted, recommendations in terms of mobility and supervision will be made so that the candidate can work on it before joining the Doctorate, provided of course that he/she is selected in the ultimate phase of the selection.

The Academic Council then decides to fill the positions available for EM fellowships and also considers (with great care as other quota parameters matter) the Reserve lists.

## B. Without EM Fellowships

Candidates undergo exactly the same selection procedures from an academic point of view but the recruitment campaign starts in February and ends in mid-May. The maximum number of candidates for every edition of the doctoral programme is limited to 10.



### 3. Mobility paths

The mobility option tables below enable the candidate student to express his/her preferences at the application stage. The choice of research centres is only validated after approval by the Academic Council and once the selected student has signed the doctoral candidate agreement in June before the academic year starts.

Between the last selection stage and the final signature of the Doctoral Candidate Agreement (included in this Student Handbook) in late August/early September, a formal Acceptance letter is sent by the central Interzones Office (in late May) to each selected student (with or without an EM scholarship), notifying them in writing of the Academic Council's latest recommendations (in terms of mobility and research orientations).

#### A. For Erasmus Mundus Fellows:

The doctoral mobility plan requires that all students spend the first semester of their doctoral studies at the University of Bergamo, after which they opt for a specific mobility respecting the rules stated below.

Students' mobility programmes are based on three criteria. The mobility should reflect the research interests and the linguistic capacities of the doctoral student. They should, therefore, attempt to pair their research with faculty and facilities at appropriate universities (the official website, and its research network page especially, should be of great help here). The third criteria is of course the Category A / Category B status of the student (see below) as some options are specific to each category.

The mobility track submitted by the Ph.D. candidate must later be approved by the Academic Council before becoming effective once the candidate is selected and registered. During enrolment, students may be requested by the Academic Council to submit an alternative mobility path more suited to their academic profile if the research project has evolved significantly in the months before the induction semester actually starts in late September.

Table 1. Mobility options for doctoral students

See definitions in article 6 above.	Category A Students	Category B Students
Semester 1	<b>Bergamo (All Students)</b>	
Semesters 2 & 3	<b>Tübingen / Perpignan</b>	<b>New Delhi / Niteroi-Rio Tübingen / Perpignan /</b>



Semester 4	<p>Any Associate Member or Partner (except the two degree-awarding institutions chosen for semesters 2/3/5/6) (*SEE BELOW, for details according to your situation)</p> <p><b>Aix-Marseille / Barcelona / Bergamo / Brown / Krakow / Mexico City / New Delhi / Niteroi-Rio de Janeiro / Parana-UNER (Argentina) / Paris Ouest-Nanterre / Paris Sorbonne-Nouvelle / Perpignan / St Petersburg / Sydney / Tübingen / Zürich</b></p>	
Semesters 5 & 6	<p><b>Bergamo / Tübingen / Perpignan</b></p>	<p><b>Bergamo / Tübingen / Niteroi-Rio / Perpignan</b></p>

\* Each doctoral student must spend at least two thirds of his/her mobility in Europe. The university chosen for Semester 4 therefore depends on the choice of the two degree-awarding/granting Partner universities (your two main supervisors will be Full Professors from these two institutions):

a) If two European universities are chosen, the student can opt for any other Partner or Associate Member university (12 options). If the student has spent more than 12 months in Europe during the 5 years prior to his/her application, s/he must choose a university outside Europe, which limits the choice to 7 options: Brown, St. Petersburg, Sydney, Rio, Mexico, Buenos Aires or New Delhi.

b) If New Delhi or Rio are chosen as one of the two degree-awarding Partner universities, the student must choose between another European university (excluding the one awarding the degree) and one of the following: Aix, Barcelona, Paris Sorbonne Nouvelle, Paris Ouest-Nanterre, Krakow or Zürich.

Non-European students will thus spend most (or all) of their semesters in European institutions, whereas European students will spend at least 1 semester (and a maximum of 3) outside the European Union.

Nota Bene: The following rules must also be respected

I. Doctoral students who choose the University of Bergamo as one of the two degree-awarding Partner universities must spend Semesters 5 and 6 in Bergamo.

II. European doctoral students cannot choose Bergamo, Tübingen or Perpignan as one of the two degree-awarding universities if their last degree was received respectively from an Italian, German or French university (the only exception to this rule would be for a category B student who would apply for a mobility track entirely spent in EU countries). They can however choose universities in such locations for Semester 4 if New Delhi or Rio is one of the two



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degree-awarding universities.

III. New Delhi and Rio cannot be both chosen as the two degree-awarding universities for the same doctoral student. One of the two must be a European university.

IV. Cat. B doctoral students cannot choose New Delhi or Rio as one of the two degree-awarding universities.

**Examples (from 3 fictitious students) of valid mobility paths for Erasmus Mundus *Interzones* Fellows: Be aware that there are many more possibilities than those presented below.**

**A) Cat. A PhD students**

	<b>Student One</b>	<b>Student Two</b>	<b>Student Three</b>
<b>Degree-Granting Partner Universities</b>	Perpignan and Bergamo	Perpignan and Tubingen	Tubingen and Bergamo
<b>Semester One</b>	Bergamo	Bergamo	Bergamo
<b>Semester Two</b>	Perpignan	Perpignan	Tubingen
<b>Semester Three</b>	Perpignan	Perpignan	Tubingen
<b>Semester Four</b>	Sydney	Brown	Paris X
<b>Semester Five</b>	Bergamo	Tubingen	Bergamo
<b>Semester Six</b>	Bergamo	Tubingen	Bergamo

**B) Cat. B PhD students**

	<b>Student One</b>	<b>Student Two</b>	<b>Student Three</b>
<b>Degree-Granting Partner Universities</b>	Perpignan and New Delhi	Rio and Tubingen	Perpignan and Bergamo
<b>Semester One</b>	Bergamo	Bergamo	Bergamo
<b>Semester Two</b>	Perpignan	Rio	Perpignan
<b>Semester Three</b>	Perpignan	Rio	Perpignan
<b>Semester Four</b>	Paris X	Barcelona	Buenos Aires
<b>Semester Five</b>	New Delhi	Tubingen	Bergamo
<b>Semester Six</b>	New Delhi	Tubingen	Bergamo

**B. For Non-Fellowship Erasmus Mundus Students**

The doctoral mobility plan requires that all students spend the first semester of their doctoral studies at the University of Bergamo, after which they opt for a specific mobility.



Students' mobility programmes are based on two criteria. The mobility should reflect the research interests and the linguistic capacities of the doctoral student. They should, therefore, attempt to pair their research with faculty and facilities at appropriate universities (the official website and its research network page especially, should be of great help here).

The mobility track submitted by the Ph.D. candidate must later be approved by the Academic Council before becoming effective, of course, once the candidate is selected and registered. During enrolment, students may be requested by the Academic Council to submit an alternative mobility path more suited to their academic profile if the research project has evolved significantly in the months before the induction semester actually starts in late September.

