

## **Terms and conditions of the call for the ERASMUS+ Traineeships programme for UIB PhD student mobility in 2023 and 2024 published by the International Relations Office**

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### **1. Purpose of the Call**

The purpose of this call is to offer 10 mobility places for UIB PhD students to undertake a practical training period with full academic accreditation at a company, research institute or centre, laboratory, organisation or any other workplace in any of the participating 27 EU Member States, countries in the European Economic Area (Iceland, Liechtenstein and Norway) and candidate countries, such as Turkey, Serbia and the Republic of North Macedonia, within the framework of the ERASMUS+ mobility programme.

Only students on official PhD programmes at the UIB may take part in this call.

### **2. Requirements**

- Being enrolled at the UIB during the academic year where the application is submitted and for the entire period of the academic year where the traineeship will run
- Students enrolled in the last year of their PhD programme may take part in this call as long as the traineeship mobility takes place in the twelve (12) months following the award of their PhD qualification and they make their application before sitting their PhD viva examination
- PhD students must have a positive report from their PhD thesis supervisor and coordinator. Both may also consult the Academic Committee for the PhD programme, if they deem it appropriate
- Being a citizen, temporary or permanent resident, or having refugee or stateless status in the participating countries of the ERASMUS+ programme
- Having been accepted by a private or public organisation located in any of the participating countries to undertake a traineeship period up to 31<sup>st</sup> May 2024, and

having authorisation from the mobility coordinator based on a positive assessment of the Learning Agreement for Traineeship

- Accrediting the language skills required by the host organisation, in accordance with the Common European Framework of Reference. Students must submit the corresponding accreditation document, where requested from the host organisation, at the time they submit their application to the registry
- Not having previously completed a 12-month period on the ERASMUS+ study or traineeship programme for the education cycle for when the place is requested
- Not simultaneously benefitting from an ERASMUS+ Studying Abroad grant. Students may benefit from two types of ERASMUS+ grant as long as they undertake their studying abroad stay and traineeship consecutively, i.e. the dates may not coincide or overlap and, moreover, the situation complies with what is set out in the UIB mobility regulations.

### 3. Length

The ERASMUS+ programme plans for two stay types:

**Type 1.** Short-term physical mobility stays lasting 5-30 days.

The minimum length for the stay is five days and the maximum, thirty.

Students who have previously undertaken an ERASMUS+ stay, either studying abroad or on a traineeship, may apply for another mobility stay as long as the period between the two stays and study cycles does not exceed twelve months; in this instance, the PhD.

Students may apply for a second short-term physical mobility stay which cannot be consecutive to the previous one granted, in accordance with the requirements and criteria set out in the call, as long as the end date is no later than 31<sup>st</sup> May 2024.

**Type 2.** Long-term physical mobility stays lasting 2-12 months.

The minimum length for the stay is two months and the maximum, twelve.

Students who have previously undertaken an ERASMUS+ stay, either studying abroad or on a traineeship, may apply for another mobility stay as long as the period between

the two stays and study cycles does not exceed twelve months; in this instance, the PhD.

Students may extend their stay up to twelve months, in accordance with the requirements and criteria set out in the call, as long as the end date is no later than 31<sup>st</sup> May 2024.

#### 4. Financial Aid

The ERASMUS+ Traineeship grant is a contribution from the EU to cover participants' travel and maintenance expenses. These grants will depend on the selected mobility type, in line with the following criteria.

**Type 1.** Short-term physical mobility stays lasting 5-30 days.

Length of the physical mobility activity	Amount (any EU Member State)
Up to day 14 of the activity	70 euro/day
From day 15 to day 30 of the activity	50 euro/day

**Type 2.** Long-term physical mobility stays lasting 2-12 months.

These grants will depend on the host country, in line with the following groups classified by standard of living:

Group 1		
Countries with a high standard of living	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway and Sweden	460 euro/month
Group 2		
Countries with an average standard of living	Germany, Austria, Belgium, France, Greece, Italy, Malta, The Netherlands, Portugal and Cyprus	410 euro/month
Group 3		

Countries with a cheaper standard of living	Bulgaria, Croatia, Slovakia, Slovenia, Estonia, Hungary, Latvia, Lithuania, