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**Call for grants “Erasmus+ 2024-2026
for doctoral students at the UPC”
Action KA131 between program countries
for carrying out Erasmus+ Doctoral stays
during the 2nd Semester of the 2024-2025 academic year or the 2025-2026 academic year**

The European Union's Erasmus+ programme is designed to support the efforts of participating countries to efficiently use the potential of Europe's human and social capital, while confirming the principle of lifelong learning. The programme also enhances opportunities for cooperation and mobility with programme and associated countries, particularly in the field of higher education.

In Spain, 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 them.

Under this program, the call for grants for doctoral students at the UPC is published, the details of which are developed below.

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1. Object

This call will be financed with the financial funds of the Erasmus+ KA131 2024-2026 project.

Grants are being called for to finance stays granted within the Erasmus+ program in **two modalities: short-term Erasmus+ doctoral stays and long-term Erasmus+ doctoral stays in the form of internships.**

This call does not include short-term mixed intensive stays (Blended). Intensive Program – BIPs).

These stays must be carried out during the second semester of the 2024/2025 academic year or during the 2025/2026 academic year and are aimed exclusively at UPC doctoral students.

The stays must have as their destination one of the European countries of the Erasmus+ program, or the United Kingdom or Switzerland.

2. **Characteristics of the stays**

Grants are being called for to finance stays within the Erasmus+ KA131 program in two modalities:

- a) **Short-term stays:** between 5 and 30 days at Higher Education Institutions.
- b) **Long-term "practical" stays:** with a minimum duration of 2 months (60 days) and a maximum of 6 months (180 days) at Higher Education Institutions.

The destination may be in any of the countries participating in the Erasmus program:

Germany	Greece	Norway
Austria	Hungary	Netherlands
Belgium	Ireland	Poland
Bulgaria	Iceland	Portugal
Croatia	Italy	Czech Republic
Denmark	Latvia	Romania
Slovakia	Liechtenstein	Serbia
Slovenia	Lithuania	Sweden
Estonia	Luxembourg	Turkey
Finland	North Macedonia	Cyprus
France	Malta	

Or in countries outside the program ("TPNAP" stays):

- The United Kingdom
- Switzerland

The purpose of the stay will be to carry out research tasks or expand knowledge for the completion of your doctoral thesis at a university, higher education institution, research institute or company in the program countries referenced in the previous point.

The destination institution must meet the following requirements:

■ **Short stays (5-30 days):**

The destination institution must have the Erasmus+ Charter, an essential requirement for participation in the Erasmus+ program.

<https://erasmus-plus.ec.europa.eu/document/higher-education-institutions-holding-an-eche-2021-2027> (click on " Download " to download the Excel file of accredited institutions). The Erasmus+ code of the host institution will be indicated in the " Learning Agreement " to be processed for the stay. (This code can be consulted in the Excel list indicated above).

■ Long-term “treineeship” stays (2-6 months):

- The host institution can be a higher education institution accredited with an Erasmus+ Charter (see previous section on short stays)
- Or a research institute or company, which is identified with an organization identification code (*Organization ID* or “*OID*”) of the European Union, an essential reference to be able to participate in the Erasmus+ program.

Applicants will be able to verify whether the potential host institution already has (or does not have) an OID code and is validated by the Erasmus+ National Agency:

- On the web: <https://webgate.ec.europa.eu/erasmus-esc/index/organisations/register-my-organisation>
- Alternatively, you can consult it by contacting the International Relations Office by email at: int.calls-managament@upc.edu, indicating as the subject of the message: “Erasmus+ doctorate - consult OID”.

If the host institution does not have an OID code, it must first register in the system and obtain the OID code, in order to be eligible for any subsequent request.

It is up to the student to search for and select the place where they will spend their stay, always with the prior authorization of their supervisors (tutor and head of the Doctoral program).

In addition, the contracting of transport and accommodation, as well as the specification of the details of the stay, will be the responsibility of the beneficiary.