*Table 1. Mobility options for doctoral students*

You must choose 2 degree-awarding universities (one for your semesters 2 & 3, another for your semesters 5&6) among the following partner research centers: 10 out of the 16 partner universities can now offer a co-tutelle multiple degree: 1) Aix-Marseille Université, 2) Universitat Barcelona, 3) Università degli Studi, Bergamo, 4) Eberhard Karls Universität, Tübingen, 5) Universidade Federal de Fluminense, Brazil, 6) Jawaharlal Nehru University, New Delhi, 7) Paris 3 – Sorbonne Nouvelle, 8) Paris Ouest – Nanterre, 9) Universidad Entre Rios, Argentina, 10) Université Via Domitia, Perpignan. Your fourth semester can be spent in any of the 16 partner universities (any one of the universities listed above but also: 11) the Brown Graduate Centre, USA, 12) the Jagiellonian Centre for Advanced Studies in the Humanities, Krakow, Poland, 13) the Universidad Iberoamericana, Mexico, 14) the New University at St Petersburg, Russia, 15) the University of Sydney, Australia, or 16) the Deutsches Seminar at the University of Zürich, Switzerland.

Semester 1	<b>Bergamo (All Students)</b>
Semesters 2 & 3	<b>Aix-Marseille / Barcelona / Bergamo / New Delhi / Niteroi-Rio de Janeiro / Parana-UNER (Argentina) / Paris Ouest-Nanterre / Paris Sorbonne-Nouvelle / Perpignan / Tübingen</b>



Semester 4	<p>Any Associate Member or Partner (except the two degree-awarding institutions chosen for semesters 2/3/5/6)</p> <p><b>Aix-Marseille / Barcelona / Bergamo / Brown / Krakow / Mexico City / New Delhi / Niteroi-Rio de Janeiro / Parana-UNER (Argentina) / Paris Ouest-Nanterre / Paris Sorbonne-Nouvelle / Perpignan / St Petersburg / Sydney / Tübingen / Zürich</b></p>
Semesters 5 & 6	<p><b>Aix-Marseille / Barcelona / Bergamo / New Delhi / Niteroi-Rio de Janeiro / Parana-UNER (Argentina) / Paris Ouest-Nanterre / Paris Sorbonne-Nouvelle / Perpignan / Tübingen</b></p>

Nota Bene: The following rules must also be respected

- I. Doctoral students who choose the University of Bergamo as one of the two degree-awarding Partner universities must spend Semesters 5 and 6 in Bergamo.
- II. New Delhi, UNER (Argentina) and Rio cannot be chosen as the two degree-awarding universities for the same doctoral student. One of the two must be a European university.



#### 4. Didactic structure

The whole programme covers 6 consecutive semesters, and a total of 180 E.C.T.S. credits, 120 of which are earned by progressively researching and writing a thesis in each research centre (6 semesters x 20 E.C.T.S.), 60 of which are earned for secondary Ph.D. co-curricular activities carried out at any given moment during the mobility period.

The Ph.D. thesis does not carry any credits associated with it. It is only after 5 semesters of active and successful research activities (as validated by the supervisors in the different institutions) that the student may apply to the Academic Council for permission to proceed to the thesis defence (Viva). After a successful Viva, the student is declared eligible for the award of the Ph.D. degree.

The *Interzones* academic year is divided into two semesters. Adjustments will be made to harmonize local academic calendars from one country to another and students are required to consult the appropriate university websites and to coordinate their plans with the *Interzones* local Co-ordinators (check contact details in the Who's Who rubric at [www.mundusphd-interzones.eu](http://www.mundusphd-interzones.eu)) in anticipation of their settling down in the new university.

<p><b>Semester 1: Sept. 1<sup>st</sup> to Feb. 28<sup>th</sup></b> <b>Semester 2: March 1<sup>st</sup> to August 31<sup>st</sup></b></p>
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The academic plan of doctoral students comprises the following activities:

a) All students spend the first semester at the University of Bergamo where they attend methodological seminars.

b) Semesters two and three must be spent at the first of the two degree-awarding Partner universities. Here the student will choose a corpus and topic for research, under the guidance of a first Supervisor. S/he will also begin the secondary activities listed in the co-curricular activities portfolio (see Table 2 below), which will ultimately result in a total of 60 E.C.T.S. credits.

c) The fourth semester must be spent at another university, generally located on a different continent, in line with the guidelines and limitations specified in section 7 above. There the student will draw on his/her knowledge of the literature to consult references, relying on locally available databanks and libraries and enjoy regular exchanges with local professors whose own research activities are relevant to the student's thesis.

d) Semesters five and six are spent at the second degree-awarding university. This period will be used to write the doctoral thesis. Students must also improve their written/oral communication skills by carrying out activities listed in the table below (see Table 2).



We explicitly invite innovative project proposals which are prepared to strike out into new territory. Within the programme, we can provide expert supervision and academic accompaniment in a wide variety of fields (and their interconnections), including empirical cultural studies, media studies, philosophy, art history, European literatures in most modern languages, and their postcolonial extensions.

The definition of the Ph.D. topic is carried out in several stages: the research project for which the candidate student has been selected is not automatically the research project on which he/she will work during his/her doctoral studies. The initial project is subject to remarks and suggestions at selection stage by the Academic Council. If selected, and once the lists are approved by the EACEA in April, the student will -even before his/her official registration in Bergamo- be put in touch with his future main supervisor so that the research project and mobility options can be confirmed by the doctoral student, with the approval of his main supervisor.

Early in semester 1 in Bergamo, during a special physical meeting with the Academic Council during the Inauguration Ceremony events scheduled for every new edition, the student is invited to point out what is his/her new agenda for his/her doctoral studies : modifications or reconceptualization of the research project, mobility options, (as decided upon after collaboration with the main Supervisor during the summer holidays) will be fixed collegially with the help of the Academic Council.

The final official registration of the research topic will be made before the end of December during Semester 1 with the help of the main Supervisor who from then on regularly updates the Research Progression Form which will be circulated every three months among the Consortium and the other co-supervisors (an abridged version will also be posted on the *Interzones* website under the rubric : People/Doctoral Students) to make the Ph.D. candidate's research more visible to everyone.



## 5. Degree-awarding procedures

The programme terminates with the awarding of a Doctorate in the Humanities. This qualification is issued in *co-tutelle* formula by the two Partner universities chosen by the doctoral student (each degree-awarding institution delivers one degree certificate), plus certifications from the third and fourth research centre or university where he/she has been studying during the programme. In EU terms, this is a multiple degree, perfectly recognized by all governmental authorities in the countries involved in the laureate's mobility path.

The Ph.D. thesis does not carry any credits associated with it. It is only after 5 semesters of active and successful research activities (as validated by the supervisors in the different institutions) that the student is envisaging the thesis defence, after approval by the Academic Council. After a successful viva, the student is declared eligible for the award of the Ph.D. degree.

The final examination consists of a Viva with the doctoral student centred on his/her doctoral thesis, and will be conducted in several languages by members of the jury. The thesis can be written in any of the languages of the Consortium, subject to authorisation by the Academic Council. Students are obligated to attend the final examination. (For details and guidelines concerning the formal requirements of an *Interzones* Ph.D. thesis, consult chapter III below).

**Viva:** As the *Interzones* Ph.D. title awarded is an extended *co-tutelle* formula, there is a possibility to have a single viva organized in one of the two degree-awarding universities (preferably, one university can organize a viva with an international jury), or in both by respecting the two local procedures (most frequent situation). Students will have to comply with regulations imposed locally; the thesis might have to be produced in the 2 national languages for instance.

**Jury composition:** The minimum number of members for each jury will be 3, preferably 4 or 5, and a maximum of 6. The main supervisor, when preparing the composition of a jury, will make sure that the members officially affiliated to the university where the viva takes place will not outnumber the external members. The supervisor(s) shall be responsible for the nomination of the members after consultation with the doctoral candidate. In all five degree-awarding partner institutions, it is legally possible to nominate a member who is not a member of the university where the candidate is defending his/her thesis (local practices vary in terms of quotas for external members).

The qualification of the Ph.D. title will be issued with a Diploma Supplement delivered by the University of Bergamo on behalf of all *Interzones* Partners. The Diploma Supplement will record all the options chosen by the student during the 6 semesters of his/her programme, his/her academic achievements, and the description of the course



contents and assessment systems used, in accordance with the guidelines set by the Treaty of Lisbon.





## Part II. Students' Status and available facilities

It is understood that every student selected to join the *Interzones* Doctoral programme (with or without an Erasmus Mundus scholarship) must be physically present at the beginning of every semester to fulfill his/her obligations with regards to registration, both administrative and academic. Precise dates will be communicated to the students in writing and electronically. He/she must contact and introduce her/himself to the *Interzones* local Co-ordinator (check contact details in the Who's Who rubric at [www.mundusphd-interzones.eu](http://www.mundusphd-interzones.eu)) and follow the local procedures. Failure to do so will result in no award of E.C.T.S. credits from the university in question and will disqualify the student from the award of an *Interzones* Ph.D. Degree.

In case of overlapping semesters between the universities of the Consortium, the student must write to the local Co-ordinator.

### 1. Available academic facilities throughout the Consortium

A wide variety of facilities (such as language centres to learn or improve a fourth or fifth foreign language, sports and cultural activities, pastoral care to facilitate accommodation and visa procedures, depending on the size and local practices of the universities involved) are offered everywhere in the partner institutions of the Consortium **free of charge**. In Bergamo, for instance, students will be offered free access to the language centre where they may study or improve many different foreign languages.

Each *Interzones* doctoral student will be allocated a Tutor in Bergamo upon arrival; the latter can be approached at any time for academic advice and support, especially in the first weeks and before a supervisor is appointed for the student. The Tutor will meet the student regularly during the first semester and will be available for consultation via e-mail while the student is in another institution. The Tutor may advise on any academic matters and may serve as an initial point of contact where a student is experiencing problems of any kind.

Many additional academic facilities in each research centre are also offered to the doctoral students. Consult regularly the rubric "Research network" at the general *Interzones* website [www.mundusphd-interzones.eu](http://www.mundusphd-interzones.eu) for updates and news.

### 2. Employment Contracts and duties (For EM Fellowship Students only)



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Candidates to the *Interzones* Joint Doctorate are invited to join the worldwide competition (starting every Autumn at [www.mundusphd-interzones.eu](http://www.mundusphd-interzones.eu)) for an Erasmus Mundus Fellowship which amounts to a maximum annual salary of 24,000 Euros (net before tax), as all fellowships holders will benefit from an employment contract with the *Interzones* Consortium.

As soon as a candidate is selected and his/her participation is confirmed (late May at the latest), he/she shall do the necessary investigation in his/her country of residence to get a visa permit (if non-EU resident), and collect all the information needed (a visa support letter will be sent to the selected students). The Acceptance Letter Package which will be sent by the central *Interzones* office in Bergamo (Dr Elena Mazzoleni) will guide students through the preparation of these documents. For instance, a fiscal residence certificate will be mandatory to avoid double taxation in Italy. Selected students will receive a template to help them ask their fiscal authorities for the right paper.

Contracts will be signed by students upon arrival in Bergamo. To facilitate the preparation of these contracts, students must provide the following documents at the time of signing:

- Photocopy of Photo ID or passport and visa
- The Italian “Codice Fiscale”, which cannot be acquired before students actually are in Bergamo for your induction semester. It can be obtained at Agenzia delle Entrate, Bergamo, Largo Belotti 3,

[www1.agenziaentrate.it/indirizzi/agenzia/uffici\\_locali/lista.htm?m=2&pr=BG](http://www1.agenziaentrate.it/indirizzi/agenzia/uffici_locali/lista.htm?m=2&pr=BG))

Once Dr. Mazzoleni is informed by the doctoral student about the date of his/her arrival in Bergamo, an appointment will be fixed with a special office, **Servizio Ricerca Post Laurea e Internazionalizzazione**, via San Bernardino 72/e, Bergamo, who will assist them with procedures. Doctoral students are requested to bring with them their original **passport and visa permit**

- A fiscal residence certificate will be mandatory to avoid double taxation in Italy. Students will receive a template to help them ask their fiscal authorities for the right paper.

Upon Arrival in Italy, students will apply for these two documents:

- Residence permits are to be required **within 8 days** of arrival in Italy, but will not be issued immediately. Upon arrival, the people of Servizio Ricerca, Post Laurea e Internazionalizzazione will assist doctoral students in filling the special “Richiesta di permesso di soggiorno”. The receipt of this document will be sufficient for the time being, and the actual residence permit will be later issued by the Questura, via Noli 26, Bergamo.

- INPS certificate (Italian “iscrizione alla gestione separata INPS”: full information will be given upon arrival in Bergamo)

Before attending the programme, **non-Erasmus Mundus fellowship candidates** must pay the following tuition fees: both European and non-European students: 2,400.00 Euros/year. These costs include registration fees and general administration costs. Erasmus Mundus fellowship holders will **not** have to pay those fees as participation costs



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are included in the fellowship. These costs include opening of a bank account in Bergamo, insurance policy, registration fees and general administration costs.

### **3. Required documents to benefit from the Consortium's facilities**

#### **1. Opening of a bank account + international credit card (Erasmus Mundus-Fellowship holders only)**

If students have an international bank account, they are invited to send to the *Interzones* central Office (see below) the IBAN (or SWIFT) code and a formal justification from their bank, which will be used in order to transfer their fellowship by monthly instalments. In case the students are not in possession of such an international account, the EMJD consortium has negotiated with the Banca Popolare di Bergamo a contract that they will be able to sign on their arrival, not before. In order to prepare such a contract (here again the Servizio Ricerca will assist the students), the following documents are necessary:

- Photocopy of Photo ID or passport
- The Italian "Codice Fiscale" (see above)
- Residence permit (see above)

#### **2. Social security and health insurance coverage**

Doctoral students are responsible for their social security coverage throughout the programme and wherever they are studying. Yet, EM fellowship students are offered an insurance policy with EMIS2 – Erasmus Mundus Insurance Scheme 2 (General conditions are fully detailed in the document reproduced below) and the fees are taken care of by the coordinating University. No additional document is required as the full documentation provided by candidates registered as *Interzones* doctoral students will suffice. For further information, please visit [www.marsh.be/emis2](http://www.marsh.be/emis2). See also § III.0 (sick leave/maternity leave).

The University of Bergamo will also take out an insurance policy to cover health and accident risks. The cost of this policy will bear on the University for fellowship holders. It covers (see the contract with EMIS2 reproduced below for details) accidents and diseases appearing after the date of the official registration of the student, and not cases of chronic diseases that the student has been suffering from in the years prior to his acceptance in the programme (in this case, Ph.D. students are strongly recommended to maintain the health insurance scheme that they benefited from in their countries of origin or to contract a special medical insurance package).

In the event of sick leave (from 4 to 180 days in a year), the sick leave is still paid by the employer, if it does not last more than 3 days, but in case of a longer sick leave, the payment of the EMJD fellowship is suspended – only to be resumed once the candidate returns physically to the Doctorate. During the convalescence, the PhD student can either claim for social security benefits from his/her own national system (if more profitable due to previous working experience) or from the Italian social security institute, INPS.

The employment contract attached to the Erasmus Mundus Fellowship of both



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categories A and B is a fixed-term (36 months) para-subordinate employment contract, which means that it doesn't foresee a time engagement defined on the basis of a weekly period or on the basis of a daily presence at the place of work (the main characteristics of a subordinate employment); but, on the other hand, it actually establishes the attainment of defined contractual targets. This is what defines and distinguishes the para-subordinate employment in Italy.

The conditions to the access and the amount of the benefit are established by the Italian social security institute, INPS. For further details see what is accounted for on the web site of the same institute: <http://www.inps.it/portale/default.aspx?iMenu=1&iNodo=5688>. All the relevant and updated information is to be found on this site, please check for details. What is important to notice is that the medical certificate should be sent to both the University of Bergamo and the Italian INPS within 48 hours. If the medical certificate is issued outside Italy, and especially in a country which is not a member of the European Community, this certificate must be processed by the local authorities and communicated diplomatically or through the Italian Consulate of the country where the student is. Again a notification within 48 hours is required, even if the certificate takes a longer time to actually reach the competent authorities in Italy.

### **3. Accommodation Pre-registration**

Once they have officially accepted their position (before mid-June) as *Interzones* students, students will be given electronic access to a list of possible accommodation offers for their stay in Bergamo and will be invited to book their accommodation during the summer as early as late June by consulting the page <http://www.unibg.it/accommodation>. An example of the accommodation contract can be found below.

Students are invited to follow the instructions provided on the page to get their personal ID and PW, search the Bergamo accommodation database, and then choose and book their accommodation, which will be of course be at their own expense.

Once in Bergamo during the first semester, doctoral students will receive notification from the other universities where they will be studying (depending on their mobility track) and each local co-ordinator will keep them informed of the procedures to carry out in order to book their accommodation in the other locations.

### **4. Academic registration**

Once the *Interzones* Academic Council has selected them, the EMJD Central office will communicate to the local co-ordinators of the various universities involved which academic documents are necessary for the pre-registration of doctoral students in the various research centres. The research centres will be required to send visa support letters.

In Bergamo, the following documents are required as soon as possible, immediately after notification of selection into the programme:

- A signed photocopy of your ID or passport
- An original or authenticated copy of their MA degree qualification, translated in Italian, English or French
- The Italian "Codice Fiscale" (see above)





## Part III. Assessment procedures & Research Guidelines

The obligations of all doctoral students, whether or not they hold a fellowship, are set by the Academic Council and confirmed in the present document.

Students are not allowed to enrol simultaneously in another doctorate or postgraduate school. Erasmus Mundus Fellowships are awarded exclusively for full-time enrolment in the doctorate, therefore EM-fellowship holders must not be engaged in any form of external employment, all the more so as they benefit from an employment contract with *Interzones*. Non-fellowship holders who are accepted to the EMJD by the Academic Council will inform - in writing - the General Co-ordinator about parallel activities that they might wish to engage in, and justify their reasons for it. Permission will be given or refused by the Academic Council and/or the Board of Directors within 15 days.

### O. Deadlines

Concerning deadlines of submission of papers and other assignments, doctoral students shall respect the local practices and expectations of the supervisors and directors of research centres where they are. As for co-curricular research activities (see §2 below) they should be carried out at any time during the programme before the end of semester 6 and validated by a member of staff (this validation will be notified in the *Interzones* Ph.D. logbook at the end of any semester). The thesis shall be defended at the end of Semester 6 of year N+3 (or in some cases during semester 7). See § I.4 & § I.5 and below for description of the thesis proposal, submission and defence.

The definition of the Ph.D. topic is carried out in several stages: the research project for which the candidate student has been selected is not automatically the research project on which he/she will work during his/her doctoral studies. The initial project is subject to remarks and suggestions at selection stage by the Academic Council. If selected, and once the lists are approved by the EACEA in April, the student will -even before his/her official registration in Bergamo- be put in touch with his future main supervisor so that the research project and mobility options can be confirmed by the doctoral student, with the approval of his main supervisor.

Early in semester 1 in Bergamo, during a special physical meeting with the Academic Council during the Inauguration Ceremony events scheduled for every new edition, the student is invited to point out what is his/her new agenda for his/her doctoral studies :



modifications or reconceptualization of the research project, mobility options, (as decided upon after collaboration with the main Supervisor during the summer holidays) will be fixed collegially with the help of the Academic Council.

The final official registration of the research topic will be made before the end of December during Semester 1 with the help of the main Supervisor who from then on regularly updates the Research Progression Form (see Annex XX) which will be circulated every three months among the Consortium and the other co-supervisors (an abridged version will also be posted on the *Interzones* website under the rubric : People/Doctoral Students) to make the Ph.D. candidate's research more visible to everyone.

**Abstracts:** 2 abstracts (two-page-long) both in French AND in English shall be provided by the doctoral student regardless of the language in which the thesis is written. The documents must be sent electronically before May 31<sup>st</sup> of year N+3, AT THE LATEST, to [interzones.phd@unibg.it](mailto:interzones.phd@unibg.it) who will circulate it among the members of the Academic Council.

**Year of defence:** the thesis should be defended before the end of September of year N+3 (6 semesters). If the deadline cannot be respected, the student will write to the Supervisors' Co-ordinator before April 30<sup>th</sup> of year N+3 and apply for an extension. Asking for an extension from the Academic Council requires justifications and explanations, and will not lead to an extension of the fellowship. There will, however, be no additional tuition fees for this seventh semester (fee waiver in each one of the five degree-awarding institutions). Before final submission of the thesis, the Academic Council shall receive by May 31<sup>st</sup> of year N+3 the abstracts, a sample of the thesis (the proportion to be defined and communicated by the A.C.) and a research progress report from the student who intends to defend his/her thesis before the end of the solar year. The A.C., represented by the local Co-ordinator where the thesis is to be defended, will then communicate to the doctoral student when and where it will be held.

#### **Sick leave and parental/maternity leave:**

- Parental/maternity leave is taken by the candidate in accordance with the law applicable to the employment contract. It is paid by the social security system. As a consequence the payment of the EMJD fellowship is interrupted – only to be resumed once the candidate returns to the Programme. The thesis defence (viva) will accordingly be postponed. As far as the contract duration is foreseen, the period of parental leave is considered to be a suspension of the agreement the fellow has with the host institution. The period of suspension ends at the end of the parental leave. And the number of months not spent at the university where the doctoral student should have been during his long absence (according to the mobility plan as initially fixed with the Academic Council's approval) is reported after the end of the standard 6-semester duration and has to be spent in the same university as the one where the long absence occurred.

- Sick leave: in the event of sick leave (4 to 180 days in a year), the sick leave period is paid by the social security. As a consequence the payment of the EMJD fellowship is



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interrupted – only to be resumed once the candidate returns to the Programme. The thesis defence (viva) will accordingly be postponed. As far as the contract duration is foreseen and depending on the length of the sick leave, the period of sick leave can be considered to be a suspension of the agreement the fellow has with the host institution. The period of suspension ends at the end of the sick leave. And the number of months not spent at the university where the doctoral student should have been during his long absence (according to the mobility plan as initially fixed with the Academic Council's approval) is reported after the end of the standard 6-semester duration and has to be spent in the same university as the one where the long absence occurred.

