



HELLENIC REPUBLIC
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MANAGEMENT – IMPLEMENTATION GUIDE

of Action

“2nd Call for H.F.R.I. Scholarships to PhD Candidates”

Edition 1.4

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CONTENTS

1	SCHOLARSHIP GRANTING PROCESS.....	4
2	FUNDING REIMBURSEMENT PROCESS – Financial Management	6
3	MONITORING PROCESS	7
3.1	Semi-Annual Progress Reports	7
3.2	Final Progress Report.....	8
4	BENEFICIARY OBLIGATIONS.....	12
5	AMENDMENTS TO THE SCHOLARSHIP AWARD DECISION	13
5.1	Amendment to the Doctoral Thesis Title.....	13
5.2	Substitution of the Supervising Professor or another Three-Member Advisory Committee member.	13
5.3	Scholarship Suspension.....	13
6	SCHOLARSHIP DISCONTINUATION	14
6.1	Discontinuation due to force majeure.....	14
6.2	Discontinuation for other reasons.....	14
7	SCHOLARSHIP COMPLETION	15
8	CONTACTING H.F.R.I.	15
9	FINANCIAL CORRECTION – RECOVERY.....	16
	ANNEX I – H.F.R.I. Scholarship Acceptance Statement.....	17
	ANNEX II – Solemn Statement	19
	ANNEX III – GUIDELINES on drafting the SEMI-ANNUAL PROGRESS REPORT.....	23

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		Clarification regarding scholarship suspension in the event where the Scholarship Award Decision is revoked and unduly reimbursed sums are returned	6
		Clarification regarding the recovery process	7
		Clarification regarding scholarship suspension in the event where the semi-annual progress report is not submitted or submitted late	9
		Clarification regarding scholarship suspension in the event where there is an unjustified lack of progress	11
		Clarification regarding the decision of scholarship suspension in the event of failing to submit the final progress report	11-12
		Updates to Section 5 (1st paragraph)	14
		Updates to Section 5.2	14
		Addition of document template regarding the semi-annual progress report	24
1.4	06.07.2020	Amendment regarding the financial report from ELKE	8
		Addition of provision regarding the case when the support of the doctoral thesis is concluded prior to the period defined in the Funding Scholarship Award Decision	11
		Updates to Section 5.3	14

IN GENERAL

This **Management – Implementation Guide** (hereinafter “MIG”) sets out the terms and conditions regarding the procedure for granting, auditing and verifying scholarship costs for PhD Candidates, whose applications were successful and were included in the list of Applications to be funded as part of the “**2nd Call for H.F.R.I. Scholarships to PhD Candidates**” (Ref. No. 1559/27.04.2018, as in force); with the ultimate objective being to support PhD Candidates in completing their doctoral dissertations in Greek Higher Education Institutes (AEI) and Higher Education Military Institutes (ASEI), and to conduct high-level research in Greece.

1 SCHOLARSHIP GRANTING PROCESS

Once the results regarding the applications to be funded are released, the potential beneficiary PhD Candidates will receive a letter of approval by email, whereby they will be invited to submit the following required documents to H.F.R.I. **by September 6th 2019*** so that the Scholarship Award Decision may be issued.

All supporting documents must be submitted to H.F.R.I. both in hard copy and digital format (pdf files saved on CD or USB).

- i. **Statement of Scholarship Acceptance** (see [Annex I](#)).
- ii. **A certificate by the General Assembly or the competent Department body accepting the PhD Candidate**, as submitted when the Application was filed online.
- iii. **A certificate confirming the Three-Member Advisory Committee[†] appointment** by the General Assembly of Special Composition, also listing the date of appointment (only if it has already been appointed by the date the results are released).
- iv. **Copies of attained certificate degrees** (undergraduate and postgraduate) listed when the application was submitted online.
In case where the undergraduate and/or postgraduate degree was obtained from a higher education institute abroad, the degree equivalence/correspondence certificate(s) by the Hellenic National Academic Recognition Information Centre (Hellenic NARIC) is required.
- v. **In regard to male PhD Candidates, a military status certificate**, listing that they have completed their mandatory military service, or have been legally exempt, or have received a military service deferment. The conditions of this section must be met by the time that final results are published.

It is noted that male candidates who have received a deferment which ends prior to the scholarship end-date, must submit a new certificate of military service deferment, as a condition for the scholarship to continue being reimbursed. Failure to submit a new certificate of military

* The date these receive a reference no. from H.F.R.I. is considered evidence as to their timely submission. If sent by post (Hellenic Post – registered mail), the post office stamp date shall be considered as the submission date or respectively the stamp date on the courier company receipt, provided it is clearly discernible. The Hellenic Post or courier receipt is considered evidence of timely submission.

