

## Call for UPC International Menció 2023-2024 for doctoral students

### Introduction

The [Pla UPC Internacional 2023-2026](#), among its different objectives, seeks:

- Increase the diversity of mobility actions, with a special emphasis on doctorates and external academic practices.
- Promote the internationalization of the Doctorate.

The international mobilization of Doctorate students is a very important factor in their training and research activities. In accordance with the Academic Regulations of Doctoral Studies of the UPC, the title of doctor may include the International Mention. One of the requirements to obtain the international mention is that the doctoral student has completed one or several stays of at least three months duration outside Spain in one or several higher education institutions or research centers of prestige for the subject. to complement and reinforce ongoing research training. In case of carrying out several stays, one of them must have a minimum duration of one month.<sup>1</sup>

The objective of this call is to promote internationalization, favoring the research states of doctorates leading to obtaining the International Mention.

The UPC publishes each course, with funds coming from the Erasmus+ program of the European Union, a call for Erasmus+ Doctorate candidates, for short-term stays (between 5 and 30 days) or long-term stays (between 2 and 12 months). , directed to UPC doctoral students.

This call for UPC International Mención awards is complementary to the call for Erasmus+ Doctorate awards and its objective is to favor the realization of international stadios for a duration of 3 months or more, among UPC doctoral students, which allow them to obtain the Menció. International.

UPC Doctorate students can also carry out an Erasmus+ Doctorate stay and complement both this “adjut UPC Mentioned International” to extend the duration of the stay.

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<sup>1</sup> For more information about the International Menció, consult the Escola de Doctorat website UPC: <https://doctorat.upc.edu/ca/tesi-doctoral/mencio-internacional>

## 1. Object

Adjustments are called to complement the financing and/or extend the duration of long-term Erasmus+ Doctorate stays abroad with a minimum duration of 60 days and a maximum of 180 days at Higher Education Institutions. The sol-bidants who have previously applied for an accommodation of 60 days will be able to use this accommodation to extend the duration with a minimum of 30 days for a total stay of a minimum of 3 months (90 days), according to both requirements to obtain the international mention. Those applicants with Erasmus+ Doctorate stays equal to or greater than 3 months may choose to purchase the present accommodation to extend the duration of the stay or only to supplement it financially.

The destination may be to any of the countries participating in the Erasmus program: Germany, Austria, Belgium, Bulgaria, Croatia, Denmark, Slovakia, Slovenia, Estonia, Finland, France, Greece, Hongria, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania ània , Luxemburg, North Macedonia, Malta, Norway, Low Countries, Poland, Portugal, Txeca Republic, Romania, Serbia, Sweden, Turkey and Xipre or the countries outside the program: Regne Unit i Suïssa.

The purpose of this study is to develop research tasks or expand knowledge in a university, higher education institution, research institute or company in the countries of the program referred to in the previous point.

It is up to the student to search for and select the course to carry out the study, always with the authority of his/her responsible persons (tutor and person responsible for the Doctorate program).

The contracting of transportation and accommodation, as well as the specification of the details of the stay, will be the responsibility of the beneficiary.

In case you have nationality outside the European Union, it is the student's responsibility to ensure that they have the corresponding legal documentation to be able to travel, make their stay and return to the UPC. In case of doubt, the student must consult the UPC International Mobility Office ([oficina.mobilitat.internacional@upc.edu](mailto:oficina.mobilitat.internacional@upc.edu)).

## 2. Characteristics of the settings

The maximum budget for the call for adjustments for the states carried out between 10/1/2023 and 05/31/2024 is 50,000 euros.

This call is funded by UPC funds.

The call will be open until May 10, 2024 or until the press release is issued.

#### **Import of settings:**

These settings will complement the Erasmus+Doctorat settings. The amount of the UPC Menció International grant in this call will be €1,100/month, financed a minimum of 90 days (adjustment of €3,300) and a maximum of 180 days (adjustment of €6,600).

The states for which the adjustment is requested may not begin before October 1, 2023 or end after May 31, 2024.