### **Failure at any moment in the programme:**

Should the student's results or achievements be unsatisfactory, the Academic Council, after consulting the Supervisor(s), will propose a motivated ruling of exclusion from the programme. The monthly allowance and travel expense reimbursements of the student will then be stopped from the following month onwards. The reasons for exclusion from the doctorate supporting a motivated ruling by the Academic Council are as follows:

- Unsatisfactory results (number of E.C.T.S. credits not attained) at the end of a semester
- Involvement in other forms of employment; in the case of non-EM fellowship students, provided they were not authorized to do so by the Academic Council and the General Co-ordinator (see above in the preliminary paragraph of this section III).
- Simultaneous enrolment in other academic or tertiary education courses;
- Unexplained, prolonged absence (more than two weeks);
- Unjustified failure to comply with the mobility track.

The expelled student will receive justified notification of the measure taken by the Academic council by registered post. In case the student does not accept the decision, see § V.4 below for details on how to proceed.

### **1. Ph.D. thesis formal requirements & dissertation guidelines**

The thesis should be in one of the languages of the Consortium as agreed with the supervisor(s), word-processed in 1.5 or double line spacing on one side only of A4 paper. The left-hand margin should be at least 30mm. The thesis is to be submitted in a bound copy. Three hard copies shall be sent to the various research supervisors, and electronic copies should be sent to the Central Office in Bergamo ([interzones.phd@unibg.it](mailto:interzones.phd@unibg.it)) to be published, in parts, in the on-line *Interzones* library ("Publications"), to the General Co-ordinator and to the Supervisors' Co-ordinator (check for contact details in the Who's Who section on the general menu of [www.mundusphd-](http://www.mundusphd-interzones.eu/)



[interzones.eu](http://interzones.eu)).

**Contents:** The various elements of the Dissertation should appear in the following order: title page; declaration of good academic conduct, table of contents; the text of the dissertation report divided into chapters; the bibliography, and an index.

1) On the title page shall appear the name of the author, the names of the supervisors, the title of the thesis and the year and place of presentation.

2) The declaration of good academic conduct on the second page shall be included as follows:

"I ....(your name)...., hereby certify that this dissertation, which is .... words in length, has been written by me, that it is a record of work carried out by me, and that it has not been submitted in any previous application for a higher degree. All sentences or passages quoted in this dissertation from other people's work (with or without trivial changes) have been placed within quotation marks, and specifically acknowledged by reference to author, work and page. I understand that plagiarism – the unacknowledged use of such passages – will be considered grounds for failure in this dissertation and in the degree programme as a whole. I also affirm that, with the exception of the specific acknowledgements, the following dissertation is entirely my own work."

Signature of candidate.....

**Language options:** The thesis itself shall be written in French, English or any of the other seven languages of the *Interzones* Consortium (Spanish, Italian, Portuguese, Catalan, German, Polish or Russian) after approval of the Academic Council (before the end of the first semester) who check that the choice of language for the dissertation is compatible with the mobility and supervision options of the student's programme of research.

The choice of language can be made independently from the main language in which the primary or secondary sources are written. Please note that every quote in a different language from that of the text of the thesis itself shall be translated in footnotes. Students should not forget that the language they choose for writing their thesis implies certain inherent typographical and punctuation rules (accents, brackets, parenthesis, etc.). They must be consistent throughout.

**Length:** A minimum of 250 pages/500.000 signs (spaces excluded) – 1.5 spaced – Times New Roman – Font 12. Students should be aware (and they will be reminded of this by their supervisors) that in some academic contexts and depending on the discipline they work in, their career prospE.C.T.S. will be enhanced by the production of a shorter or longer text.

**Abstracts:** 2 abstracts (two-page-long maximum) both in French AND in English shall be provided by the doctoral student regardless of the language in which the thesis is written. The documents must be sent electronically before May 31<sup>st</sup> to [interzones.phd@unibg.it](mailto:interzones.phd@unibg.it) who will circulate it among the members of the Academic Council.



**Writing Conventions:** The Modern Languages Association guidelines for these will be respected (read *The MLA Handbook for Writers of Research Papers*. 7<sup>th</sup> edition). *Interzones* Doctoral students are expected to have a full knowledge and command of these conventions. Please consult the following website for the most recent MLA formatting and style guide: <http://owl.english.purdue.edu/>

or

<http://owl.english.purdue.edu/owl/resource/747/01/>

## 2. Ph.D. Research activities and supervisors' roles

The *Interzones* Academic Council (with the help and recommendations of the Board of Directors) set the standards that doctoral students must attain and approves an academic plan and a mobility programme aimed at developing the skills needed for high quality research work.

For this purpose, the Academic Council appoints tutors **and a main supervisor whose duty is to oversee the student's progress, strengths or weaknesses in the first months of the programme (even before since the students' research is monitored as early as the validation of the A.C. selection by the EACEA)** and to guide him/her to the preparation of a final Research Outline. The tutor will in particular help the student in the choice of supervisors in the universities of his/her mobility track, and in the adoption of the most appropriate methodology to carry out his/her research successfully.

Each doctoral student will have **several** supervisors, one in each of the two degree-awarding Universities, to guide him/her in the necessary research and drafting of a final thesis. The doctoral student will also benefit from other forms of peer-monitoring in the other research centres visited. As for guidelines and deadlines (different stages in the definition of the Ph.D. topic, submission of the thesis, preparation of the viva), read § I.4 and § III.0 above, in the present chapter.

Students and supervisors shall be conversant with the recommendations to be found in the "The European Charter for Researchers" (and Code of Conduct for the Recruitment of Researchers), see

[http://ec.europa.eu/eracareers/pdf/am509774CEE\\_EN\\_E4.pdf](http://ec.europa.eu/eracareers/pdf/am509774CEE_EN_E4.pdf)

The various members of staff in the several research centres affiliated with the *Interzones* Consortium have an expertise and a long-term teaching experience that are invaluable to the *Interzones* doctoral students. Although the programme is somewhat complex and innovative, especially because of its multi-centre structure, the researchers and supervisors should first know who the local *Interzones* Co-ordinator is, even if he/she belongs to another department (just click on the "Who's Who" section on the general menu of [www.mundusphd-interzones.eu](http://www.mundusphd-interzones.eu)) and have the same expectations for the *Interzones* students as for the local ones. *Interzones* is not an exchange programme, but an elite joint doctorate for students who have proved to be the best in their category (through a world-wide competition) and who speak at least three modern languages. The associated benefits that such an innovative Erasmus Mundus Joint Doctorate brings to



every research laboratory involved are huge. At the end of a semester professors will have to assess the participation or the research activities of these students, and the local Co-ordinator is there to explain and facilitate the validation system of the period of study and/or collaboration.

In order to enhance the students' employability, the Academic Council has added co-curricular activities so that the future doctors are also fully operational as global academics. All the activities below are strongly recommended to the *Interzones* doctoral students, but only 60 E.C.T.S. worth of activities will be validated for their degree; this can be done at any stage during the 6 semesters of the Doctorate.

Producing an article for publication in a recognized journal	20 E.C.T.S.
Organising a conference, round table or symposium	20 E.C.T.S.
Co-editing an article in a journal	20 E.C.T.S.
Preparing and conducting an interview and writing it up as an article	20 E.C.T.S.
In-depth review of a critical essay	10 E.C.T.S.
Teaching experience at higher-education level	20 E.C.T.S.
Webmastering activities (a website or online journal linked to <i>Interzones</i> issues)	20 E.C.T.S.
Participation in a Doctoral Seminar with pre-defined assignments	10 E.C.T.S.
Postgraduate training programme	10 E.C.T.S.