3. Characteristics of the grants

The maximum budget for the call for grants for **stays between 01/04/2025 and 01/07/2026** is 40,000 euros. Stays in the United Kingdom and Switzerland (TPNAP stays) will be limited to 20% of this budget.

This call will be financed with funds from the Erasmus+ 2024/2026 project.

The call will remain open until June 1, 2026 or until the budget is exhausted. Once the budget is exhausted, this call will be closed.

3.1. For modality (a) - short-term stays:

3.1.1. Grants will be awarded for stays of at least 5 days and a maximum of 30 days. The amount will vary depending on the number of days of stay:

- If the duration of the mobility is between 5 and 14 days: €79/day until day 14 of the program
- If the duration of the mobility is between 15 and 30 days: €79/day until the 14th day; and €56/day from the 15th to the 30th day.

3.1.2. A one-time travel grant will be granted, calculated using the EU tool “ Distance” Calculator ” (<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>) , based on the straight-line distance in kilometers between origin and destination, and in accordance with the following table of amounts:

Distance in kilometers	Amount to be received	
	Airplane travel	Ecological travel
Between 10 and 99 km	€28 per participant	€56 per participant
Between 100 and 499 km	€211 per participant	€285 per participant
Between 500 and 1,999 km	€309 per participant	€417 per participant
Between 2,000 and 2,999 km	€395 per participant	€535 per participant
Between 3,000 and 3,999 km	€580 per participant	€785 per participant
Between 4,000 and 7,999 km	€1,188 per participant	€1,188 per participant
8,000 km or more	€1,735 per participant	€1,735 per participant

3.2. For modality (b) - long-term stays of the “internship” type:

The grants will finance a maximum of 3 months, regardless of whether the stay is longer.

The amount will vary between €400 and €500 per month, depending on the group to which the destination country belongs.

The group to which each country corresponds can be consulted in the following table:

Destination countries	Monthly amount to receive	Daily amount to be received (when the entire month is not reached)
Group 1 Germany, Austria, Belgium, Denmark, Finland, France, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Norway, Netherlands and Sweden	€500 per month	€16.66 per day
Group 2 Slovakia, Slovenia, Estonia, Greece, Latvia, Malta, Portugal, Czech Republic and Cyprus	€450 per month	€15.00 per day
Group 3 Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia and Turkey	€400 per month	€13.33 per day
Switzerland and the United Kingdom (associated countries of region 14)	€500 per month	€16.66 per day

In any case, for both modalities, the definitive amount will be that determined by SEPIE through the “ Beneficiary ” tool. Module ” depending on the dates of stay that appear in the applicant's file. This amount will be available for consultation by the interested person in the UPC e -Secretariat once the grant has been granted.

The stays for which aid is requested cannot begin before April 1, 2025 or end after July 1, 2026.

Grants can be requested **retroactively only for short-** term stays that have already taken place, if they are within the eligible period, the candidates meet all the requirements of the call, the documentation required by the call is provided and there is budgetary provision.

3.3. Complementary aid for people with fewer opportunities

Participants who are in any of the cases listed in section 5.1. of this call will receive the corresponding amounts as people with fewer opportunities.

These amounts are indicated in section 5 of this call and **will be processed together** with the Erasmus+ Doctorate grant for the stay carried out.

3.4. UPC International Doctoral Mention Grants

Students who spend 3 or more months studying abroad, aimed at obtaining the International Doctoral Mention, may apply for the UPC International Doctoral Mention grant.

The bases and procedures for applying for these grants can be found in the corresponding call, on the website of the UPC International Relations Office.

Interested parties may submit their application for the UPC International Doctoral Mention grant through the UPC Electronic Office (section "Procedures"), **after** processing their application for the Erasmus+ Doctoral grant at the same Office.