It is possible to request adjustments with a retroactive nature for states already initiated or carried out, if they are within the eligible period, the candidates complete all the requirements of the call, the documentation required by the call is provided and there is availability of the budget.

### **3. Candidate requirements**

- 3.1. Be a citizen of a state that is a member of the European Union or have a residence permit in Spain that is valid during the period of your stay. Therefore, candidates must have a NIF or Foreigner Identification Number (NIE).**
- 3.2. Be enrolled in tutoring and currently pay tuition during the 2023/2024 academic year in a UPC doctoral program. The doctoral thesis must not have been submitted at the start of the application.**
- 3.3. Students who will benefit from a UPC International Mention adjustment undertake to maintain their student status linked to the UPC for the entire period of their stay. Consequently, the UPC will not donate funds to students who are planning to complete a degree program.**
- 3.4. The statement must be authorized by the director of the doctoral thesis and the coordinator of the corresponding program, as well as accepted by the receiving institution and the sol-licitant.**
- 3.5. The status of the UPC International Mention is a Erasmus+ Doctorat stay (long-term). For this reason, the sol-licitant student will also be sol-licitat, or in**

Parallel, the Erasmus+ Doctorat will be set for the stay, and the Erasmus+ Traineeship Agreement document will be processed (long stays); document that must be signed by 4 people (see point 3.4).

3.6. The student cannot exceed 12 months of Erasmus+ mobility at the doctoral study level. In this calculation, you must add any mobility status from the previous Erasmus programs or from the current Erasmus+ program, regardless of whether or not they are adjusted per fer-les.

3.7. The following will not be eligible as the destination center:

- a) Institutions of the European Union and other bodies of the Union European Union, including specialized agencies (trobar the exhaustive list at lloc: [ec.europa.eu/institucions/index\\_en.html](https://ec.europa.eu/institucions/index_en.html)). b) Organizations that manage community programs (to avoid possible conflicts of interest and/or double financing). c) National diplomatic representations (ambaixades and consolats) of the country of origin of the student (that is, the country in which the institution of origin of the student and the country of origin of the student or of the that possesses the nationality)

#### 4. Formalization of applications

The deadline for submitting applications will end on May 10, 2024 at 11:59 p.m.

The application must be formalized through the UPC electronic address, through the link: [https://](https://eadministracio.gdc.upc.edu/formulariTramitGeneric/DOCTORAT_MENCIO_INTERNACIONAL_SOL_LICITUD_AJUT)

[eadministracio.gdc.upc.edu/formulariTramitGeneric/DOCTORAT\\_MENCIO\\_INTERNACIONAL\\_SOL\\_LICITUD\\_AJUT](https://eadministracio.gdc.upc.edu/formulariTramitGeneric/DOCTORAT_MENCIO_INTERNACIONAL_SOL_LICITUD_AJUT)

You may also attach the following documentation to your [electronic address](#) :

- Resguard of the long-term Erasmus+ Doctorate application
- Letter signed by the thesis director and the supervisor to the supporting institution justifying the amount of time the stay will be extended (obligatòria in cases where the applicant is requested to complement the Erasmus+ Doctorate stays of 2 months).

Once the application has been processed, the electronic sender will return a supporting document that will be filed through the e-secretariat (in the section: **Mobility – mobilization stay – documentation**).

(Note: As long as the student can register his/her protection to the e-secretariat, the UTG that manages the Doctorate program must first enter the state into Prisma and the student must be able to see the information. stay at the e-secretariat, at your apartment: “Mobilitat – estada mobilitat”.)

The call will be issued to the extent that the requests arrive (see section 6), while there is a pre-supply provision.

The presentation of the application implies acceptance of the bases of this call, especially what is required by points 5 (beneficiary selection process) and 8 (obligations of the beneficiaries) of this call.

The International Relations Office will inform, via e-mail, of the receipt of the request as well as of the incorrect or defective documentation or information, if applicable.

