



## Call for Erasmus+ KA131 2024-2025 grants for PhD students

The Erasmus+ program of the European Union is designed to support the efforts of participating countries to use, in an efficient way, the potential of European human and social capital, while confirming the principle of lifelong learning.

On the other hand, the program improves opportunities for cooperation and mobility with the program countries and partners, especially in the field of higher education.

In the Spanish State, the person responsible for coordinating and managing these programs is the Servicio Español para la Internacionalización de la Educación (SEPIE), which establishes the basic regulations and the indispensable requirements to participate.

Under the auspices of this program, the call for grants for students of doctorate from the UPC, the details of which are developed below.

### 1. Object

This call will be financed with the economic funds of the Erasmus+ project KA131 2023-2025.

Grants are invited for the financing of stays granted within the Erasmus+ program in two ways, short-term Erasmus+ stays and long-term doctoral stays such as Erasmus+ internships.

These stays must take place during the 2024/2025 academic year and are aimed at UPC doctoral students.

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

### 2. Characteristics of stays

Funding for stays within the Erasmus+ KA131 program is called for in two ways:

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



The destination can 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):

- United Kingdom
- Switzerland

The purpose of the stay will be to develop research tasks or expand knowledge in a University, higher education institution, research institute or company in the countries of the program referenced in the previous point.

The destination institution must comply with the following requirements:

**- Short-term stays (5-30 days):**

The destination institution must have the Erasmus+ Charter, an indispensable 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 host institution's Erasmus+ code will be indicated in the "Learning Agreement" document to be processed for the stay. (This code can be consulted in the Excel list indicated above).

**- Long-term stays (2-12 months):**

- The host entity can be a higher education institution accredited with Erasmus+ letter (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, essential reference to be able to participate in the Erasmus+ program.

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



- Through the web:

<https://webgate.ec.europa.eu/erasmus-esc/index/organisations/register-my-organisation>

- Or they can also check it by contacting the Office of International Relations through:

[int.calls-management@upc.edu](mailto:int.calls-management@upc.edu) , indicating as the title of his e-mail: "Erasmus+ doctorate,consult OID".

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

It is up to the student to find and select the place where they will spend their stay, always with the authorization of their supervisors (tutor and PhD program manager).

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

### 3. Characteristics of aid

The maximum budget of the aid call for stays **between 01/10/2024 and 01/07/2025** is 40,000 euros.

This call will be financed with financial funds from the Erasmus+ 2023/2025 project.

The call will remain open until the 1st of June, 2025 or until the budget is exhausted.

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

Aid will be granted for stays of a minimum of 5 days and 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: €79/day until the 14th, for countries in the program.
- If the duration of the mobility is between 15 and 30 days: €79/day until the 14th and €56/day from the 15th to the 30th day.

Additionally, beneficiaries can have **up to 2 days per trip** (one outbound and one return), For this reason, all beneficiaries must present the boarding passes or similar of the means of transport used, to **justify the trip taken**.

#### 3.2. For modality (b) - long-term stays:



The amount will vary between 400 and 500 euros/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 receive (when the whole month is not reached)
<b>Group 1</b> Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway and Sweden	€500 per month	€16.66 per day
<b>Group 2</b> Germany, Austria, Belgium, France, Greece, Italy, Malta, the Netherlands, Portugal and Cyprus	€450 per month	€15 per day
<b>Group 3</b> Bulgaria, Croatia, Slovakia, Slovenia, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Czech Republic, Romania, Serbia and Turkey	€400 per month	€13.33 per day
<b>Switzerland and United Kingdom</b> (partner countries of region 14)	€500 per month	€16.66 per day

In any case, for both modalities, the final amount will be that determined by the SEPIE through the "Beneficiary Module" tool based on the dates of stay recorded in the applicant's file. This amount will be available for consultation by the interested person at the UPC e-secretariat once the aid has been granted.

**The stays for which the aid is requested cannot start before 1 October 2024 or end after 1 July 2025.**

**Retroactive** aid can only be applied for short stays duration already completed, 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 a budget 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 they will receive the corresponding amounts as people with fewer opportunities.

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



### 3.4. UPC grants International Mention of Doctorate

Students who complete a stay of 3 or more months, aimed at obtaining the International Doctorate Mention, may apply for the UPC International Doctorate Mention grant.

You will find the bases and procedures for applying for these grants in the corresponding call, on the website of the UPC International Relations Office.