4. Candidate requirements

- ◆ Be a citizen of a member state of the European Union or have a residence permit in Spain valid for the period of stay. Therefore, candidates must have a NIF or Foreigner Identification Number (NIE).
- ◆ Be registered for tutoring and up to date with tuition payments during the 2024/2025 academic year if the stay takes place before 09/30/2025 and 2025/2026 if the stay takes place after 09/30/2025 in a UPC doctoral program. Not having deposited the doctoral thesis at the start of the stay and maintaining their status as a UPC student and not depositing their thesis until after the end of their stay.
- ◆ Students who receive an Erasmus+ grant must maintain their status as a student affiliated with the UPC throughout the period of their stay. Consequently, the UPC will not provide grants to students who plan to carry out stays after graduating.
- ◆ The stay must be authorized by the doctoral thesis director and the corresponding program coordinator, as well as accepted by the host institution and the applicant. For this reason, the Learning Agreement (short stays) or Traineeship Agreement (long stays) must be signed by all 4 people.

- ◆ Additionally, for short doctoral stays, it is mandatory that there is an Erasmus+ inter-institutional agreement before the signing of the Learning Agreement. This inter-institutional agreement will be processed ex officio directly from the UPC International Relations Office, with the destination university where the doctoral student will carry out the stay, once the application has been submitted and verified as valid.
- ◆ Not exceed 12 months of Erasmus mobility at the doctoral level. In this calculation, any mobility stays from previous Erasmus programs or from the Erasmus+ program itself must be added, regardless of whether or not grants have been received for them.
- ◆ The following will not be eligible as a destination center:
 - a) European Union institutions and other European Union bodies, including specialised agencies. You can find more information on the reference page: https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/types-institutions-and-bodies_es
 - b) Organizations that manage community programs (to avoid possible conflicts of interest and/or double funding).
 - c) National diplomatic representations (embassies and consulates) of the student's country of origin (i.e. the country where the student's home institution is located and the student's country of origin or nationality)

For everything not covered in this call, the provisions of the SEPIE within the general framework of the Erasmus+ call for students will be taken into account.

5. Supplements for beneficiaries with fewer opportunities

5.1. Typology of students with fewer opportunities

Additional aid for students with fewer opportunities will be awarded to students who meet one of the following criteria:

- The family unit receives a minimum vital income benefit / minimum insertion income or any other benefit of the same or similar nature, according to the name adopted in each Autonomous Community.

This must be notified, if applicable, to the UPC International Relations Office, by email at the address: int.calls-management@upc.edu, attaching the supporting legal documentation.

- Being at risk of social exclusion.

This must be notified, if applicable, to the UPC International Relations Office, by email at the address: int.calls-management@upc.edu, attaching the supporting legal documentation.

- Being a victim of terrorism, gender-based violence or orphaned.

If applicable, this must be notified to the UPC International Relations Office by email at the following address: int.calls-management@upc.edu, attaching the supporting legal documentation.

- Being in a situation of special need or social emergency.

If applicable, this must be notified to the UPC International Relations Office by email at the following address: int.calls-management@upc.edu, attaching the supporting legal documentation.

- Being in a situation of dependency or having dependents in their care. This must be notified, if applicable, to the UPC International Relations Office, by email at the following address: int.calls-management@upc.edu, attaching the supporting legal documentation.

- Have a full-time employment contract.

This must be notified, if applicable, to the UPC International Relations Office, by email at the address: int.calls-management@upc.edu, attaching the supporting legal documentation.

- Applicants who suffer from a legally recognized disability equal to or greater than 33%. To assign it, the student's file will be consulted.

Note: If for some reason, the interested person has never provided this information previously, they must notify the UPC International Relations Office by email at: int.calls-management@upc.edu, attaching the disability certificate.

- Students with refugee status recognized by the UPC.

Note: If for some reason, the interested person has never provided this information previously, they must notify the UPC International Relations Office by email at the following address: int.calls-management@upc.edu, attaching the corresponding supporting documentation.

Note: The grant is one-time; it will not be cumulative if more than one profile is submitted.

5.2. Complementary amounts for students with fewer opportunities

Students with fewer opportunities will receive a complementary amount for their stay, depending on the type of stay (short or long term). The details of the corresponding complementary amounts in each case are detailed below, in this section.

The payment of the supplement for people with fewer opportunities will be made together with the Erasmus+ grant.

