

DocMob Matrix

PHD STUDIES: DO WE SPEAK THE SAME LANGUAGE?

This document aims to introduce the DocMob Matrix, a tool for mapping the doctoral landscape at national and local (university) levels.

1. Diagnosis – the consortium working process

The DocMob project's first objective was to facilitate the exchanges of doctoral students under the Erasmus+ program. The project partners organized several working meetings in order to develop the project outputs. Despite a common diagnosis for collaboration, discussions have highlighted a challenge in the background: to organize mobility, one needs to speak the same language, and to know the system one is evolving in, as well as the partners'.

Therefore, in order to map and grasp differences and similarities, UPHF offered to coordinate the creation of a tool that helps summarize and visualize key data on doctoral systems at local (university) and national levels in order to get a quick high-level picture of the partners' reality. By knowing each other better, initiating and implementing collaborations might be facilitated.

1.1 National perspective

Regarding bachelor and master degrees, the Bologna process and the ECTS standard have significantly simplified the terminology used and reduced the differences on the study organization and therefore facilitated the Erasmus+ mobility.

However, regarding doctoral studies, DocMob consortium quickly go aware that all the project partners "didn't speak the same language" as they don't work for the same institution, neither in the same country.

One quickly realized that there is a significant diversity among doctoral studies within partner universities in the consortium but also beyond, as each country has its own national regulations and structure of doctoral programs.

The following features can vary from country to country and have an impact on the organization of mobility activities:

- *Doctoral student status*
- *Stakeholders involved in doctoral studies*
- *Duration of doctoral studies*
- *Education requirements*
- *Type of recognition of skills acquired during doctoral mobility activities*
- *Doctoral Mobility made obligatory or not*

1.2 Local perspective

At local level, those features may also differ from one HEI to another, and even inside each institution, depending, among other factors, on the doctoral discipline concerned. Dealing with mobility in this context can become more complex if partners cannot take for granted the rules they know and implement.

In addition to the variation of doctoral studies' organization and terminology, another need emerged during the DocMob activities, that is, a better knowledge of how partners concretely manage their doctoral mobility.

Indeed, for bachelor and master exchanges, universities are already used to sharing factsheets with their partners for them to easily identify key data and contacts before each semester.

The need to determine this information before organizing any mobility activity facilitates the communication among partners, and allows well-prepared doctoral mobility with low risk of failure.

2. Solution - DocMob matrix and its potential implementation

2.1 The DocMob matrix: two templates

Template 1 – University level

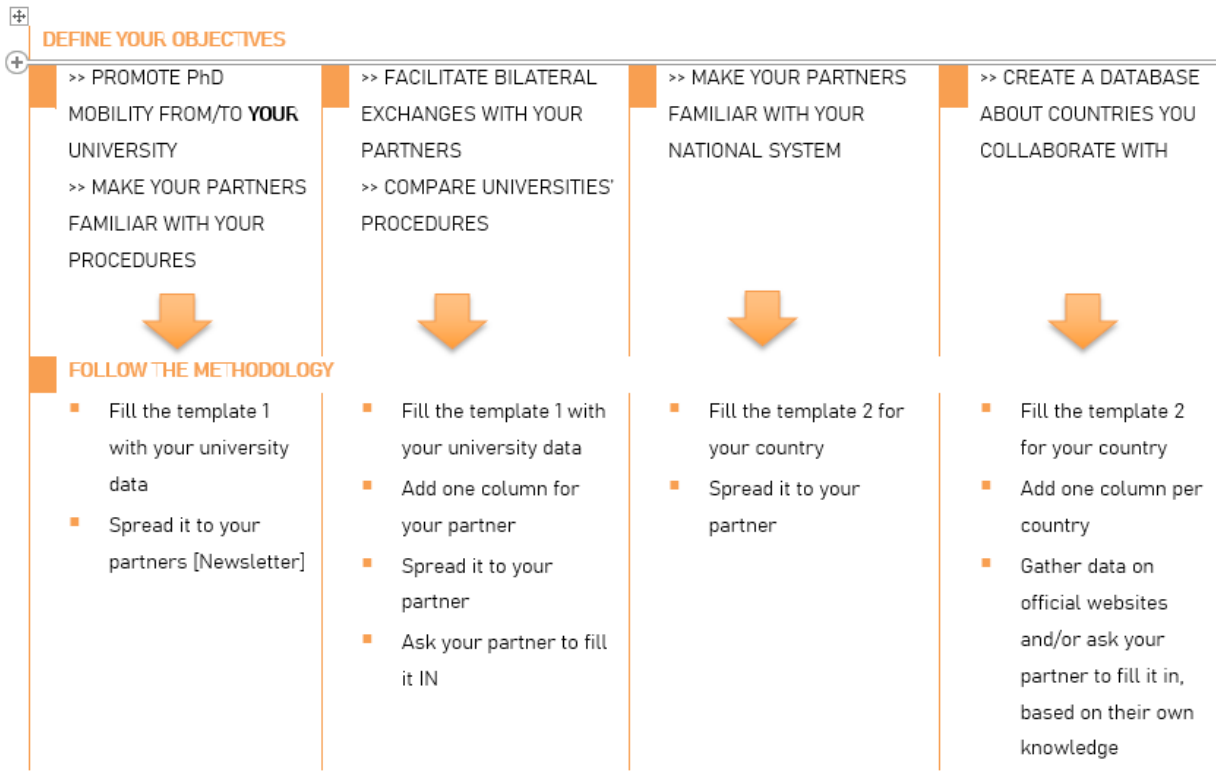
This template is a spreadsheet with data implemented at university level. This document (for internal use only) is to be shared with partners you work with or plan to work in a framework of Erasmus+ mobility activities. It would support the preparation and management of doctoral mobility among partners. This template would be filled with concrete information to manage doctoral mobility such as the list of key departments/services, the list of contact persons with names, emails and positions in each department/service, the steps / calendar of doctoral mobility / validation, as well as other mandatory procedures: specific insurance and intellectual property.