Those interested can submit their application for the UPC International Mention of Doctorate grant through [the UPC Electronic Office](#) (section "Procedures"), **right after** processing your application for the Erasmus+ Doctorate grant at the same Headquarters.

## 4. Candidate requirements

- 4.1. Be a citizen of a member state of the European Union or have a valid residence permit in Spain during the period of stay. Therefore, candidates must have NIF or Foreigner Identification Number (NIE).
- 4.2. To be registered for tutoring and to pay the tuition during the 2023/2024 course if the stay takes place before 30/09/2024 and 2024/2025 registration if the stay takes place after 30/09/2024 in a doctoral program of the UPC. Not having submitted the doctoral thesis at the start of the stay.
- 4.3. Students who receive an Erasmus+ grant must maintain their status as students linked to the UPC throughout the period of their stay. Consequently, the UPC will not give aid to students who plan to spend time there once they have graduated.
- 4.4. The stay must be authorized by the director of the doctoral thesis and the corresponding program coordinator, as well as accepted by the destination 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 doctorate stays, it is mandatory that there is an Erasmus+ inter-institutional agreement before signing 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 spend the stay, once the application has been submitted and verified that it is valid.

4.5. Not to exceed 12 months of Erasmus mobility at the level of doctoral studies.

In this calculation, any mobility stay from previous Erasmus programs or from the same Erasmus+ program must be added, regardless of whether or not aid was received to carry them out.

4.6. The following will not be eligible as a destination centre:

- a) Institutions of the European Union and other bodies of the European Union, including specialized agencies (you will find the exhaustive list on the site: [ec.europa.eu/instituciones/index\\_en.html](http://ec.europa.eu/instituciones/index_en.html)).
- 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 (that is, the country where the student's institution of origin is located and the country of origin of the student or who has the nationality)

For everything not contemplated in this call, what is contemplated by the SEPIE in the general framework of the Erasmus+ call for students will be taken care of.

## 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 living income benefit / Minimum insertion income or any other benefit of the same or similar nature, according to the denomination adopted in each Autonomous Community.

It will be necessary to notify, if applicable, the UPC International Relations Office, by e-mail through the address: [int.calls-management@upc.edu](mailto:int.calls-management@upc.edu) , attaching supporting legal documentation.

- Being at risk of social exclusion.

It will be necessary to notify, if applicable, the UPC International Relations Office, by e-mail through the address: [int.calls-management@upc.edu](mailto:int.calls-management@upc.edu) , attaching supporting legal documentation.



- Belonging to a large or single-parent family.

To assign it, the student's file will be consulted.

Note: If, for some reason, the interested person had never provided this information previously, it will be necessary to notify the UPC International Relations Office by e-mail, at the address: [int.calls-management@upc.edu](mailto:int.calls-management@upc.edu) , attaching the supporting legal documentation.

- Being a victim of terrorism, gender violence or in a situation of orphanhood.

It will be necessary to notify, if applicable, the UPC International Relations Office, by e-mail through the address: [int.calls-management@upc.edu](mailto:int.calls-management@upc.edu) , attaching supporting legal documentation.

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

It will be necessary to notify, if applicable, the UPC International Relations Office, by e-mail through the address: [int.calls-management@upc.edu](mailto:int.calls-management@upc.edu) , attaching supporting legal documentation.

- Being in a dependent situation or with dependents in your charge.

It will be necessary to notify, if applicable, the UPC International Relations Office, by e-mail through the address: [int.calls-management@upc.edu](mailto:int.calls-management@upc.edu) , attaching supporting legal documentation.

- Have a full-time employment contract.

It will be necessary to notify, if applicable, the UPC International Relations Office, by e-mail through the address: [int.calls-management@upc.edu](mailto:int.calls-management@upc.edu) , attaching 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 had never provided this information previously, it will be necessary to notify the UPC International Relations Office by e-mail, at the address: [int.calls-management@upc.edu](mailto:int.calls-management@upc.edu) , attaching the certificate of disability.

- Students with refugee status recognized by the UPC.

Note: If, for some reason, the interested person had never provided this information previously, it will be necessary to notify the UPC International Relations Office by e-mail, at the address: [int.calls-management@upc.edu](mailto:int.calls-management@upc.edu) , attaching the corresponding supporting documentation.

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





#### 4.b. Supplementary amounts for students with fewer opportunities

Students with fewer opportunities will receive a supplementary 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+ aid.