In any case, **the definitive amount will be that determined by SEPIE through the “Beneficiary” tool. Module” of the European Union**, depending on the dates and destination of the stay that appear in the applicant's file.

5.2.1. Students with fewer opportunities in short-term stays

Students with fewer opportunities who are on a short-term stay may receive an additional amount (depending on the length of stay). These students will be able to enjoy a complement from 100 euros if the duration of the stay is equal to or less than 14 days; or 150 euros if the duration is between 15 and 30 days.

5.2.2. Students with fewer opportunities in long-term stays

People with fewer opportunities who make a long-term stay may receive an additional amount of €250/month.

As previously indicated, the amount of the Erasmus+ doctoral grant will be determined according to what is indicated by the “Beneficiary” tool. Module”.

5.2.3. Additional SEPIE aid for students with fewer opportunities

People with health problems, with a physical or mental illness not officially recognized, could request additional and complementary aid that SEPIE has available for this group.

People must submit their application following the procedure indicated in the "Support for Inclusion" section of the [UPC Academic Management Service website](#).

This request must break down all the concepts and amounts required for support during the stay.

This grant is subject to prior approval by SEPIE. If granted, the International Relations Office would process the payment of the amount of the specific Erasmus+ grant granted.

6. Formalization of requests

6.1. Application submission deadline

The deadline for submitting applications will end:

- For long-term stays, **March 1, 2026** at 11:59 p.m.;
- For short-term stays, **June 1, 2026** at 11:59 p.m.

6.2. Submission of applications to the UPC Electronic Office

The application must be formalized through the [UPC Electronic Office](#), attaching the following documentation:

1. **Invitation letter** from the destination university.

The applicant must contact the potentially receiving institution and request the corresponding letter of admission, specifying:

- the student's name
- your admission for an Erasmus+ stay
- the start and end dates of the stay

2. A copy of the updated **Doctoral Activities Document (DAD)** .

3. Depending on the type of stay:

3.1 For short stays: the document **“Erasmus+ Learning Agreement”** (also called “LA”) attaching the work plan (work plan) planned for the stay.

3.2 For long-term stays: the document “**Erasmus+ Traineeship Agreement** “ (also called “TA”).

The document (LA or TA) must be completely completed and signed by all parties: the applicant, the thesis director, the coordinator of the doctoral program and the supervisor of the stay at the host institution.

4. Copy of the **TIE card** : in case of non-EU nationality (from outside the European Union).
5. Copy of the **NUSS** (Social Security Number): for long-term stays.

Once the application has been processed, the office will return a supporting document that must be submitted through the e- Secretariat (in the section: Mobility - mobility stay - documentation).

6.3. Parallel procedures: manage the creation of the mobility stay in the e - Secretaria by the doctoral program secretariat

The student will send their admission letter to the secretariat of their doctoral program. With this information, the secretariat of their doctoral program will create the stay in the e - Secretaria (Prisma tool).

Thus, the student must be able to see their stay in their e-Secretariat, in the section: “Mobility - mobility stay”, where they must upload the documentation corresponding to the mobility, which is the following:

6.3.1. Personal documentation in the e -Secretaria

a) Letter of acceptance: document issued by the destination institution that must clearly specify:

- Student's name
- Confirmation that the stay is an *Erasmus+ stay*
- The start and end dates of the stay

b) Proof of contracted insurance: it is essential to have contracted and validated travel insurance before starting mobility, according to conditions point 11.1.e of this call.

c) Erasmus+ Learning Document Agreement (LA) or Training Agreement (TA):

- **If it is a short-term stay (5-30 days)** , the applicant must process the Erasmus+ Learning Agreement (LA), attaching the work plan (work plan) planned for the stay. This document (LA) must be duly completed and signed by: the applicant, the student's tutor, the person responsible for the doctoral program and the person responsible at the host institution.
- **If it is a long-term stay (2-6 months)**, the applicant must process the Erasmus+ Traineeship Agreement (TA). This document must be duly completed and signed by: the applicant, the student's tutor, the person responsible for the doctoral program and the person responsible at the host institution.