### 3. Supervising mechanism and coordination

Each student will be assigned a minimum of two main supervisors upon which s/he will depend for academic guidance. Moreover, four to five additional academics in the various research centres of the Consortium will act as tutors and peer colleagues to follow and guide them in their activities. Tutors and peer colleagues to follow and guide them in their activities. A Main supervisor (appointed between September and December of the first semester) will act as leader of this pool of experts and supervisors. Not only is his role essential in assisting the Ph.D. candidate to fix his/her mobility options and refine his/her research project in the earliest stages of the Doctorate but s/he will regularly updates the Research Progression Form which will be circulated every three months among the Consortium and the other co-supervisors (an abridged version will also be posted on the *Interzones* website under the rubric : People/Doctoral Students) to make the Ph.D. candidate's research more visible to everyone.



The new technologies made available by the University of Bergamo will connect all supervisors in a secured e-platform which will facilitate the consultation, exchange and analysis of information amongst students, professors and the Academic Council. Positions may change so if you wish to find someone in any of the universities involved, please check the contact details in the “Who’s Who” section of the official site: [www.mundusphd-interzones.eu](http://www.mundusphd-interzones.eu)). Every partner or associate member institution is represented by a local Co-ordinator who has been present since the earliest stages of the implementation of the Doctoral programme. Their specific role consists in the following:

- Careful and full briefing of potential supervisors and local colleagues in the various research centres involved
- Monitoring the performance of the Supervisors and assisting them as and when necessary
- Welcome and briefing of incoming student(s)
- Liaising with the Central Office in Bergamo (on administrative and technical issues) and with the Supervisors’ Co-ordinator in particular
- Ensuring that assessment and reporting have been done correctly and on time.

A particularly innovative feature of the research coordination at consortium level consists in what could be termed as Research Lab rotation, especially during the first semester at Bergamo where half of the seminars on cultural migrations will be given by members of staff from the local Doctoral School, and the other half by experts in more specialized areas of research coming from the various partner institutions. This will not only benefit the students but also strengthen and galvanize the research network that has already existed among the 16 research / graduate centres involved (see the section “Research Network” on the menu of the official *Interzones* website, [www.mundusphd-interzones.eu](http://www.mundusphd-interzones.eu)).

Both governing bodies of the *Interzones* EMJD (I.B.D. and A.C., see §V.3) include external examiners who are independent scholars and university officials, and as such are encouraged to have a critical approach to any dysfunctional aspect of the implemented coordination mechanisms. They can be reached directly by students and academics alike.

Last but not least, at every level of the programme (from application to selection to degree awarding) the role of the General Co-ordinator (who is not a member of staff of any of the HEIs involved) is limited to making sure that coordination abides to the rules set in the FPA and the Erasmus Mundus II guidelines and recommendations: he has no right to vote (except in some decisions that would not need final arbitration)

#### **4. Assignments and their assessment - Credit System**

The table below explains the overall criteria applied for the award of grades on the E.C.T.S. scale for certain activities to be graded in the *Interzones* EMJD context. Please note that in some universities, there is no grading as such for research activities, but only credits being validated or not.



GRADE	GUIDELINES
<p><b>Distinction (GRADE A)</b></p>	<ul style="list-style-type: none"> <li>- an excellent overview of the topic;</li> <li>- a clear ability to contextualise the topic;</li> <li>- detailed knowledge and analytical understanding of the material;</li> <li>- thorough and informed engagement with critical and other secondary material;</li> <li>- highly independent thought;</li> <li>- relevant application to the question set;</li> <li>- logical structuring of argument;</li> <li>- fluent and persuasive expression;</li> <li>- excellent scholarly presentation of all sources</li> </ul>
<p><b>Clear Pass (GRADES B, C)</b></p>	<ul style="list-style-type: none"> <li>- a good overview of the topic and its context;</li> <li>- good knowledge and analytical understanding of the material;</li> <li>- sound engagement with critical and other secondary material;</li> <li>- some independent thought;</li> <li>- relevant application to the question set;</li> <li>- logical structuring of argument;</li> <li>- fluent and persuasive expression;</li> <li>- good scholarly presentation</li> </ul>
<p><b>Ph.D Degree Pass (GRADE D)</b></p>	<ul style="list-style-type: none"> <li>- a solid knowledge and understanding of the primary materials of the course;</li> <li>- a solid capacity to respond to the question set;</li> <li>- a solid capacity to develop an argument;</li> <li>- some engagement with secondary material;</li> <li>- fluent expression;</li> <li>- solid scholarly presentation</li> </ul>
<p><b>Diploma Pass (GRADE E)</b></p>	<ul style="list-style-type: none"> <li>- failure to meet the criteria for Ph.D. degree pass, but shows some knowledge and understanding, and ability to respond to the question set;</li> <li>- some fluency of expression;</li> <li>- some attempt at scholarly presentation</li> </ul>
<p><b>Fail (GRADES FX, F)</b></p>	<ul style="list-style-type: none"> <li>- major shortcomings in knowledge and/or ability to respond to the question;</li> <li>- major shortcomings in expression and/or presentation</li> </ul>

No diploma is awarded at the end of the first or second year of study of the *Interzones* EMJD programme.

### Credit Transfers:



In order to validate results across the consortium, the five degree-awarding partners have established a credit transfer mechanism which is both simple and transparent. Bergamo, Perpignan – Via Domitia, and Karls Eberhard University of Tübingen, being European Higher Education Institutions, do share the same E.C.T.S. credit system. Universidade Federal Fluminense (Niterói/Rio in Brazil) has a credit transfer system that simply requires a conversion system and has recently adjusted its overall number of credits per year to match that conversion system (1 Brazilian credit is worth 4 European E.C.T.S. credits).

As for Jawarhalal Nehru University (New Delhi in India), a similar conversion will be applied (roughly, 1 JNU credit corresponds to 2 E.C.T.S. credits). Yet, it must be clear to every student who wishes to be awarded a Ph.D. thesis from JNU that s/he will have to apply for admission into JNU once selected by the *Interzones* Academic Council. (The JNU deadline is April of every year). Once registered as a JNU Ph.D. student, s/he will be in a position to be awarded his degree certificate, and the other European degree-awarding institution will convert the academic achievements of the student in Delhi during two semesters as 40 European E.C.T.S. credits (one semester as 20 E.C.T.S. credits). The Indian law and JNU specific rules and legislation over these matters are very strict on this issue as the golden rule is that no student can be awarded a fully recognised JNU degree without going through the specific JNU selection procedures.





## Part IV. Academic Misconduct

Academic integrity is fundamental to the values promoted by the Universities of the Consortium. It is important that all students are judged on their ability, and that no student is allowed unfairly to take an advantage over others, to affect the security and integrity of the assessment process, or to diminish the reliability and quality of the *Interzones* Erasmus Mundus Degree. Academic fraud as defined by the Consortium means *deliberate deception in an academic context*.

Academic misconduct may involve : plagiarism; submitting work which has been submitted in another course; falsifying data; inventing citations; colluding with another person in the production of an essay, and so on.

Plagiarism is the act of deliberately taking another's ideas and representing them as one's own. Where you wish to reproduce material you have read, you can either paraphrase it in your own words, or quote it directly (using quotation marks). In either case, you must acknowledge your use of it by employing a footnote to indicate the source of the information. Failure to acknowledge someone else's words or ideas is plagiarism, whether this omission is accidental or deliberate. *In order to be sure you are never guilty of plagiarism, even by accident, you need to be aware of the potential problem when you are taking notes, and make it clear to yourself where you have summarized material and where you have directly copied text.*

Doctoral students will not forget to acknowledge formally any help they have received from others, or any permission granted to make use of copyright material in their thesis, particularly where they concern illustrative and manuscript material.