† It is noted that in case where the Three-Member Advisory Committee appointment can clearly be derived from the content of the **General Assembly Certificate** for PhD Candidate acceptance (Supporting Document ii), including the date of appointment, then it is possible to submit Supporting Document ii alone.

service deferment will lead to scholarship reimbursement being terminated, by a pertinent substantiated decision from the H.F.R.I. Director, forwarded to the PhD Candidate and the Special Account for Research Funds (E.L.K.E), ordering the return of unduly paid sums to a bank account of H.F.R.I. within thirty (30) calendar days of the Decision being issued. In the event of non-compliance, a recovery decision is issued and the process provisioned in articles 51 and 52 of the H.F.R.I. Internal Rule of Regulations is followed.

vi. *(Supporting documents under this paragraph are mandatory when the minimum period of time from receiving the Postgraduate Degree has been extended)*

- Female PhD Candidates who became pregnant and gave birth after acquiring their postgraduate degree must submit a **Civil Status Certificate**.
- Male PhD Candidates who have served their mandatory military service after acquiring their postgraduate degree must submit **supporting document (v)**.

vii. **A Solemn Statement** (see [Annex II](#)) declaring that:

- Everything listed in the Application no. and all supporting documents submitted are true and accurate.
- The PhD Candidate does not already hold a PhD in any scientific field.
- The PhD Candidate will not be receiving an unemployment benefit in Greece or abroad during the scholarship.
- During scholarship the PhD Candidate will not hold an employment agreement: i) in the public sector as permanent staff or under a private law, open-term contract or/and ii) in the private sector under an open-term, full employment contract.
- The PhD Candidate income being received through the imposed solidarity contribution for each tax year that the scholarship is being reimbursed, along with the H.F.R.I. scholarship amount for that year, should not exceed fifteen thousand euros (€15,000.00). In the event where the PhD Candidate has a disability percentage of 67% and above, said income along with the scholarship amount for each tax year, should not exceed nineteen thousand euros (€19,000,00).
The above mentioned sum does not include any fees reimbursed in retrospective, related to work performed or completed prior to the start-date of scholarship reimbursement (as defined in the Scholarship Award Decision and Scholarship Contract). In any case, above income restrictions are proportionately adjusted during the year.
- The PhD Candidate is not and will not be funded for the proposed doctoral thesis by any other source while the scholarship is being awarded. The event where the PhD Candidate is being funded for participating in European Union mobility programmes to conduct research abroad, is noted as an exception. In this case the PhD Candidate is obligated to notify H.F.R.I. in writing.
- The PhD Candidate accepts that messages received via email, and especially those sent to their contact email, are considered notifications and signal the commencement of all legal processes and deadlines. It is noted that the contact email must be the same as the one stated in the Scholarship Acceptance Declaration document.

Once all supporting documents above have been sent, their audit by H.F.R.I. begins. The audit is based on the documents/information submitted and those stated by the PI submitting the Application digitally.

By decision of the H.F.R.I. Director, the application is deemed ineligible for funding when concluded that it does not meet one or more terms of the Call or of this Management & Implementation Guide.

Provided that the application is considered eligible, the pertinent **Scholarship Award Decision** is issued by the H.F.R.I. Director, then communicated to the PhD Candidate and the Special Account for Research Funds (E.L.K.E) of the AEI or ASEI where the doctoral thesis will be or is being authored.

By the above under (i.) supporting document (Scholarship Acceptance Statement), the PhD Candidate accepts the terms and conditions set out in the Call and this Guide.

Within **thirty (30) calendar days** of being notified of the Funding Decision, **E.L.K.E must complete the scholarship inclusion procedure in its budget.**

The date the Scholarship Contract is signed shall be considered as the date the scholarship begins; in any event the contract shall be signed within ten (10) working days of the date the scholarship is incorporated in the E.L.K.E budget. The Contract shall list the Scholarship start-date and end-date, in line with the Scholarship Award Decision provisions.

In case where the application is deemed ineligible for funding at a later stage due to violation of terms provisioned in the Call or this Guide, while the scholarship has been reimbursed to the PhD Candidate, the Scholarship Award Decision is revoked by a substantiated decision of the Director, which is forwarded to the PhD Candidate and the E.L.K.E.; also ordered is the return of the unduly reimbursed scholarship sum to the bank account of H.F.R.I., within thirty (30) calendar days of revocation Decision notification. In the event of non-compliance, a recovery decision is issued and the process provisioned in Articles 48 and 50-52 of the H.F.R.I. Internal Operation Regulation is followed.

2 FUNDING REIMBURSEMENT PROCESS - FINANCIAL MANAGEMENT

The scholarship is reimbursed to PhD Candidates via the E.L.K.E. of the Organizations where the doctoral dissertations are authored.

H.F.R.I. Scholarship reimbursement to E.L.K.E is conducted as follows:

- i.** Once the **Scholarship Award Decision is issued**, an advance of **60% of the total scholarship approved sum** is reimbursed to E.L.K.E.
- ii.** The **remaining 40%** of funding is reimbursed to E.L.K.E. **after the second Semi-Annual Progress Report has been submitted**, and it has been concluded that the doctoral research is proceeding smoothly and successfully. When scholarship duration is less than or/and equal to twenty-three (23) months, the remaining 40% of funding is reimbursed to E.L.K.E. after H.F.R.I. has reviewed the first Semi-Annual Progress Report.

The E.L.K.E. of the Organization is obligated to reimburse PhD Candidates with the scholarship sum on a monthly basis and in any case within the eligible period, as it is defined in the Scholarship Award Decision and the Contract.

These costs are considered eligible and approved, provided that the PhD Candidate has been reimbursed in full and all legal duties have been remunerated by E.L.K.E. (scholarship amount reimbursed on time and in full).

In case where the **Scholarship is discontinued**, and provided that E.L.K.E. has received an amount higher than the one finally approved from H.F.R.I., as an advance up to the time of discontinuation, this

is mentioned in the Discontinuation of Scholarship Funding Decision and the unpaid deposit sum is returned from E.L.K.E. to an H.F.R.I. bank account –which will be communicated– **within thirty (30) calendar days** from the notification of the Discontinuation of Scholarship Funding Decision.

In cases where the **PhD Candidate** is obligated to **return** the reimbursed scholarship, in accordance with the provisions in this Guide, the amount is returned by the PhD Candidate to an H.F.R.I. bank account –which will be communicated– **within thirty (30) calendar days from pertinent decision notification.**

Similarly, within thirty (30) calendar days from the **completion** of each scholarship, E.L.K.E. is obligated to return any outstanding balance from the deposit and its corresponding interest, to an H.F.R.I. bank account.

For each case of failing to return funds to H.F.R.I. within deadline, a recovery decision is issued and the process provisioned in articles 51 and 52 of the H.F.R.I. Internal Rule of Regulations is followed.

E.L.K.E. is obligated to:

- i. Keep book accounts and information specified by the provisions in force.
- ii. Keep a separate bank account for reimbursements under the “2nd Call for H.F.R.I. Scholarships to PhD Candidates”.
- iii. Keep a separate account for each approved Scholarship under the “2nd Call for H.F.R.I. Scholarships to PhD Candidates”, where all costs are recorded in full correspondence to the costs declared in progress reports to H.F.R.I. This separate account in E.L.K.E accounting books, should comply with the regulations of the Greek Accounting Standards and have a sufficient audit trail.
- iv. To keep and update a folder containing all the original supporting documents pertaining to scholarship reimbursements, including financial management invoices for the extent of scholarship funding and for a period of 5 years after it has been completed. Aforementioned obligation to keep the original supporting documents of the action remains in force, even when the beneficiary has gained the right to destroy the information in question for any reason based on tax or other national legislation provisions.
- v. To accept all audits, verifications and inspections conducted by H.F.R.I. and other competent auditing bodies, and provide all supporting documents necessary to audit the financial and physical scope. To make available upon request all documents, supporting documents and scholarship funding information to H.F.R.I. and other competent auditing bodies, throughout the duration of the scholarship and for the extent it holds obligation to keep them.

3 MONITORING PROCESS

The progress of the doctoral dissertation funded by the H.F.R.I. is monitored through Progress Reports (Semi-Annual Progress Reports and a Final Progress Report), which are submitted as follows:

3.1 Semi-Annual Progress Reports

The Semi-Annual Monthly Progress Report is submitted to H.F.R.I. **within thirty (30) calendar days from the end of the six-month period** from the scholarship start-date (as specified in the Scholarship Award Decision and the Agreement) and includes the following:

- 1) **Semi-Annual Monthly Progress Report** (scientific report) of the PI on the progress of the doctoral thesis during the six months in question, signed by all members of the Three-Member Advisory Committee.
- 2) **A Financial Report from the SARG** of the Institution in which the doctoral thesis is being prepared, which is to include/ be attached with: a) accounting entries and payroll lists, b) issued payment receipts, c) respective financial payment orders of scholarship, up until the finalization of payments, d) payment orders and respective progress reports from the Supervisor of the PhD Candidate for the period in question, e) a copy (excerpt) of bank account transactions (including payment of legitimate duties).
- 3) Apart from documents mentioned above, the most recent **Tax Return Certificate** of the PI is also submitted, provided it has not already been submitted to H.F.R.I, to establish compliance with maximum income restrictions (€15,000 or €19,000, as these are specified in the Call and this Guide).

The PhD Candidate is responsible for drafting the Semi-Annual Progress Report and submitting the Tax Return Certificate. In case where the Semi-Annual Progress Report is not signed by all the Three-Member Advisory Committee members, a letter from the Supervising Professor must also be submitted, explaining the reasons why it was not possible to acquire all signatures.

The E.L.K.E of the Organization is responsible for drafting the Financial Report.

All documents/deliverables listed above are sent to H.F.R.I. by the E.L.K.E. of the Organization where the Doctoral Thesis is being authored.

The unjustifiably late submission or failure to submit the Semi-Annual Progress Report implies that the scholarship award shall be terminated, following the issuance of the pertinent documented Decision of the H.F.R.I. Director; which is forwarded to the PI and the E.L.K.E ordering the return of the scholarship sum remunerated, during the six months in reference, to an H.F.R.I. bank account within thirty (30) calendar days of Decision notification. In the event of non-compliance, the process provisioned in articles 51 and 52 of the H.F.R.I. Internal Rule of Regulations shall be followed.

3.2 Final Progress Report

The Final Progress Report is submitted to H.F.R.I. **within sixty (60) calendar days from the End-date of the Scholarship Award period** (as specified in the Scholarship Award Decision and the Agreement) and includes the following:

1. The PI **Final Progress Report**. The Final Progress Report is considered as:
 - i. Either the Awarded PhD Title, or a Certificate from the Secretariat of the relevant Department or relevant School, on the successful support of the Doctoral Thesis. If the title has been

published, then the doctoral thesis number (ND number) issued by the National Documentation Centre (EKT) must also be forwarded.

- ii. Or a certificate from the Secretariat of the relevant Department or School, from which it can be concluded that the Three-Member Advisory Committee has issued a recommendation report for the appointment of a Seven-Member Examination Committee to review the Doctoral Thesis. This Certificate is submitted in the event where the Doctoral Thesis has been completed but the PhD Candidate has not defended it.

In this case, within the extended deadline of a further sixty (60) days, the PhD Candidate is obligated to defend his/her Doctoral Thesis and present the pertinent Title of being nominated a PhD, or submit the Certificate of the relevant Department or School documenting the successful support of the Doctoral Thesis and the doctoral thesis number (ND number) issued by the National Documentation Center (*in similar to case i*).

- iii. In case where the doctoral thesis has not been completed for scientific or research reasons, a detailed Scientific Report signed by all members of the Three-Member Committee is prepared and submitted, documenting the doctoral thesis progress and the reasons for which it was not completed.

In case where the **PhD Nomination, or the Certificate from the Secretariat of the relevant Department or School in regard to the successful support of the Doctoral Thesis, and the ND number are not submitted** within deadlines specified above (cases i and ii), **or non-submission of the detailed Scientific Report** (case iii), **the submission of at least one (1) article is required** including part of or complete findings of PhD Candidate research works, conducted during the funding of the Doctoral Thesis and relevant to the topic of the Doctoral Thesis **in a related internationally acclaimed peer review journal**‡.

In the event of non-compliance with the above, a Scholarship Revocation Decision is issued by the H.F.R.I. Director, which is forwarded to the PhD Candidate and E.L.K.E., ordering the return of remunerated scholarship funds in full, deposited in the pertinent H.F.R.I. bank account within thirty (30) calendar days from Revocation Decision notification. In the event of non-compliance, the revocation decision is issued and the recovery process provisioned in Articles 51 and 52 of the H.F.R.I. Internal Rule of Operations shall be implemented.

For all above mentioned (under i, ii or iii) cases, all relevant articles, announcements etc. deriving from and related to the PhD Candidate's doctoral thesis, must be submitted along with the Final Progress Report.

‡ The publication shall:

- Not have been published prior to the Scholarship Award Funding start-date.
- Be an original article.
- PhD Candidate "*Affiliation*" must necessarily coincide with the Host Operator where the doctoral thesis is being authored.
- Be published in a journal with an Impact Factor that is included in the Web-of-Science list of journals.
- Include Acknowledgements to the Hellenic Foundation for Research and Innovation (H.F.R.I.) (see Section 4).

2. **Financial Report**, which shall include accounting entries and payment receipts (bank account transactions) of PhD Candidate scholarship funds (including any remunerated legitimate fees) for the last reference period.
3. **Tax Return Certificate (official balance)** of the PhD Candidate for the final year during which scholarship funds were reimbursed, if not already submitted, to establish compliance with the maximum income restrictions of €15,000 or €19,000.

In case where the tax return of the final financial year during which scholarship funds were reimbursed has not been issued yet, a **Solemn Statement by the PhD Candidate** must be submitted confirming that: i. all the information declared is true and accurate, ii. the tax return certificate for the final year during which scholarship funds were reimbursed has not been issued yet and iii. the tax return certificate will be submitted to H.F.R.I. within 10 calendar days from its date of issue, so that the relevant review may be carried out.

The PhD Candidate is responsible for preparing the Final Progress Report and submitting the Tax Return Certificate.

Responsibility for preparing the Financial Report falls upon the E.L.K.E. of the Organization where the doctoral dissertation is being authored.

All aforementioned documents/deliverables are sent to H.F.R.I. by the E.L.K.E. of the Organization where the doctoral dissertation is being authored.

Based on above mentioned Progress Reports (Semi-Annual, Final Progress Report and all accompanying documents – Financial Report and Tax Return Certificate), the uninterrupted progress of the Doctoral Thesis and the process of scholarship funding by the E.L.K.E. of the Organization are both monitored.

The admissibility and eligibility check of Progress Reports will be carried out by executives or/and H.F.R.I. associates with the assistance of special external experts, where required.

The PhD Candidate and the E.L.K.E. are obligated to hold any information and data that may be requested at the disposal of H.F.R.I., in aim that the terms provisioned in the Call, this Guide and the Scholarship Award Decision, be implemented correctly.

In case where the support before a public audience has been concluded prior to the period defined in the Scholarship Award Decision having ended, they must immediately submit a request to terminate the scholarship in accordance with provisions in Section 6.2 herein (“Discontinuation for other reasons”). In this instance, instead of the progress report (Section 6.2, item c), the Final Progress Report defined above (Section 3.2) shall be submitted. If during the final audit it is found that public support proceedings were completed before the end of the scholarship award period without a discontinuation request having been submitted, the PhD Candidate will be asked to return the funding amount reimbursed for the corresponding period as unduly paid. In case of non-compliance, a recovery decision is issued and the process provisioned in articles 51 and 52 of the Internal Regulation shall be implemented.

The unjustified and significant lapse of progress for which the PhD Candidate is responsible entails the termination of scholarship funding, following a pertinent Decision being issued by the H.F.R.I. Director, communicated to the PhD Candidate and the E.L.K.E., ordering the return of scholarship funds remunerated during the six months in reference, to an H.F.R.I. bank account

within thirty (30) calendar days of Decision notification. In the event of non-compliance, the process provisioned in articles 51 and 52 of the H.F.R.I. Internal Rule of Regulations shall be followed.

In the event where an audit reveals that the income restriction of €15,000 (or €19,000) has been exceeded during a certain year, the PhD Candidate shall be asked to return the scholarship amount corresponding to the sum by which the above limit was exceeded, for the year the excess was identified. In the event of non-compliance, a recovery decision is issued and the process provisioned in articles 51 & 52 of the H.F.R.I. Internal Rule of Regulations shall be followed. The income restrictions above are proportionately adjusted during the year.

The submission of all Progress Reports (Semi-Annual Progress Reports, Final Progress Report and all accompanying documents) is mandatory. Document templates and specifications for drafting the scientific reports will be posted on the official H.F.R.I. website.

Failure to submit the Final Progress Report and all accompanying documents leads to the Scholarship Award Decision being revoked, following a substantiated pertinent Decision being issued by the H.F.R.I. Director, which is communicated to the PhD Candidate and the E.L.K.E., ordering the return of **all** remunerated scholarship funds, to an H.F.R.I. bank account within thirty (30) calendar days of revocation Decision notification. In the event of non-compliance, the process provisioned in articles 51 and 52 of the H.F.R.I. Internal Rule of Regulations shall be followed.

4 BENEFICIARY OBLIGATIONS

PhD Candidates receiving a scholarship under the “2nd Call for H.F.R.I. Scholarships to PhD Candidates” must comply with the following obligations:

- i. Observe the terms of the Call, this Guide, the Scholarship Award Decision and the Agreement.
- ii. Not receive any aid/funding for completing the same doctoral thesis from another national or EU programme throughout the duration of the scholarship. The case of funding received by the PhD Candidate participating in European Union mobility programmes for conducting research abroad is excluded. In this case, the PhD Candidate is required to notify H.F.R.I. in writing.

Furthermore, beneficiaries of H.F.R.I. Actions are obligated to include the acknowledgment of funding by the Hellenic Foundation for Research and Innovation (H.F.R.I.), in any kind of dissemination and publicity action relating to the doctoral thesis, by use of appropriate wording and pertinent logos. Indicative dissemination and publicity actions are scientific publications, scientific essays in domestic or/and international journals, presentations in scientific conferences, single-day scientific meetings and all types of events, any type of promotional material produced for the purposes of promoting and disseminating the project (such as posters, banners, folders, brochures, publications and other promotional material), announcements in printed or online media, etc.

The Organization where the doctoral dissertation is being authored is obligated to use the relevant logos or appropriate wording on any documents, printed or online media, used or produced within the framework of Scholarship funding.

The texts and logos that follow must be included in all dissemination and promotion activities (in Greek or English)



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5 AMENDMENTS TO THE SCHOLARSHIP AWARD DECISION

In the event where any information relating to the Doctoral Thesis of the PhD Candidate is amended, it is mandatory that a justified request be sent to H.F.R.I. by the PhD Candidate and be approved by the H.F.R.I. Director. Amendment requests are sent to the H.F.R.I. Department of Research Projects grants.phd@elidek.gr (and posted to the E.L.K.E. of the Organization), pursuant to article 49 of the H.F.R.I. Internal Rule of Procedure. **An amendment to the subject of the Doctoral Thesis will not be acceptable**, as this was a comparative evaluation criterion for the submitted Application during the evaluation stage.