The International Relations Office (int.calls-management@upc.edu) will give instructions to the student on how to process their *Learning Agreement or Traineeship Agreement*, as the case may be.

Note: To speed up the processing of applications, in specific cases, the *Erasmus+ Learning document Agreement or Traineeship The Agreement* may be temporarily pending signature by the host university at the time of processing and resolving the Erasmus+ Doctorate grant application. However, the student undertakes to **complete the processing before** to start your Erasmus+ physical mobility stay, ensuring that the document is: completed, signed by all parties, uploaded to your e-Secretariat and validated by the UPC International Relations Office.

d) Indicate the bank account in the e -Secretaria: you must inform the Spanish bank account where you want to receive the *Erasmus+ Doctorate grant* , if it is granted. To do this, you must access the e- Secretaria > Students > Mobility > Mobility stay > Mobility data).

e) Processing the SEPA Order document: The student must submit the SEPA order through the e -Secretariat, electronically signed by the bank account holder. The secretariat of their doctoral program will validate it. This document is available in the "my data /accounts" section. banking" from e -Secretariat > Students.

Candidates are required to process all of this as soon as possible, always before the start of the stay. If the documentation is not processed before the stay, the grant will be revoked.

The call will be resolved as applications arrive, as long as there is budget available.

Submitting the application implies acceptance of the rules of this call , especially those set out in points 7 (beneficiary selection process) and 11 (beneficiary obligations) of this call.

The International Relations Office will inform you, via email, of the receipt of the application as well as of any incorrect or missing documentation or information, if applicable.

7. Beneficiary selection process

In the event that the amount of aid corresponding to applications submitted within the same window and that meet all the requirements exceeds the available budget, these applications would be ordered according to a score calculated as follows:

- a) 1 point for applicants whose research plan has been positively evaluated.
- b) 2 points for applicants who have not previously benefited from this aid.
- c) up to 3 points depending on the scientific production included in the applicant's DAD.

The score for point c) will be awarded by the Permanent Committee of the Doctoral School.

8. Resolution

The applications submitted will be studied and resolved, at the latest, on the last day of the month following their submission. The partial resolution will include all applications submitted during the previous month and the interested party will be notified electronically. The following window calendar will be followed for the submission of applications and resolutions:

Window	Requests presented	Date maximum resolution
1st	from the 1 as of March 31 of 2025	30 April of 2025
2nd	from the 1 as of April 30, 2025	May 31, 2025
3rd	from May 1 to 31, 2025	June 30, 2025
4th	from the 1 as of June 30, 2025	July 31, 2025
5th	from the 1 as of July 30, 2025	September 30, 2025
6th	from August 1 to 31, 2025	September 30, 2025
7th	from the 1 as of September 30, 2025	October 31, 2025
8th	from October 1 to 31, 2025	November 30, 2025
9th	from November 1 to 30, 2025	December 23, 2025
10th	from December 1, 2025 to January 7, 2026	January 31, 2026
11th	From January 8 to 31, 2026	February 28, 2026
12th	from 1 to 28 from February of 2026	31 from March 2026
13th	from the 1 as of March 31 from 2026 (short stays only)	30 April of 2026
14th	from the 1 to April 30, 2026 (short stays only)	May 31, 2026

In the event of receiving a large volume of applications that prevents them from being resolved within the established deadline, the International Relations Office will inform the student applicants by email about this situation and will communicate the estimated resolution date.

All communications to the student will be made to the email address registered in the e - Secretaria. For this reason, applicants are responsible for keeping this information updated.

Against this provisional partial resolution, applicants may submit allegations within a maximum period of 10 calendar days from the publication of the resolution. The allegations must be submitted through the UPC's electronic office through the link that will be published in the provisional resolution. Subsequently, a definitive resolution will be published that will exhaust the administrative process and against which a contentious administrative appeal may be filed.

The list of grants granted will be published indicating the name and surname and the 4 digits located in the fourth to seventh position when the identifying document is a NIF or, in the case of a NIE, those occupying the fourth to seventh positions, ignoring the alphabetical character.