In any case, **the final amount will be that determined by the SEPIE through the "Beneficiary Module" tool of the European Union**, depending on the dates and destination of the stay that appear in the individual's file tenderer

##### 4.b.1. Students with fewer opportunities with short stays

Students with fewer opportunities who make a short stay may receive an additional amount (depending on the length of the stay) and a travel allowance (depending on the distance to the destination). The details of these complementary amounts are detailed in this section.

##### 4.b.1.1. Additional help for students with fewer opportunities

These students can enjoy a **supplement of 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.

##### 4.b.1.2. Additional travel support for students with fewer opportunities

Students with fewer opportunities will also receive a travel grant, calculated with the EU tool "Distance Calculator" (<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>), depending on the kilometer distance in a straight line between origin and destination, and in accordance with the following table of amounts:

Distance in kilometers	Amount to be received	
	Ordinary flight	Ecological trip
Between 0 and 99 km	€23 per participant	€23 per participant
Between 100 and 499 km	€180 per participant	€210 per participant
Between 500 and 1.999 km	€275 per participant	€320 per participant
Between 2.000 and 2.999 km	€360 per participant	€410 per participant
Between 3.000 and 3.999 km	€530 per participant	€610 per participant
Between 4.000 and 7.999 km	€820 per participant	€820 per participant
8.000 km or more	€1.500 per participant	€1.500 per participant





#### **4.b.1. Students with fewer opportunities with long-term stays**

People with fewer opportunities who make a long-term stay may receive an additional amount of €250/month and therefore, the monthly amount of the Erasmus+ grant for the possible stays of these students would be:

Destination countries	Monthly amount to receive
<b>Group 1</b> Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway and Sweden	€750 per month
<b>Group 2</b> Germany, Austria, Belgium, France, Greece, Italy, Malta, the Netherlands, Portugal and Cyprus	€700 per month
<b>Group 3</b> Bulgaria, Croatia, Slovakia, Slovenia, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Czech Republic, Romania, Serbia and Turkey	€650 per month
<b>Switzerland and United Kingdom</b> (partner countries of region 14)	€750 per month

Note: Periods of less than one month will receive the corresponding proportional amount. As indicated at the beginning of section 4.b., the amount of the Erasmus+ doctoral grant will be determined according to what the "Beneficiary Module" tool indicates.

#### **4.b.3. Additional aid from SEPIE 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 for this group.

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

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

This aid is subject to the prior approval of SEPIE. In the event of a grant, the International Relations Office will process the payment of the amount of the specific Erasmus+ aid granted.



## 6. Formalization of requests

### 6.1. Application submission deadline

The deadline for submitting applications will be **June 1, 2025** at 11:59 p.m.

### 6.2. Documentation to be processed to submit the application

#### 1) Obtaining the letter of admission

The applicant will contact the potentially receiving institution and request the corresponding letter of admission, stating that he/she is admitted for an Erasmus+ stay and the expected start and end dates for this stay.

#### 2) Entry of the mobility stay in the e-secretariat

- a. The student will send his letter of admission to the secretary of the program doctorate in which he is studying.
- b. With this information, the secretariat of your doctoral program will enter the stay at Prisma.

Thus, the student must be able to see his stay in his e-secretariat, in his section: "Mobility - mobility stay" and he will be able to upload the corresponding documentation to his e-secretariat,

#### 3) Upload personal documentation to the e-secretariat

Applicants for an Erasmus+ PhD grant must have uploaded the following documentation to their e-secretariat, in the corresponding section of their mobility stay (section: "Mobility" --> "Mobility stay" --> tab "Documentation"),:

##### o Letter of acceptance:

Letter of acceptance, issued by the institution of destination, clearly indicating:

- The name of the student
- That the stay will be an Erasmus+ stay
- The start and end dates of the stay

##### o Erasmus+ Learning Agreement (LA) o Training Agreement (LA):

- If the stay is a short stay (5-30 days), the applicant must process the Erasmus+ Learning document



Agreement (LA), attaching the work plan planned for the stay. The LA document must be duly completed and signed by: the applicant, the student's tutor, the person in charge of the doctoral program and the person in charge at the host institution.

- If the stay is a long-term stay (2-12 months), the applicant must process the Erasmus+ Traineeship Agreement (LA) document. This document must be duly completed and signed by: the applicant, the student's tutor, the person in charge of the doctoral program and the person in charge at the host institution.

**The International Relations Office will give instructions to the student**

on how to process your Learning Agreement: or Training Agreement, as the case may be.

Note: In order to speed up the processing of applications, in specific cases the Erasmus+ Learning or Traineeship Agreement document could be pending the signature of the destination university at the time of processing and resolving the application of the Erasmus+ Doctorate grant. However, the student undertakes to **have it processed before** starting the

your Erasmus+ physical stay (completed, signed by all parties, uploaded to your e-secretariat and validated by the UPC International Relations Office).

**2) Indicate the bank account in the e-secretariat**

Inform the bank account (Spanish) in which you want to receive the Erasmus+ Doctorate grant, in case it is granted. To do so, you must access the e-secretariat (<https://prisma-nou.upc.edu/> - section "Students"), sections "Mobility/Mobility stay" and "mobility data" tab.

**3) Process the SEPA Order document**

The student must deliver the SEPA order through the e-secretariat, signed electronically by the bank account holder. The secretariat of the doctoral program where the applicant studies will validate this document. This document is available in the "my data/bank accounts" section of the e-secretariat (<https://prisma-nou.upc.edu/> - "Students" section).

**4) Long-term stays: process the NUSS and upload it to the e-secretariat**

People who make a long-term stay must process their Social Security number (if they do not already have one) and upload it to the e-secretariat, following the instructions of the Relations Office, who will validate it.



### 5) Submit the request to the UPC Electronic Headquarters

The request must be formalized through the electronic headquarters of the UPC, through the link: [https://seuelectronica.upc.edu/ca/Tramits/erasmus\\_ka131\\_doctorat](https://seuelectronica.upc.edu/ca/Tramits/erasmus_ka131_doctorat)

It must be attached to the [UPC Electronic Headquarters \(Seu electrònica\)](#), in addition, the following documentation:

1. Letter of invitation from the destination university.
2. A copy of the updated Doctoral Activities Document (DAD).
3. Must submit:
  - For short stays (modality (a)), the "Erasmus+Learning Agreement" (also called "LA") attaching the work plan planned for the stay;
  - For long-term stays (modality (b)): the document "Erasmus+ Traineeship Agreement" (also called "TA");

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

4. In case of non-EU nationality (from outside the European Union), it will be necessary attach a copy of the TIE card.
5. Protection of the contracted insurance, according to conditions point 11.1.e of this call.

Once processed, the headquarters will return a supporting document that must be delivered through the e-secretariat (in the section: Mobility - mobility stay - documentation).

*Note: In order to expedite the submission of applications, documents 3 and 5 will be optional. If these documents have not been submitted with the application, candidates are obliged to process them as soon as possible, always before the start of the stay. If the documentation is not processed before the stay, the aid will be revoked.*

The call will be resolved as applications arrive, as long as there is budgetary provision.

**The submission of the application implies the acceptance of the bases of this call**, especially what is contained in points 7 (beneficiary selection process) and 11 (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 inaccuracy or lack of documentation or information, if applicable.



## 7. Beneficiary selection process

In the event that the amount of aid received by applications submitted and meeting all the requirements exceeds the available budget, they will be ranked according to a score calculated as follows:

- a) 1 point for applicants who have positively evaluated the research plan.
- b) 2 points for applicants who have not previously benefited from this aid.
- c) up to 3 points depending on the scientific production of the applicant.

The score for point c will be awarded by the Doctoral School's Standing Committee.

## 8. Resolution

The applications submitted will be studied and resolved, at the latest, on the last day of the month following the submission of applications. This partial resolution will contain all the requests submitted during the previous month (see the table below with the calendar) with a NIF/NIE relationship, and will be notified electronically to the interested person.

<b>Applications submitted</b>	<b>Maximum resolution date</b>
From November 4 to November 18, 2024	December 5, 2024
From November 19 to 30, 2024	December 20, 2024
From December 1 to 11, 2024	January 20, 2025
From December 12 to 20, 2024	January 31, 2025
From December 21, 2024 to January 7, 2025	January 31, 2025
From January 8 to 31, 2025	February 29, 2025
From February 1 to 29, 2025	March 31, 2025
From 1 to 31 March 2025	April 30, 2025
From 1 to 31 April 2025	May 31, 2025
From May 1 to June 1, 2025	June 30, 2025

In the event that there is a large volume of requests and it is not possible to resolve within this period, the Office of International Relations will inform, via email, of this circumstance and the estimated date of resolution.

All communications will be made through the e-mail listed in the e-secretariat. For this reason, applicants will be responsible for keeping this information up to date.



Against this provisional partial resolution, the applicants may present allegations within a maximum period of 10 calendar days counted from the publication of the resolution. Allegations must be submitted through the electronic headquarters of the UPC through the link that will be published in the provisional resolution.