Allowable changes/amendments regarding the Scholarship Award Decision, indicatively pertain to cases listed below (Subsections 5.1, 5.2, 5.3).

5.1 Amendment to the Doctoral Thesis.

In case where the title of the Doctoral Thesis is different from the one stated when the Application was submitted, the topic was approved and the Three-Member Advisory Committee was appointed by the Special Composition General Meeting of the Department, the PhD Candidate submits a pertinent amendment request to H.F.R.I. The PhD Candidate's request to change the title of the Doctoral Thesis is addressed to the H.F.R.I. Department of Research Projects and must be accompanied by the corresponding Department Certificate.

5.2 Substitution of the Supervising Professor or another Three-Member Advisory Committee member.

In case where the Supervising Professor or any member of the Three-Member Advisory Committee is replaced, the PhD Candidate must submit a pertinent amendment request to H.F.R.I. The PhD Candidate's request is addressed to the H.F.R.I. Department of Research Projects and must be accompanied by a pertinent Certificate by the Department regarding the new composition of the Three-Member Advisory Committee. This amendment cannot cause the amendment of the scholarship duration, as specified in the Scholarship Award Decision and the relevant Agreement.

Above amendment requests must be submitted at least 30 calendar days before the specified scholarship end date.

5.3 Scholarship Suspension

Scholarship Award Suspension is possible in the event of force majeure or pregnancy and following the submission of a reasoned document addressed to the H.F.R.I. Director, with all request supporting documents attached, for the relevant decision to be reached. During suspension the scholarship payments are suspended, to resume after the suspension period has ended, until the completion of the scholarship duration as provisioned in the Scholarship Award Decision. With regard to the Final Progress Report submission, above provisions (Section 3.2) shall apply.

6 SCHOLARSHIP DISCONTINUATION

6.1 Discontinuation due to force majeure

Scholarship Discontinuation following a PhD Candidate request is permitted for reasons of force majeure (an emergency situation that cannot/could not be prevented by the PhD Candidate).

In this case, submitted by the E.L.K.E. of the Organization where the doctoral dissertation is being authored, are the following:

- a) An Application** by the PhD Candidate documenting the force majeure reasons, with all relevant substantiating documents attached.
- b) A Progress Report** by the PhD Candidate on the progress of his/her doctoral thesis, signed by the Three-Member Advisory Committee, regarding the time between the last Semi-Annual Progress Report and the submission of the discontinuation application.
- c) A Financial Report** including the accounting entries and payment receipts (bank account activity) of PhD Candidate scholarship reimbursements (including any legitimate duties paid) for costs incurred regarding the time between the last Semi-Annual Progress Report and the submission of the discontinuation application.
- d) The Tax Return Certificate** of the PhD Candidate for the last financial year during which the scholarship was granted, provided it has not already been submitted, to establish compliance with the maximum income restriction of €15,000 or €19,000.

The PhD Candidate is responsible for preparing the Progress Report and submitting the Tax Return Certificate.

The E.L.K.E. of the Organization is responsible for preparing the Financial Report.

All documents listed above are sent to H.F.R.I. by the E.L.K.E. of Organization where the doctoral thesis is being authored.

Provided force majeure reasons are substantiated, the H.F.R.I. Director issues the relevant decision.

6.2 Discontinuation for other reasons

In the event where the doctoral thesis is discontinued for any other reason, the items listed below are submitted to the H.F.R.I.:

- a) A documented application by the PhD Candidate.**
- b) A Progress Report** by the PhD Candidate on the progress of his/her doctoral thesis, signed by the Three-Member Advisory Committee, regarding the time between the last Semi-Annual Progress Report and the submission of the discontinuation.
- c) A Financial Report** including the accounting entries and payment receipts (bank account activity) of PhD Candidate scholarship reimbursements (including any legitimate duties paid) for costs incurred regarding the time between the last Semi-Annual Progress Report and the submission of the discontinuation.

d) The Tax Return Certificate of the PhD Candidate for the last financial year during which the scholarship was granted, provided it has not already been submitted, to establish compliance with the maximum income restriction of €15,000 or €19.

In case where the tax return certificate for the last financial year during which the scholarship was granted has not been issued, (in both cases, 6.1 and 6.2), **the PhD Candidate submits a Solemn Statement** certifying that: i) the information declared is true and accurate ii) that the tax return certificate for the last year during which the scholarship was granted has not been issued and iii) that within 10 calendar days of the tax return certificate being issued he/she will submit it to H.F.R.I. so that compliance may be established.

In regard to application discontinuation (in both cases, 6.1 and 6.2) the H.F.R.I. Director issues a pertinent decision, which is communicated to the PhD Candidate and the E.L.K.E.

In case where the E.L.K.E. has received an amount higher than the one finally approved by H.F.R.I., as an advance up to the time of discontinuation, the excess sum is returned to an H.F.R.I. bank account within thirty (30) calendar days from the Discontinuation of Scholarship Funding Decision notification. In the event of non-compliance, the revocation decision is issued and the process provisioned in articles 51 and 52 of the H.F.R.I. Internal Rule of Regulations is followed.