The list of denied aid will be published with the complete NIF or NIE and the reason for denial.

Those interested in a grant will receive a notification and must expressly accept the grant by responding to an email that will be sent to them.

9. Registration of internships at the TGSS (General Treasury of Social Security)

The modification of the consolidated text of the General Law on Social Security carried out through Royal Decree-Law 2/2023, of March 16, establishes in Additional Provision fifty-two, the inclusion in the Social Security system of university students (undergraduate, master's or doctoral) who do external academic internships included in training programs in collaborating entities, both national and international.

The UPC will assume obligations with the General Treasury of Social Security and will act in accordance with current legislation.

10. Incompatibilities

The receipt of the grants established in this call is incompatible with the receipt of any other grant or scholarship financed with European funds (Erasmus Mundus , Marie Curie, MINIMI, Erasmus+ Staff Teaching Assignment (STA), KA203, etc.).

It is the applicant's responsibility to find out about the possible incompatibility between grants, in case they are receiving another grant or scholarship not included in the previous section.

Failure to comply with the established incompatibilities regime may imply the repayment of the aid, without prejudice to any applicable responsibilities.

The granting of the aid provided for in this call does not exempt UPC staff from **the obligation to request leave of absence from work** , in accordance with current regulations.

11. Obligations of the beneficiaries once the Erasmus+ Doctorate grant has been granted

Beneficiaries of Erasmus+ Doctorate grants commit to:

11.1. Before starting your stay

11.1.a Sign the Erasmus+ financial agreement.

This document must be signed electronically through the UPC Signature Pad, following the instructions of the UPC International Relations Office. No will be accepted documents scanned or for mail electronic.

Note: If there is a difference in the stays or amounts initially planned in the financial agreement, an addendum with the corresponding digital signatures will need to be processed, incorporating these changes.

11.1.b. Indicate the current account in the e -Secretaria

If the person has not yet done so, provide in the e -Secretaria the Spanish bank account number where the person wishes the grant to be deposited.

11.1.c. Process the SEPA Order document

Submit the SEPA order, electronically signed by the bank account holder, to your e-Secretariat. This document is available in the “bank accounts” section of the e-Secretariat and must be validated by the academic secretariat corresponding to the student's doctoral program.

11.1.d. Process the Erasmus *Learning or Traineeship Agreement (LA or TA)*

Having delivered the Erasmus Learning Agreement (in the case of short stays) or Training Agreement (in the case of long stays), completed and signed by all parties. This document must be validated, in the e-Secretaria, by the UPC International Relations Office.

11.1.e. Have insurance for the stay

Have mandatory health insurance that covers the student for their stay in the destination country.

The beneficiary will take out the insurance and upload the certificate to their e-Secretaria. This document will be validated, in the e-Secretaria, by the UPC International Relations Office.

Important: If the document has not been deposited and validated when the mobility period arrives, the payment of the grant will not be effective and it will be revoked .

Under no circumstances will a certificate of being included in Social Security be valid. Only grants for retroactive stays that can prove that insurance has been arranged for the stay will be accepted.

The private insurance taken out by students must have the following mandatory benefits:

- Healthcare, including: diagnostic tests and surgical interventions
- Coverage for accidents in the destination country
- Repatriation in the event of death
- Civil liability

The UPC recommends [Oncampus Estudia insurance](https://oncampus.es/seguros/oncampus-estudia/), which students can take out directly through its website: <https://oncampus.es/seguros/oncampus-estudia/>

11.1.f. Long-term stays: apply for the Social Security number (NUSS)

For long-term stays (longer than 2 months), the beneficiary must have processed and reported their Social Security number, so that the UPC can carry out the corresponding processing of their Erasmus+ doctoral internship stay (long-term stay) before starting their stay with Social Security.

11.1.g. Process the visa for the stay, if applicable

It is the responsibility of the beneficiaries to carry out, where appropriate:

- the procedures to maintain your legal stay in Spain;
- and the visa procedures to be able to carry out the stay granted and subject to the Erasmus+ Doctorate grant.