Template 2 – National level

This template is a spreadsheet to be filled with core attributes of doctoral systems and doctoral mobility. This document offers an overview of national features that can have an impact on the Erasmus+ mobility's implementation

2.2 Several levels of use

- The templates 1 and 2 can be used differently depending on the university's needs.
- The templates 1 and 2 can be used separately and are fully complementary as well.



3. DocMob matrix: work methodology

Our methodology to build the DocMob matrix was based on the following steps :

1. [the UPHF, the Université de Lorraine] : Define the list of key attributes at national- and local (university)-levels based on our experience
2. [UPHF] : Create an online working document with those attributes with one column/ partner for evaluating their need to collect such data
3. Share the document with the consortium for receiving their feedback [all partners]
4. [UPHF] : Gather their opinions on each attribute they consider as useful and update the document
5. [UPHF] : Create the templates of the DocMob matrix

The templates are made available to all HEIs and can be filled according to their needs.

Template 1 - University Level

Table 1: PhD mobility in your institution

KEY DATA/	UNIVERSITY 1	ADDITIONAL COMMENTS
ELIGIBLE ACTIVITIES DURING MOBILITY	<input type="checkbox"/> Doctoral training courses <input type="checkbox"/> Seminars <input type="checkbox"/> Conferences <input type="checkbox"/> Other : Click here	
KEY DOCUMENTS FOR MOBILITY	<input type="checkbox"/> Learning agreement <input type="checkbox"/> Grant agreement <input type="checkbox"/> Certificate of attendance <input type="checkbox"/> Transcript of records <input type="checkbox"/> Other : Click here	
TYPE OF ERASMUS+ MOBILITY USED	<input type="checkbox"/> SMS <input type="checkbox"/> SMP <input type="checkbox"/> STA <input type="checkbox"/> STT	
PERSON/ DEPARTMENT VALIDATING THE MOBILITY PROGRAMME (title of the position + comments on responsibilities)	Insert your answer here	
PERSON/ DEPARTMENT SIGNING THE SUBMENTIONED DOCUMENTS FOR MOBILITY (title of the position + comments on responsibilities)	Insert your answer here	
PERSON/ DEPARTMENT GIVING THE AUTHORIZATION (title of the position + comments on responsibilities)	Insert your answer here	
AVAILABLE FUNDS FOR MOBILITY, OTHER THAN ERASMUS+?	Insert your answer here	
USE OF ECTS FOR PHD MOBILITY	Choose the answer	
MIN. NUMBER OF ECTS REQUIRED PER MOBILITY	Choose the answer	
RECOGNITION OF SKILLS AND COMPETENCES GAINED	Insert your answer here	