#### 5. Beneficiary selection process

In the event that the amount of adjustments that cover the applications submitted and that meeting all of the requirements exceeds the available budget, these will be ordered based on a score calculated as follows:

a) 1 point for sol-licitants who have positively evaluated the research plan. b) 2 points for sol-licitants who have not previously agreed upon this request. c) ends at 3 points depending on the scientific production of the sol-licitant.

The scoring of point c will be awarded by the Permanent Commission of the Doctorate School.

#### 6. Resolved

The applications submitted will be studied and resolved, at most, in the dates indicated in the following table:

Applications submitted	maximum date resolved
From November 30 to December 11, 2023	December 22, 2023
From December 12, 2023 to January 7, 2024	June 31, 2024
From June 8 to 31, 2024	February 29, 2024
From February 1 to February 29, 2024	March 31, 2024
From March 1 to March 31, 2024	April 30, 2024
From April 1 to April 31, 2024	May 31, 2024
From May 1 to May 10, 2024	May 31, 2024

The partial resolution will include all the applications submitted during the period indicated in the previous table, and will be published in a list of NIF/ NIE and the result will be posted on the website of the International Relations Office [www.upc.edu/sri](http://www.upc.edu/sri). will electronically notify the interested person.

In the event that a large volume of applications is produced and resolution is not possible after this has been completed, the International Relations Office will inform, via e-mail, of this circumstance and what estimated resolution date is anticipated.

All communications is faran mitjançant l'e-mail that consists of the e-secretary. For this reason, the applicants will be responsible for keeping this information up to date.

Against this provisional partial resolution, the applicants may present appeals within a maximum of 10 calendar days from the publication of the resolution. The submissions must be submitted through the UPC electronic address through the link that will be published in the provisional resolution. Subsequently, a final resolution will be published that will complete the administrative procedure and which will then be able to file an administrative contentious appeal.

The list of granted adjustments is published with the indication of name and cognoms and the 4 xifres located in the position from fourth to seventh when the identifying document followed a NIF or, in the case of obtaining a NIE, those that occupy The fourth to seventh positions obviate the alphabetic character.

The list of denial adjustments is published with the complete NIF or NIE and the reason for denial.

Those interested in a granted adjustment will receive a notification and will have to expressly accept the adjustment in response to an email that will be sent to them.

## 7. Incompatibilities

The perception of the adjustments established in this call is incompatible with the perception of any other adjustment or scholarship financed by European funds (Erasmus Mundus, Marie Curie, MINIMI, Erasmus+ Staff Teaching Assignment (STA), KA203, etc.) to finance a mateix period d'estada. It is the

responsibility of the applicant to inform himself about the possible incompatibilities between settings, in case he considers an other match or scholarship not included in the previous section.

**The non-compliance of the regime of incompatibilities established may imply the reinstatement of the adjustments, without prejudice to the responsibilities that fall.**

**The granting of the allowance provided for in this call does not exempt UPC staff from the obligation to apply for permits in the absence of work requirements, if not, in accordance with current regulations.**

## **8. Obligations of the beneficiaries**

**The beneficiaries of the adjustments undertake to:**

### **8.1 Just starting the state:**

**8.1.a. Sign the financial agreement for the UPC International Menció (in addition to also processing the Erasmus+ financial agreement for the Erasmus+ Doctorat).**

**8.1.b. Please send it to the SEPA e-secretary, signed electronically by the head of the banking department. This document is available in the banking department of the e-secretaria. This document takes time to validate, in the e-secretariat, the academic secretary corresponding to the student's doctoral program.**

**8.1.c. Have the secretary inform you of the Spanish bank account number in which the student enters.**

**8.1.d. Please send the Erasmus+ Training Agreement document to the secretary for your next stay, complete employment and sign all parts. This document takes time to validate, in the e-secretariat, the academic secretary corresponding to the student's doctoral program.**

**8.1.e. Have compulsory medical insurance charge the student for his/her stay in the country of destination. Consult:**

**The beneficiary will contract the insurance and submit the certificate to the e-secretary, with the academic secretary corresponding to the student's doctoral program it will be validated. Important: If the time of mobilization arrives and the document has not been deposited and validated, the payment of the adjustment will not be possible.**