11.2. During mobility:

11.2.a. In the case of long-term stays (more than 60 days): certificate of incorporation.

Submit a certificate of incorporation issued by the receiving institution, clearly stating the date of arrival, through the e- Secretaria at the start of your stay. This document will be validated by the UPC International Relations Office.

A model of this certificate is available on the call website.

11.2.b. Respect the regulations of the destination institution, as well as the general legislation of the country of stay and the ethical principles and values indicated in section 14 of this call.

11.2.c. Carry out the activity foreseen in the initially agreed work plan.

To more, The UPC International Relations Office may require, if necessary, further documentation to process the grant.

11.3. On the return of mobility:

11.3.a. Erasmus+ certificate of stay

Submit to the e -Secretaria a certificate issued by the receiving institution stating the start and end dates of the stay. The certificate model is available on the call website. This document must be validated, in the e -Secretaria, by the UPC International Relations Office. Likewise, the student will record their stay in their DAD.

11.3.b. Mandatory survey

Complete the final survey that, immediately after the stay, the European Union sends by email from the address EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu . This report is completed *online* and is mandatory for all participants in the Erasmus+ program, regardless of whether they have received aid or not.

In addition, the beneficiary of the aid must upload to their e-Secretaria the proof of having completed this mandatory Erasmus+ survey, in the "Survey" field intended for this purpose. This document will be validated by the UPC International Relations Office.

11.3.c. Travel Expense Receipts (trip)

Deliver boarding passes or similar, for the means of transport used for round-trip trips, whether short or long stays, to justify the trip.

When the provision of documentation generates doubts, the student or the destination institution may be asked for any other document to prove their stay.

11.3.d. Evaluation and recognition of the stay

- In the case of short-term stays: Submit a certificate signed by the person in charge, indicating that the activity of the stay is recognized. A model of this document will be available on the call website. The document must be submitted to the e -Secretaria > Mobility > Mobility Stay > Documentation > Transcript of records. This document will be validated by the UPC International Relations Office.

- In the case of this long-term: Deliver the *Training Final Agreement* (with the “*after*” part) *mobility*” completed and duly signed). A model of this document will be available on the call website. The document must be submitted to the e -Secretaria > Mobility > Mobility Stay > Documentation > Transcript of records . This document will be validated by the UPC International Relations Office.

The beneficiaries, in any case, also undertake to:

Return the full or proportional amount of the grant granted in the event of total or partial withdrawal or shortening of the period of stay without any force majeure. Amounts received unduly must also be returned in cases where a calculation error has occurred.

Failure to return these amounts will result in the temporary suspension of academic services.

Si l'estudiant no lliura la documentació requerida dins dels 30 dies següents a la finalització de l'estada, l'ajut serà revocat i es donarà de baixa com a participant del programa Erasmus+.

12. Payments and returns

12.1. Payments

Payment of grants to beneficiary students will be made as follows:

- ◆ **For short stays (between 5 and 30 days):**

Upon return from the stay, after submitting the corresponding documentation according to point 8 of this call.

- ◆ **For long-term stays (more than 60 days and less than 6 months):**

- 70% of the amount planned during the first week of stay, if the corresponding documentation has been submitted according to point 11.
- 30% of the amount upon return from the stay, after delivering the rest of the documentation, according to point 11.

In the event that the final duration of the stay accredited in the corresponding certificate is less than that indicated in the international mobility credential, the portion corresponding to the time not completed will be deducted from the second payment of the grant.

These grants are subject to current tax legislation.