Each institution has its own procedures for identifying and sanctioning academic misconduct. The consortium as a whole will respect any penalty imposed by an individual institution on a student found guilty of it, the student will not be permitted to complete the *Interzones* programme, and will not be awarded any degree certificate.

Any student who is not absolutely certain about the rules and definitions concerning academic misconduct has a responsibility to clarify his or her understanding by consulting academic staff and/or any *Interzones* local Co-ordinator (check contact details in the Who's Who rubric at [www.mundusphd-interzones.eu](http://www.mundusphd-interzones.eu)) for further clarification in any Partner or Associate Member institution.





## Part V. Feedback to and from doctoral students

**Internal communication is essential to such a multi-centre programme. That explains why we take so much care over feedback from students, communication between academics involved and a state-of-the-art electronic interface to establish connections between all actors in the EMJD as we consider them to be the most efficient tools to ensure Quality Enhancement policies**

### 1. Intranet and blog systems

The University of Bergamo, coordinating university of the *Interzones* EMJD, is developing an e-learning platform (see the appropriate rubric in the *Interzones* website's general menu) which will have different spaces with a more or less restricted access according to their functions.

The students will first be encouraged to create their own blog in order to exchange their views and concerns and remain in touch with one another when their mobility tracks diverge.

An off-shore library will be set up and an archival space will be made available to all enrolled students to avoid the worst nightmare of Ph.D. students, namely the loss of data.

An intranet system will record their progressive achievements during the programme (the Ph.D. "logbook") and will be made available (with restrictive access through a personal password) to supervisors and research centre directors wherever they happen to be. Another forum will be accessible to specific groups of scholars in order to discuss methodology and assessment coordination.

Last but not least, after the first two rounds of students have seriously engaged in their Ph.D. topics, a virtual library will be set up to display the academic profiles of our students and, if permitted by their authors, the thesis dissertations will be made available to the general public.

## 2. Special needs

The *Interzones* Consortium as a whole is deeply involved in and committed to the defence and respect of differences (as part of its scientific agenda, see §1.1), be it for gender, religious, physical, political, ideological, social economic or sex orientation reasons. Doctoral students are encouraged to write to both the General Co-ordinator and the partner institution in charge of dealing with such issues: the Entre Rios National University in Argentina. The relevant electronic addresses are to be found in the “Who’s Who” section on the general menu of [www.mundusphd-interzones.eu](http://www.mundusphd-interzones.eu).

Depending on the nature of the special needs, enrolled students should write to one of the two governing bodies of the *Interzones* EMJD (see below), the Academic Council or the Board of Directors, for anything which is not purely academic. They should do so by first sending an electronic message to [interzones.phd@unibg.it](mailto:interzones.phd@unibg.it). By return of e-mail, the *Interzones* central office will communicate a phone number and a postal address to which the student should make an appeal.

## 3. Governing bodies in the Consortium

The consortium is made of 16 partner universities and students can know who the 16 local Co-ordinators are at any moment and contact them electronically. Go to the “Who’s Who” section on the general menu of [www.mundusphd-interzones.eu](http://www.mundusphd-interzones.eu) where students will find:

- 1) The general composition: Co-ordinator, Assistant, Director of implementation in Bergamo, Supervisors’ Co-ordinator, and the 16 local Co-ordinators
- 2) The list of members of the Academic Council and Board of Directors

In terms of governance, two main bodies administer the Consortium under the authority of the Co-ordinator: The *Interzones* Academic Council, in charge of academic issues, selection procedures, mobility tracks, etc., and the *Interzones* Board of Directors, for all other issues, including administration, promotion, development strategy, legal matters, etc. Depending on their worries, questions, complaints, need for information doctoral students are invited to contact the members of either the A.C. or I.B.D.



<b>THE INTERZONES ACADEMIC COUNCIL (LIST OF MEMBERS)</b>	
<b>Chairman: Prof. Didier Girard</b> <i>Interzones General Co-ordinator</i>	
<b>UNIVERSITY OF BERGAMO</b>	<b>Prof. Franca Franchi</b> Director of EMJD implementation
<b>UNIVERSIDADE FEDERAL FLUMINENSE</b>	<b>Prof. Maria Fernando Resende</b> Department of Media and Cultural Studies
<b>JAWAHARLAL NEHRU UNIVERSITY</b>	<b>Prof. Saugata Bhaduri</b> School of Language, Literature and Culture Studies
<b>UNIVERSITY OF PERPIGNAN – VIA DOMITIA</b>	<b>Prof. Jonathan Pollock</b> Vice-director of the VECT Research Centre
<b>EBERHARD KARLS UNIVERSITY OF TÜBINGEN</b>	<b>Prof. Ingrid Hotz-Davies</b> Englisches Seminar, Gender Studies
<b>UNIVERSITY OF BARCELONA</b>	<b>Prof. Laura Borràs</b> Director of Hermeneia Research Group
<b>JAGIELLONIAN UNIVERSITY</b>	<b>Prof. Tomasz Bilczewski</b> Director of Centre for Advanced Studies in the Humanities – CASH
<b>PARIS OUEST-NANTERRE-LA DEFENSE UNIVERSITY</b>	<b>Prof. Camille Dumoulié</b> Director of Centre de Recherches Littérature et Poétique Comparées
<b>AIX-MARSEILLE UNIVERSITY</b>	<b>Prof. Claudio Milanesi</b> Département des Etudes Italiennes
<b>EUROPEAN UNIVERSITY AT ST. PETERSBURG</b>	<b>Prof. Kapitolina Fedorova</b> Faculty of Arts



The *Interzones* EMJD - Università degli Studi di Bergamo  
Room 120 - Via dei Caniana, 2, 24127 Bergamo Italy

Assistant: Dr. E. Mazzoleni – email : [interzones.phd@unibg.it](mailto:interzones.phd@unibg.it) – Fax: 0039 035 2052863  
Professor D. Girard, Gal Co-ordinator – Website: <http://www.mundusphd-interzones.eu/>

Dans le tableau precedent il faut ajouter Marion Schmid,  
University of Edimburgh, external examiner

<b>THE <i>INTERZONES</i> BOARD OF DIRECTORS (LIST OF MEMBERS)</b>	
<b>Chairman: Prof. Didier Girard <i>Interzones</i> General Co-ordinator</b>	
<b>UNIVERSITY OF BERGAMO</b>	<b>Dott. Giuseppe Giovanelli</b> Administrative Director
<b>UNIVERSIDADE FEDERAL FLUMINENSE</b>	<b>Dr. Nancy Pedrozo</b> International Relations
<b>JAWAHARLAL NEHRU UNIVERSITY</b>	<b>Prof. Anil Bhatti</b> Emeritus from School of Language, Literature and Culture Studies
<b>UNIVERSITY OF PERPIGNAN – VIA DOMITIA</b>	<b>Prof. Martin Galinier</b> Vice-President, Board of Administrators
<b>EBERHARD KARLS UNIVERSITY OF TÜBINGEN</b>	<b>Prof. Dorothee Kimmich</b> Deutsches Seminar
<b>BROWN UNIVERSITY</b>	<b>Mrs. Ana Karina Wildman</b> International Affairs
<b>ENTRE RIOS NATIONAL UNIVERSITY</b>	<b>Prof. Claudia Kozak</b> Co-Director of the PhD Programme in Social Sciences
<b>IBEROAMERICAN UNIVERSITY OF MEXICO</b>	<b>Prof. Alejandro Mendoza</b> Director of División de Humanidades y Comunicación
<b>SORBONNE NOUVELLE UNIVERSITY - PARIS 3</b>	<b>Prof. Carle Bonafous-Murat</b> Head of Doctoral School for English, German and European Studies - EDEAGE
<b>UNIVERSITY OF SYDNEY</b>	<b>Prof. Peter Morgan</b> Head of School of Languages and Cultures
<b>EXTERNAL EXAMINER 1</b>	<b>Prof. Robert Gibbs</b> Director, Jackman Humanities Institute, The University of Toronto
<b>EXTERNAL EXAMINER 2</b>	<b>Prof. Frédéric Ogée</b> Vice-President of the International Office Denis Diderot University (Paris 7)