Table 2: PhD mobility management in your institution

KEY DATA/	UNIVERSITY 1	ADDITIONAL COMMENTS
KEY DEPARTMENTS/SERVICES INVOLVED	Insert your answer here	
CONTACT PERSONS WITH NAMES, EMAILS AND POSITIONS IN EACH DEPARTMENT/SERVICE	Insert your answer here	
KEY STEPS FOR INCOMING MOBILITY	Insert your answer here	
KEY DEADLINES [IN]	Choose the answer	
If yes, what are they?	Insert your answer here	
KEY STEPS FOR OUTGOING MOBILITY	Insert your answer here	
KEY DEADLINES [OUT]	Choose the answer	
If yes, what are they?	Insert your answer here	
OTHER MANDATORY PROCEDURE (specific insurance, intellectual property, authorization for outside EU student, access authorization for research laboratories related to specific equipment and/or sensitive information)	Insert your answer here	

Template 2 - National Level

Table 1: Doctoral studies in your country

KEY DATA/	COUNTRY 1	ADDITIONAL COMMENTS
ACTORS INVOLVED IN DOCTORAL STUDIES	<input type="checkbox"/> Direct supervisor <input type="checkbox"/> Department <input type="checkbox"/> Faculty <input type="checkbox"/> Research lab <input type="checkbox"/> University <input type="checkbox"/> Other : Click here	
DOCTORAL DIPLOMA ISSUANCE AUTHORITY	Insert your answer here	
FINANCING OF DOCTORATE IS AN ABSOLUTE REQUIREMENT	Choose the answer	
DOCTORAL FINANCING SOURCES	<input type="checkbox"/> University/ faculty funding <input type="checkbox"/> Research projects <input type="checkbox"/> Embassies <input type="checkbox"/> National program <input type="checkbox"/> Other: Click here	
STATUS OF DOCTORAL STUDENTS	<input type="checkbox"/> Students <input type="checkbox"/> Researchers <input type="checkbox"/> Staff members <input type="checkbox"/> Other: Click here	
DURATION OF DOCTORAL STUDIES	Choose the answer	
If fixed, insert the duration	Insert your answer here	
If flexible, comment	Insert your answer here	
REQUESTED QUALIFICATION(S) FOR ACCESSING TO DOCTORAL STUDIES	Insert your answer here	
DOCTORAL QUALIFICATIONS : SUITABLE DEGREE OR EQUIVALENT FOR ENTRY INTO A DOCTORAL PROGRAMME	Insert your answer here	
LANGUAGE REQUIREMENTS FOR ENTRY INTO A DOCTORAL PROGRAMME	Choose the answer	
If any,	Choose the language	
LANGUAGE OF THE THESIS <i>Absolute requirement and imposed language? Flexibility (abstract only in local language)?</i>	Insert your answer here	

APPLICATION PROCESS <i>Please provide a short description of the main steps</i>	Insert your answer here	
REGISTRATION AND TUITION FEES,	<i>Insert your answer here</i>	
RESEARCH ALLOWANCE, SALARY VS. GRANTS VS. LOANS		
KEY VOCABULARY USED FOR TALKING ABOUT DOCTORAL STUDIES	Insert your answer here	
VARIOUS TYPES OF DOCTORAL STUDIES	Choose the answer	
TYPE OF TRAINING, if any	Choose the answer	
ECTS SYSTEM NATIONALLY ADOPTED AT DOCTORAL LEVEL	Choose the answer	
If yes, number of ECTS of coursework	Insert your answer here	
If not, what other recognition system is used	Insert your answer here	
DIPLOMA SUPPLEMENT OBLIGATION	Choose the answer	
<i>INSERT ANY OTHER ITEM YOU MAY FIND NECESSARY</i>		

Table 2: Doctoral mobility in your country

KEY DATA/	COUNTRY 1	ADDITIONAL COMMENTS
MOBILITY MANDATORY DURING DOCTORAL STUDIES	Choose the answer	
MOBILITY ENCOURAGED DURING DOCTORAL STUDY	Choose the answer	
If yes, how?	Insert your answer here	
LONG-TERM MOBILITY MANDATORY (MORE THAN 2 MONTHS)	Choose the answer	
USED MOBILITY PROGRAMMES	Insert your answer here	
TYPES OF PARTNERSHIPS WITH PARTNER HEIs TO SET UP DOCTORAL MOBILITY	<input type="checkbox"/> Co-tutelle <input type="checkbox"/> Erasmus+ <input type="checkbox"/> Established network <input type="checkbox"/> National programme <input type="checkbox"/> Other : Click here	