**In this case, a certificate of residence including Social Security will be valid. No adjustments are made for retroactive statuses that can prove that you have had insurance for the state.**

**Private insurance contracted for students must have the following mandatory benefits:**

- Health care, including diagnostic tests and surgical interventions
- Accident coverage in the country of destination
- Repatriation in case of death
- Civil liability

**The UPC recommends the Oncampus Estudios insurance, which students can contract directly through the Oncampus website (<https://oncampus.es/seguros/oncampus-estudia/>).**

## **8.2 During mobility:**

**8.2.a. At the beginning of the stay, obtain through the e-secretariat and validated by the UTG system, an Erasmus+ incorporation certificate, issued by the receiving institution, containing the start date of the stay. A model of this certificate is available from the student secretary.**

**8.2.b. Respect the regulations of the institution of destination, as well as the general legislation of the country of destination.**

## **8.3. To the turn of mobilitat:**

**8.3.a. Send to the secretary, and validated by the UTG system, an Erasmus+ status certificate expedited by the receiving institution, based on the start and end dates of the stay. The certificate model is available from the student secretary.**

**Així mateix, the student will record his/her stay in the DAD.**

**8.3.b. The student will complete the mandatory Erasmus+ survey, which will be sent by e-mail after arrival.**

**8.3.c. Fill out the final Training Agreement (with the “after mobility” part completed). The provision of generic documentation may require the student or the receiving institution to provide any other document to prove your stay.**



**The beneficiaries, in all cases, are also committed to:**

**Return the full or proportional amount of the grant granted in case of total or partial waiver or cancellation of the period of stay without cause of force major. They are also allowed to return lost imports indefinitely in cases where a calculation error has occurred.**

**Failure to return these imports implies the temporary suspension of academic services.**

**If the student has not completed the required documentation within 30 days, once the status is finalized, the adjustment will be revoked and the payment will be donated to the participant of the Erasmus+ program.**

## **9. Payments**

**The payment of the adjustments to the beneficiary students will be made as follows: manner:**

- 70% of the planned amount, after completing the corresponding documentation according to point 8.**
- 30% of the amount to the state's return, after completing the rest of the documentation, according to point 8.**

**In case the final duration of the stay accredited in the corresponding certificate remains lower than that initially indicated in the international mobilization credential, but exceeds 90 days, the part corresponding to the time not realized will be deducted from the second payment of the adjustment. .**

**In case the final duration of the stay accredited in the corresponding certificate of stay remains less than 90 days, the student will have to return the full amount of the UPC International Mention adjustment.**

**These adjustments are also subject to current tax legislation.**

## **10. Modifications of dates and destinations of the mobilitats**

**If there is a change in the dates and/or destination in which the status will appear, you will need to present a motivational writing and a new document Erasmus+ Learning Agreement/Training Agreement (according to the corresponding, according to the duration of the stay), and the rest of the documentation updated and signed by the corresponding responsible parties,**

agree with apartment 4 of this call. However, the amount of the payment of the adjustment is officially recalculated, according to the new dates, and an addendum document to the financial agreement is processed.

#### 11. Information on data protection

Candidates are informed that the International Relations Office of the Polytechnic University of Catalonia will continue to process personal rights in accordance with the General Data Protection Regulation (EU) 2016/679.

All information relating to data protection can be consulted on the website of the International Relations Office at the following link: <https://www.upc.edu/sri/ca/estudiantat/mobilitat-estudiants/convocatories-dajuts-1/convocatoria-dajuts-erasmus-2021-222-doctorat/>

tractament-de-dades-personals This information is also available to the Erasmus+ fina

#### 12. Final provision

Mobility statuses will be incorporated into the student's file.

If the state donates information to publications, results, etc. When the statement is mentioned, it will be indicated that it is going to be carried out with the UPC International Mention adjustment.

Signat to Barcelona,

Prof. Daniel Crespo  
Artiaga Rector