12.2. Returns

a) Partial refund of the grant:

If the final duration of the stay accredited in the corresponding certificate is less than that indicated in the international mobility credential, the part corresponding to the time not completed will be deducted from the second payment of the grant. If the stay is significantly shorter than the initially planned stay, the recalculation of the corresponding

definitive grant (according to the actual duration of the stay) could mean a partial refund of the amount of the grant already received previously.

b) Refund of the total amount of the grant:

- ◆ **For short-term stays:** If the final duration of the stay accredited in the corresponding stay certificate is **less than 5 days** (not counting travel days), the student must return the total amount of the Erasmus+ Doctorate grant, given that the minimum duration required by the Erasmus+ program is not met.
- ◆ **For long-term stays:** If the final duration of the stay accredited in the corresponding stay certificate is **less than 60 days** (not counting travel days), the student must return the total amount of the Erasmus+ Doctorate grant, given that the minimum duration required by the Erasmus+ program is not met.
- ◆ **For all stays:**
 - The beneficiary must return the amount of the aid, if they have made the trip, in either of the following two situations:
 - The activity carried out has an **unsatisfactory assessment** ;
 - Has not carried out **any** activity at the host institution;
 - If the beneficiary does not provide the mandatory documentation to justify the stay within the indicated time and form, they will have to return the amount of the grant.

13. Modifications to mobility stays

The destination of the stay that the beneficiary of the Erasmus+ Doctorate grant will carry out cannot be changed for any reason.

Beneficiaries of the Erasmus+ Doctorate grant may exceptionally extend the stay that is the object of the grant, as the case may be:

◆ **Short stays:**

If there is a change in the dates on which the stay will take place, a motivated letter and a new *Learning Agreement must be submitted. Agreement / Training Agreement* , and the rest of the documentation updated and signed by the corresponding persons in charge, in accordance with section 11 of this call and following the instructions of the UPC International Relations Office. Likewise, the amount of the grant payment will be recalculated ex officio, in accordance with the new dates and/or destination.

◆ **Long-term stays:**

Given the obligation to process internships with Social Security, **in general, changes in the start and end dates or in the duration of the stay will not be allowed.**

Exceptionally, if once the stay has begun the applicant anticipates that he or she will need more time to achieve the academic objectives initially set out in the academic internship agreement (Erasmus+ *Traineeship Agreement*) and this extension of the stay must be more than 30 days beyond the end date of the initially planned stay, you will need to formally request an extension of the stay from the International Relations Office.

The extension of the stay must be validated by the student's supervisor (tutor and coordinator of the doctoral program) and have the corresponding supporting documentation (new work plan and motivation for the change for short-term stays, modification of the *Traineeship Agreement* for long-term stays), as well as documentation proving that the student has new insurance to cover the extension of the stay, or that the initial insurance has been extended.

Exceptional extensions should be requested no later than 2 months before the end date of the initially planned stay.

The UPC International Relations Office will check whether the extension is feasible, in accordance with the bases of this call and the requirements of the Erasmus+ program, and that the 360 days of mobility in the same study cycle have not been exhausted; and if applicable, the GRI will enable the student's e-Secretariat so that they can submit all the documentation for the extension.

According to the budgetary and regulatory provisions of this call, the extension of the stay could be with or without funding.

In the event of granting the extension (with or without aid), the International Relations Office will process the corresponding addendum to the financial agreement (which must be digitally signed), validate the corresponding documentation and recalculate the amount of the Erasmus+ Doctorate grant ex officio.

Under no circumstances may extensions of stays (short or long term) be granted beyond **July 1, 2026**.

14. Ethics and values

Mobility will be carried out in accordance with the highest ethical values and in compliance with applicable national, international and EU law on ethical principles.

The participant must commit to ensuring respect for the fundamental values of the EU (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).

In the event of non-compliance with any of these obligations, under this clause, the amount of the subsidy may be reduced.

15. data protection

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

All information regarding data protection can be consulted on the website of the International Relations Office at the following link:

<https://rat.upc.edu/ca/registre-de-tractaments-de-da-de-s-personals/F01.6>

This information is also available in the Erasmus financial agreement.

16. Final disposition

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

If the stay results in publications, results, etc., when mentioning the stay, it must be indicated that it was carried out with the help of the Erasmus+ program.

For anything else not covered in this call, the rules and requirements established by [SEPIE](http://www.sepie.es/) on its website will apply: <http://www.sepie.es/>.

Signed in Barcelona,

Prof. Daniel Crespo Artiaga
Rector