The above listed (under b-d) supporting documents are also submitted in any other case of scholarship award discontinuation.

7 SCHOLARSHIP COMPLETION

Based on the certification results of the Semi-Annual Progress Reports and the Final Progress Report, the H.F.R.I. Director issues a **Scholarship Award Completion Decision**, which:

- i. Certifies that the physical scope of the approved scholarship has been completed.
- ii. Certifies that the financial scope of the approved scholarship has been completed and the final result of verified costs incurred is reflected.
- iii. Establishes that the PhD Candidate has fulfilled his/her obligations.

H.F.R.I. communicates the Scholarship Award Completion Decision to the PhD Candidate and the E.L.K.E. of the Organization. All relevant supporting documents are archived in the file kept by H.F.R.I. for each approved Scholarship.

8 CONTACTING H.F.R.I.

The competent H.F.R.I. department appoints a contact person for each PhD Candidate and E.L.K.E. from the H.F.R.I. Department of Research Projects. Any communication (telephone, email, mail) regarding issues related to the scholarship by the PhD Candidate or the E.L.K.E. of the Organization, may solely take place with the appointed contact person.

All correspondence (digital or printed) should feature the Application identification number. Mail shall be considered as having been received by H.F.R.I. on the date it receives a Reference No. from its competent Department.

All supporting documents must be submitted to H.F.R.I. both in hard copy and digital format (.pdf files saved on CD or USB).

9 FINANCIAL CORRECTION – RECOVERY

The funding recovery process specified in Articles 48 and 50-52 of the H.F.R.I. Internal Rule of Regulations applies.

ANNEX I – H.F.R.I. SCHOLARSHIP ACCEPTANCE STATEMENT

- 📌 **To the PhD Candidate:** Please fill in your details in the following form. The H.F.R.I. Scholarship Acceptance Statement must be filled out, signed and sent to H.F.R.I. (in printed and digital format, along with all remaining required Documents) exclusively within fifteen (15) days from the date the approval letter was sent, so that the Scholarship Award Decision may be issued.



2nd Call for H.F.R.I. Scholarships to PhD Candidates

H.F.R.I. SCHOLARSHIP ACCEPTANCE STATEMENT

SCHOLARSHIP APPLICATION NUMBER:

PERSONAL DETAILS <i>[All fields are mandatory]</i>					
SURNAME:					
NAME:					
FATHER'S FULL NAME:					
MOTHER'S FULL NAME:					
DATE OF BIRTH:					
PLACE OF BIRTH:				NATIONALITY:	
I.D. Card No.		TAX NO.		TAX OFFICE	
PLACE OF RESIDENCE:					
STREET:				No:	Postal Code
Phone number (cell phone)				Phone number (landline)	
E-mail*					

**[It is noted that all communication and messages sent by H.F.R.I. to the declared email address are considered notifications and signal the start-date of all legal processes and deadlines.]*

DETAILS OF FUNDED DOCTORAL THESIS

DOCTORAL THESIS TITLE

SCHOLARSHIP DURATION (IN MONTHS)

SCIENTIFIC AREA

HOST INSTITUTION

University/ASEI:

School:

Department:

THREE-MEMBER COMMITTEE MEMBERS

1. Three-Member Committee Member - Supervising Professor

Full name:

Title:

Organization / School / department:

2. Three-Member Committee Member

Full name:

Title:

Organization / School / department:

3. Three-Member Committee Member

Full name:

Title:

Organization / School / department:

I, the undersigned, solemnly declare that: a) I accept the scholarship granted to me as a PhD Candidate to complete my doctoral thesis with above listed details and the application submitted online as part of the "2nd Call for H.F.R.I. Scholarships to PhD Candidates", with **application number** , and

b) I know and accept, fully and unreservedly, my obligations as they arise from the Call and the Management – Implementation Guide, whereby failure to comply with these may result in scholarship discontinuation and recovery process initiation, based on the Solemn Statement I am submitting along with this document.

Date:

The Applicant

[SIGNATURE]

ANNEX II – SOLEMN STATEMENT

- ❶ **To the PhD Candidate:** Please fill in your details in the following form. The Solemn Statement must be filled out, signed and sent to H.F.R.I. (in printed and digital format, along with all the remaining required Documents) exclusively within fifteen (15) calendar days from the date the approval letter was sent, so that the Scholarship Award Decision may be issued.

