

Call for Erasmus+ adjustments 2023-2024 for doctoral students

The Erasmus+ program of the European Union is designed to reinforce the efforts of participating countries to efficiently use the potential of European human and social capital, at a time that confirms the principle of permanent learning. On the other hand, the program offers opportunities for cooperation and mobilization between the program countries and the partners, especially in the field of higher education.

At the Spanish State, the person responsible for coordinating and managing these programs is the Spanish Service for the Internationalization of Education (SEPIE), which establishes the basic regulations and the essential requirements for participating.

In connection with this program, the call for appointments for UPC doctoral students is published, the details of which are detailed below.

1. Object

This call is financed by the economic funds of the Erasmus+ 2022-2024 project.

Adjustments are called for the financing of stays in the Erasmus+ program in two ways:

- a) Short-term periods: between 5 and 30 days at Educational Institutions Superior**
- b) Long-term internships: with a minimum duration of 60 days and a maximum of 180 days at Higher Education Institutions**

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.

2. Characteristics of the settings

The maximum budget for the call for adjustments for the states between 10/1/2023 and 05/31/2024 is 40,000 euros.

This call is financed by the economic funds of the Erasmus+ 2022/2024 project.

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

Per a la modalitat (a)- states of short duration:

Adjustments will be granted for periods of, with a minimum of 5 days and with a maximum of 30 days. The amount will vary depending on the days of stay:

- If the duration of the mobility is between 5 and 14 days: €70/day at the end of the 14th, per country of the program
- If the duration of the mobilization is between 15 and 30 days: €70/day from the end of the 14th to the 14th and €50/day from the 15th to the 30th.

Additionally, beneficiaries may have 2 days per trip (one day and one storm), for this reason, all beneficiaries must present the boarding cards or similar of the used transportation mitjà, to justify the trip. realitzat.

Per modalitat (b)- long-term states:

The amount will vary depending on the group to which it belongs and the country of destination. The group to which each country corresponds can be consulted with the following table:

Destination countries	Monthly quantitat abre	Quantitat daily a rebre (when it does not arrive per month secer)
Group 1 Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxemburg, Norway and Sweden	€460 per month	€15.33 per day
Group 2 Germany, Austria, Belgium, France, Greece, Italy, Malta, Baixos Països, Portugal and Xipre	€410 per month	€13.66 per day



Group 3 Bulgaria, Croatia, Slovakia, Slovenia, Estonia, Hongria, Latvia, Lithuania, North Macedonia, Poland, Txeca Republic, Romania, Serbia and Turkey	€360 per month	€12 per day
Suïssa i Regne Unit (associated countries of region 14)	€460 per month	€15.33 per day

In all cases, for these modalities, the definitive amount will be the one that the SEPIE determines through the “Beneficiary Module” based on the status data that is included in the file of the applicant. . This amount will be consulted by the interested person to the UPC secretary for a copy granted.

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

Adjustments can be requested retroactively for the statuses already completed if they are within the eligible period, the candidates complete all the requirements of the call, provide the documentation required by the call and the following is available.

Adjustments for people with special needs: Beneficiaries affected by a legally recognized disability (equal to or greater than 33%) may benefit from the complementary adjustments that SEPIE provides for this group. The bases and procedures for requesting these requests are submitted to the corresponding call, on the website of the Academic Management Service of the UPC.

UPC International Doctorate Mention: Students who carry out a stay of 3 or more months, aimed at obtaining the International Doctorate Mention, may apply for the UPC International Doctorate Mention. The bases and procedures for applying for these requests are submitted to the corresponding call, on the website of the UPC International Relations Office.

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 2022/2023 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 an Erasmus+ accommodation must maintain their student status linked to the UPC for the entire period of their stay. In



Consequently, the UPC will not donate funds to students who still plan 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. For this reason, the Learning Agreement (short periods) or Training Agreement (long periods) must be signed by 4 people.

Additionally, for short doctoral states, it is mandatory that an Erasmus+ interinstitutional agreement exists under the signature of the Learning Agreement. This inter-institutional agreement will be processed through the International Relations Department of the school/faculty that manages the doctorate, with the university of destination for the doctorate and will carry out the study.

- 3.5. Do not exceed 12 months of Erasmus mobility at the doctoral level of studies. 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.

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

- a) Institutions of the European Union and other organizations of the European Union, including specialized agencies (trobar the exhaustive list at all: ec.europa.eu/instituciones/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)

But everything is not contemplated in this call, the one contemplated by SEPIE in the general framework of the Erasmus+ call for students will be taken into account.

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://seuelectronica.upc.edu/ca/tramits-en-elaboracio/ERASMUS_Doctorat

You may **also attach the following** documentation to your **electronic address** :

1. Letter of invitation from the host university.
2. A copy of the current Doctorate Activities Document (DAD).
3. Cal present:
 - For short-term stays (modalitat (a)), the “Erasmus+” document Learning Agreement” (also named “LA”);
 - For long-term stays (modality (b): the document “Erasmus+ Traineeship Agreement “ (also noted “TA”);

The document (LA or TA) must be fully filled out and signed by all parties: the applicant, the thesis director, the doctoral program coordinator and the supervisor of arrival at the educational institution. .