Subsequently, a definitive resolution will be published that will exhaust the administrative route and before which an administrative contentious appeal can be filed.

The list of grants granted will be published with an indication of first and last name and the 4 digits located in the fourth to seventh position when the identification document is a NIF or, in the case of a NIE, those that occupy the fourth to seventh positions ignoring the alphabetical character.

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

Those interested with a grant awarded will receive a notification and must accept express the help by replying to an email that will be sent to them.

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

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

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

## 10. Incompatibilities

The recognition of the grants established in this call is incompatible with the recognition 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 responsibility of the applicant** to inform himself about the possible incompatibility between grants, in case he is enjoying another grant or scholarship not included in the previous section.



Failure to comply with the established incompatibilities regime may involve the reinstatement of the aid, without prejudice to the relevant responsibilities.

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

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

The beneficiaries of the aid undertake to:

### 11.1 Before starting the stay:

#### 11.1.a. Sign the Erasmus+ financial agreement.

This document must be signed electronically through the UPC Signatory, following the instructions of the UPC International Relations Office. No scanned or emailed documents will be accepted.

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

#### 11.1.b. Indicate the current account in the e-secretariat

If the person had not yet done so, indicate in the e-secretariat the number of the Spanish bank account in which they want it to be entered.

#### 11.1.c. Process the SEPA Order document

Deliver to your e-secretariat the SEPA order, signed electronically by the bank account holder. This document is available in the "bank accounts" section of the e-secretariat. This document must be validated, in the e-secretariat, by the academic secretary 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 will have to be validated, in the e-secretariat, by the UPC International Relations Office.

#### 11.1.e. Have insurance for the stay

Have the mandatory Medical Insurance that covers the student for his/her stay in the country of destination.

Consult: <https://www.upc.edu/sri/ca/estudiantat/mobilitat-estudiants/convocatoria-dajuts-1/convocatoria-dajuts-erasmus-2021-222-doctorat/asseguranca-doctorat>





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

**Important: If the document has not been submitted and validated at the time of mobility, the payment of the aid will not be effective and it will be revoked.**

In no case will a certificate of being included in Social Security be valid

Only grants will be accepted for retroactive stays that can prove that insurance has been taken out for the stay.

The private insurance contracted by the students must have the following mandatory services:

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

The UPC recommends [Oncampus Estudia insurance](https://oncampus.es/seguros/oncampus-estudia/), that students can hire directly through the Oncampus website (<https://oncampus.es/seguros/oncampus-estudia/>).

#### **11.1. f. Long-term stays: process the Social Security number (NUSS)**

For long-term stays (over 2 months), the beneficiary must have processed and reported his Social Security number, so that the UPC can carry out the corresponding processing of his stay Erasmus+ internships doctorate (long-term stay) before starting your 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, if applicable:

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

#### **11.2 During mobility:**

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

Deliver through the e-secretariat and validated by your UTG, at the start of the stay, a certificate of incorporation issued by the receiving institution which states the expected start and end dates of the stay. A model of this certificate is available in the student's e-secretariat. This document will be validated, in the e-secretariat, by the UPC International Relations Office.

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

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

In addition, the UPC International Relations Office could require, if necessary, more documentation for the processing of the aid.

**11.3. On the return of mobility:****11.3.a. Erasmus+ certificate of stay**

Hand over to the e-secretariat a certificate issued by the receiving institution stating the start and end dates of the stay. The certificate model is available on the website of the call. This document will have to be validated, in the e-secretariat, by the UPC International Relations Office.

Likewise, the student will record his stay in his DAD.

**11.3.b. Mandatory survey**

Complete the final survey that, right after your stay, the European Union will send you by email from the address [EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu](mailto:EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu). This report is done online and is mandatory for all Erasmus+ program participants, regardless of whether they have a scholarship or not.

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

**11.3.c. Reasons for the trip**

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

For short stays, the UPC International Relations Office will process, if applicable, the payment of the additional days (maximum 2) for the trip.



When the provision of documentation raises doubts, the student or the institution of destination 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 stays:

Deliver a certificate signed by your manager, indicating that the activity of the stay is recognised. A model of this document will be available on the website of the call. The document must be delivered through the e-secretariat, in the Mobility-Transcript of records section.

- In the case of long-term stays:

Deliver the definitive Training Agreement (with the "after mobility" part filled in and duly signed). A model of this document will be available on the website of the call. The document must be delivered through the e-secretariat, in the Mobility-Transcript of records section.