SOLEMN STATEMENT

(article 8 Law1599/1986)

The accuracy of the information submitted along with this statement may be cross-examined against the files kept by other services (Article 8[4] o Law 1599/1986)

TO:	Hellenic Foundation for Research and Innovation (H.F.R.I.)						
Name:				Surname:			
Name and Surname of Father:							
Name and Surname of Mother:							
Date of Birth:							
Place of Birth:							
I.D. Card No.:				Tel.:			
Tax Number/ Tax Office:				Social Security No:			
Place Residence:	of	Street:		No.:		Postal Code:	
Fax number:				e-mail:			

By personal liability and being fully aware of the sanctions⁽⁸⁾provisioned in Article 22(6) of Law 1599/1986, as a PhD Candidate under the “2nd Call for H.F.R.I. Scholarships to PhD Candidates” (Ref. No. 1559/27.04.2018, as in force), I hereby declare that:

- a. All information listed in **Application No.** that I have submitted under the “2nd Call for H.F.R.I. Scholarships to PhD Candidates” as all accompanying supporting documents are true and accurate.
- b. I do not hold a PhD degree in any scientific sector, in Greece or abroad.
- c. I will not be receiving an unemployment benefit in Greece or abroad during the scholarship.
- d. For the duration of the scholarship, I will not hold an employment relationship: (i) in the public sector as a permanent employee or with a private law, open-term contract, and/or (ii) in the private sector with an open-term full employment contract.
- e. Regarding the proposed doctoral thesis

⁽⁸⁾ Any person who knowingly states false facts, or denies or conceals true facts, by means of a written solemn statement in line with article 8 shall be punished with imprisonment of at least 3 months. If the person responsible for these actions has sought to obtain personal proprietary gain to oneself or another by harming a third party or sought to harm that party, they shall be punished with imprisonment of up to ten (10) years.

- (i) I have not been funded, am not being funded and will not be funded for the object of my doctoral thesis, in part or in whole, by any other funding source for the duration of the scholarship.
- (ii) I am being funded for participating in a European Union mobility programme for conducting research abroad.

f. Since the start of the scholarship *[select that which applies]*

- (i) The income received through the imposed solidarity contribution for each tax year that the scholarship is being reimbursed, along with the H.F.R.I. scholarship amount, will not exceed fifteen thousand euros (€15,000.00) per year. In the event where the PhD Candidate has a disability percentage of 67% and above, said income along with the scholarship amount for each tax year, should not exceed nineteen thousand euros (€19,000,00).
- (ii) *(this only applies for persons with a disability of sixty-seven percent (67%) and above)*

The income received through the imposed solidarity contribution for each tax year that the scholarship is being reimbursed, along with the H.F.R.I. scholarship amount, will not exceed nineteen thousand euros (€19,000.00) per year.

g. I accept that emails I will be receiving via electronic mail and in particular those sent to the email address I declare in this Solemn Statement (which is also the one I have declared in the Statement of Scholarship Acceptance document) regarding **Application No.** , submitted as part of the “2nd Call for H.F.R.I. Scholarships to PhD Candidates”, are considered notifications and signal the initiation of all legal processes and deadlines .

Place

Date

Signed

[SIGNATURE]

ANNEX III – GUIDELINES ON DRAFTING THE SEMI-ANNUAL PROGRESS REPORT

To the PhD Candidate:

- ❶ The document of the Semi-Annual Progress Report is sent together with the Financial Report and the Tax Return Certificate by the E.L.K.E. of the Host Institution within thirty (30) calendar days from the date the six-month period has elapsed.
- ❷ Each page of the semi-annual progress report must include a header bearing the full name and application number of the PhD Candidate.
- ❸ The document is drafted exclusively in **Greek**. With the exception of PhD Candidates who have received approval by the Special Composition General Assembly (G.S.E.S.) of their Department to author their thesis in another language, who can submit the semi-annual progress report in the language their thesis is drafted in.
- ❹ The **maximum number of pages** for the semi-annual progress report is **three (3)**. Pages exceeding this limit will not be taken into consideration.
- ❺ The semi-annual progress report must be **signed by the Three-Member Advisory Committee members**.
- ❻ The following Table A, lists the suggested technical specifications that the document is to follow.

Table A. Technical specifications

Page Size	Fonts	Font Size	Line Spacing	Page Margins
A4	Times New Roman, Arial, Calibri or similar	11 pt (at minimum)	Single (at minimum)	Top-Bottom: 1,5 cm Left-Right: 2 cm



HELLENIC REPUBLIC
MINISTRY OF EDUCATION, RESEARCH AND RELIGIOUS AFFAIRS

HELLENIC FOUNDATION FOR RESEARCH AND INNOVATION
Research Projects Department

V. Sophias Ave. 127, 11521 Athens

Information: grants.phd@elidek.gr

Contact Phone: 210 6412410, 210 6412420

2nd Call

for H.F.R.I. Scholarships to PhD Candidates

Semi-Annual Progress Report Template

Beneficiary Full Name:

Application number:

Thesis Title:

Host Institution:

March 2020

Edition 1.0

Outline of doctoral thesis objectives

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Summary of actions/results of referenced period

--

Main results and conclusions of referenced period

--

Steps to follow

--

Result dissemination actions of referenced period

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