4. Protection of the contracted insurance, according to the conditions under 8.1.e of this call.

Once the document has been processed, you will return a supporting document that will be filed through the secretary's office (to the department: Mobility – mobilization stay – documentation).

Note 1: As long as the student can provide 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 – mobilitat stay”.

Note 2: In order to speed up the submission of applications, documents 3 and 4 will be optional. In the event that these documents are not submitted with the application, candidates are obliged to process them as quickly as possible, from the start of the application.

The call will be issued to the extent that the requests arrive, while there is a pre-supposal 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 along with any incorrect or defective documentation or information, if escape

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 submitted applications will be studied and resolved, at most, on the last day of the month following the month in which the applications are submitted. In this partial resolution, all the applications submitted during the previous month will be included (see table below on the calendar) and will be published in a list of NIF/NIE and will be posted on the website of the International Relations Office www.upc.edu/sri i will notify the interested person electronically.

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

In the event that a large volume of applications is produced and resolution is not possible within the deadline, the International Relations Office will inform, via email, 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 partial provisional resolution, the sol-licitants may present submissions within a maximum of 10 calendar days from the date of 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.).

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, 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 Erasmus +

8.1.b. Send the SEPA e-secretary to the e-secretary, signed electronically by the head of the banking department. This document is available at the apartment



“comptes banaris” 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. Haver inform the e-secretary of the Spanish banking compte number in which vol que l'ingressin.

8.1.d. Have completed the Erasmus Learning Agreement (in the case of short stays) or Training Agreement (in the case of long stays), emplenat and signat per totes les 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 mandatory Medical Insurance that covers the student for their stay in the country of destination.

Consult: [https://www.upc.edu/sri/ca/estudiantat/mobilitat-estudiants/convocatories-dajuts-1/convocatoria-dajuts-erasmus-2021-222-doctorat/asseguranca-](https://www.upc.edu/sri/ca/estudiantat/mobilitat-estudiants/convocatories-dajuts-1/convocatoria-dajuts-erasmus-2021-222-doctorat/asseguranca-doctorat)

[doctorat](https://www.upc.edu/sri/ca/estudiantat/mobilitat-estudiants/convocatories-dajuts-1/convocatoria-dajuts-erasmus-2021-222-doctorat/asseguranca-doctorat) The beneficiary will contract the insurance and You will submit the certificate to the e-secretary, with the academic secretary of 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 procedures and surgical interventions - Accident coverage in the country of destination
- Repatriation in case of death
- Civil liability The
UPC recommends [Oncampus Estudios insurance,](https://oncampus.es/seguros/oncampus-estudia/)
which students can contract directly to
through the Oncampus
website (<https://oncampus.es/seguros/oncampus-estudia/>).

8.2 During mobility:

8.2.a. In the case of stays over 60 days: obtain through the e-secretariat and validate by the UTG seva, at the beginning of the stay, a certificate of incorporation expedited by the receiving institution based on the expected dates of the start and end of the state. A model of this certificate is available from the student secretary. This document takes time to validate, in the e-secretariat, the academic secretary corresponding to the student's doctoral program.

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 a certificate expedited by the receiving institution containing the start and end dates of the stay. The certificate model is available from the student secretary. This document takes time to validate, in the e-secretariat, the academic secretary corresponding to the student's doctoral program.

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

8.3.b. Use the final inquiry that, just after the arrival, the European Union will arrive by email from the address EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu. This report is online and is mandatory for all participants of the Erasmus+ program, regardless of whether they have a scholarship or not.

8.3.c. In the case of long stays, complete the definitive Training Agreement (with the “after mobility” part completed)

8.3.d. Fill out the boarding cards or similar, and follow short or long stays, to justify the trip.

If the provision of generic documentation is doubtful, it is possible to demand from the student or the institution of destination 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 in the following way:

For states between 5 and 30 days: at the turn of the state, after filling out the corresponding documentation according to point 8 of this call.

For periods greater than 60 days:

- 70% of the planned amount during the first week of stay, if 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 indicated in the international mobility credential, the part corresponding to the time not realized will be deducted from the payment of the adjustment.

In case the final duration of the stay accredited in the corresponding stay certificate remained less than 5 days, for short stays, the student will have to return the full amount of the Erasmus+ Doctorat 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 state will be located, a written motivation and a new Learning Agreement/Training Agreement must be presented, and the rest of the documentation updated and signed by the corresponding responsible parties, according to the agreement in apartment 4 of this call. However, it is official recalculation of the amount of the payment of the adjustment, according to the new dates and

11. Adjustments for people with special needs

Beneficiaries affected by a legally recognized disability may benefit from the complementary adjustments that SEPIE provides for this group.

The bases and procedures for requesting these requests are posted on the website of the Academic Management Service.

12. 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 financial agreement.

13. Final provision

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

If the state donates information to publications, results, etc. When this statement is mentioned, it will indicate that it is going to be carried out with the adjustment of the Erasmus+ program.

However, not contemplated in this call will be the application of the norms and requirements established by SEPIE on its website: <http://www.sepie.es/>.

Signat to Barcelona,

**Prof. Daniel Crespo Artiaga
Rector**