This document will have to be validated, in the e-secretariat, by the UPC International Relations Office.

Beneficiaries, in any case, also undertake to:

Return the full or proportional amount of the aid granted in case of total or partial resignation or shortening of the period of stay without force majeure.

Unduly collected amounts must also be returned in cases where a calculation error has occurred.

**The non-return of these amounts implies the temporary suspension of academic services.**

If the student has not delivered the required documentation within 30 days after the end of the stay, the grant will be revoked and the student will be deregistered as a participant in the Erasmus+ program.

## 12. Payments and returns

### 12.1. Payments



Payment of aid to student beneficiaries will be made as follows:

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

**Upon return** from the stay, after delivering the corresponding documentation according to point 8 of this invitation.

**- For long-term stays (greater than 60 days and less than 12 months):**

- 70% of the expected amount during the first week of stay, if the corresponding documentation 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 part corresponding to the time not spent will be deducted from the second payment of the aid.

**These grants are subject to current fiscal legislation.**

## 12.2, Returns

o Partial refund of the aid:

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 part corresponding to the time not spent will be deducted from the second payment of the aid. If the stay is much shorter compared to the initially planned stay, the recalculation of the corresponding definitive aid (according to the actual length of the stay) could mean a partial refund of the amount of the aid already received previously .

o Refund of the total amount of the aid:

- For short stays:

If the final duration of the stay accredited in the corresponding certificate of stay is **less than 5 days** (not including the travel days), the student must return the full amount of the Erasmus+ Doctorate grant, given that no meets the minimum duration required by the Erasmus+ program.

- For long-term stays:

If the final duration of the stay accredited in the corresponding certificate of stay is **less than 60 days** (not including the travel days), the student must return the full amount of the Erasmus+ Doctorate grant, given that no meets the minimum duration required by the Erasmus+ program.



- For all stays:

o If the beneficiary has made the trip, but:

- The activity carried out has an **unsatisfactory assessment**;
- **Has not carried out any activity** at the host institution;

He/she will have to return the amount of the grant.

o If the beneficiary does not provide the required documentation for the justification of the stay within the indicated time and form, he will have to return the amount of the aid.

### 13. Changes to mobility stays

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

Beneficiaries of the Erasmus+ Doctorate grant may extend the stay covered by the grant, depending on the case:

#### - Short stays:

If there is a change in the dates on which the stay will take place, it will be necessary to present a motivated letter and a new Learning Agreement/Training Agreement, and the rest of the documentation updated and signed by the corresponding managers, in accordance with the section 11 of this call and following the instructions of the UPC International Relations Office. Likewise, the amount of the aid payment will be automatically recalculated, in accordance with the new dates and/or destination.

#### - Long-term stays:

Given the obligation to process internship stays with the Social Security, **in general no changes will be allowed in the start and end dates or in the duration of the stay.**

Exceptionally, if, once the stay has begun, the applicant anticipates that he will need more time to achieve the academic goals initially set out in the academic internship agreement (Erasmus+ Traineeship Agreement) and this extension of the stay must be greater than 30 days on the final date of the initially planned stay, he must 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 head of the doctoral program) and have the corresponding supporting documentation (new work plan and motivation for the change for short-term stays, modification of Traineeship Agreement for long stays



duration), as well as the documentation confirming that the student has a new insurance for the extension of their stay, or the extended initial insurance.

**Exceptional extensions should be requested, at the latest, 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 basis of this call and requirements of the Erasmus+ program, and that the 360 days of mobility in the same cycle have not been exhausted of studies; and if applicable, the GRI will enable the student's e-secretariat so that they can deliver all the extension documentation.

Depending on the budget, the extension of the stay could be with or without funding.

If the extension is granted (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 automatically recalculate the amount of the Erasmus+ Doctorate grant.

In no case may extensions of stays (short or long-term) be granted beyond **July 1, 2025**.

#### 14. Information on data protection

The candidates are informed that the Office of International Relations of the Universitat Politècnica de Catalunya will process your personal data in accordance with the General Data Protection Regulation (EU) 2016/679.

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

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

This information is also available in the Erasmus financial agreement.



### 15. Final disposition

Mobility stays will be included in the student's file.

If the stay gives rise to publications, results, etc. when the stay is mentioned, it must be indicated that it was made with the help of the Erasmus+ program.

For everything not contemplated in this call, the rules and requirements established by SEPIE on its website: <http://www.sepie.es/> will apply.

Signed in Barcelona,

Prof. Daniel Crespo Artiaga  
Rector