#### 4. Problems and complaints

1. Students' work will be returned with the mark sheet used in the local institution, giving feedback, advice and criticism. Sample copies of both student work and marksheets will be kept for consideration by members of academic staff across the consortium.

2. Students will be given an opportunity to offer feedback on the learning experience in every institution of the consortium at the end of each year. Students will be invited to return this form to the *Interzones* EMJD central Office in Bergamo who will forward it for analysis to the institution in charge of Quality Enhancement policies, Jawaharlal Nehru University in New Delhi.

3. Students' problems and complaints may be related to personal circumstances (disability, bereavement, illness) affecting a student's performance or even leading to temporary suspension of studies. They may equally be linked to dissatisfaction with a particular assessment. In the case of illness, medical certificates must be provided immediately after the illness occurs. Medical certificates provided after a mark has been disputed will not be accepted.

4. Each institution in the consortium has local procedures for dealing with student problems and complaints. Students should use these procedures in the first instance, where the difficulty is a local one.

Dissertations are assessed by teams of international co-supervisors, hence appeals must be made first to the Supervisors' Co-ordinator (check name and contact details in the "Who's Who" section at [www.mundusphd-interzones.eu](http://www.mundusphd-interzones.eu)). If necessary, the latter will consult the *Interzones* Academic Council to consider the appeal and will communicate the decision agreed upon collectively. Students who wish to appeal against the decision taken by the *Interzones* Academic Council should turn to the legal representative of the coordinating university, the University of Bergamo, Italy (see below).

Where problems and complaints relate to the non-academic aspects of the programme *as a whole* (selection procedures, data processing, financial administration, etc.), students should approach the local Co-ordinator, who will consult with the other Co-ordinators in the other institutions attended by the student and the General Co-ordinator of the programme in the coordinating institution, University of Bergamo. Every reasonable effort will be made to deliver a final ruling within 15 working days of receipt of such an appeal. Students who wish to appeal against a decision made by the *Interzones* Academic Council should turn to the legal representative of the University of Bergamo, represented by Dottoressa Vera Foresti, Ufficio Comunicazione e relazioni istituzionali, Via Salvecchio, 19 – 24129 – Bergamo, Italy.

5. In the case of appeals against individual marks or results, students should be aware that the mark may go up or down as a result of the appeals process.



## Doctoral Candidate Agreement

**§1.** The University of Bergamo, located in Italy, Via dei Caniana, 2 – 21127 – Bergamo, Coordinating Institution of the Erasmus Mundus Joint Doctorate *Cultural Studies in Literary Interzones*, represented by Professor Didier Girard, Co-ordinator,

and the student :

Name: \_\_\_\_\_

First name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

HAVE AGREED to the following terms and conditions.

**§2.** The student hereby commits him/herself on his/her honour to duly attend the *Interzones* programme and the prescribed lectures and examinations.

**§3.** The student understands that he/she will be excluded from the *Interzones* EMJD:

- a) in the case of non-attendance of the course (lectures, practical sessions, field trips, informative and official meetings..) that the student cannot justify with medical certificates, or for which permission has not been granted by the *Interzones* staff (to ensure permission, the student should ask in advance),
- b) If the student fails to validate a semester of study,
- c) If the student is the object of disciplinary measures leading to his/her exclusion from an *Interzones* Partner University,
- d) If the student is the object of legal prosecutions that prevent him/her from attending the *Interzones* programme,

### **Paragraphs 4 to 9 are only applicable for E.M. Fellowship students**

**§4.** In such an event, the student hereby makes the commitment on his/her honour to reimburse the *Interzones* Coordinating Institution (University of Bergamo, Italy) the excess funding from the grant(s) allocated to him/her, i.e., any *Interzones* funds received covering the period following the date of exclusion, except for the sums stipulated in §6 and §7.



**§5.** Upon exclusion, the student shall in due time and before his/her departure pay for the following:

- the rent of his/her accommodation, for the month of the day of his/her exclusion,
- the bank fees corresponding to his/her accommodation insurance, for the month of the day of his/her exclusion,
- the bank fees to pay for his/her bank account and his/her visa card, for the year of the day of his/her exclusion,
- the remaining fees for the *Interzones* programme: tuition fees amount to 2400 € for both European and Non-European students.

**§6.** The *Interzones* Coordinating Institution (University of Bergamo, Italy) shall allocate the student funds and instructions enabling him/her to fulfil his/her commitments. The funds consist in the grant allocated for the month of the day of his/her exclusion,

**§7.** In addition, the *Interzones* Coordinating Institution (University of Bergamo, Italy) shall reimburse the student funds to cover the cost of travel back to his/her country of origin.

**§8.** Following the exclusion or the withdrawal of a student from the programme, the Framework Partnership Agreement (FPA **2010-0013/001**) between the *Interzones* Coordinating Institution (University of Bergamo, Italy) and the Education, Audiovisual & Culture Executive Agency (EACEA) of the Commission of the European Communities which funds the *Interzones* programme, requires that the *Interzones* Coordinating Institution (University of Bergamo, Italy), i) make the remainder of the grant allocated to that student available to a new applicant, ii) return to the Education, Audiovisual & Culture Executive Agency (EACEA) of the Commission of the European Communities the remainder of the grant allocated to that student if no new applicant is enrolled as a replacement, except for funds mentioned in §6 and §7, and for the prescribed use only.

On behalf of the *Interzones* EMJD Consortium,

Professor Didier Girard, General Co-ordinator,



The *Interzones* EMJD - Università degli Studi di Bergamo  
Room 120 - Via dei Caniana, 2, 24127 Bergamo Italy

Assistant: Dr. E. Mazzoleni – email : [interzones.phd@unibg.it](mailto:interzones.phd@unibg.it) – Fax: 0039 035 2052863  
Professor D. Girard, Gal Co-ordinator – Website: <http://www.mundusphd-interzones.eu/>

I, \_\_\_\_\_, born on \_\_\_\_\_ (19\_\_ ) in \_\_\_\_\_ ,  
\_\_\_\_\_ hereby certify that I have read and understood the 33 pages  
of the *Interzones* Doctoral Student Handbook, and commit myself to abide to its rules and  
regulations during the entire duration of my doctoral studies with the *Interzones* EMJD.

Should I fail to do so, I am fully aware that I might be expelled from the  
programme and (if applicable) my Employment Contract with the University of Bergamo  
(and the Erasmus Mundus fellowship from which I benefit) could cease immediately.

Place, \_\_\_\_\_

Date, \_\_\_\_\_

Signature,  
\_\_\_\_\_

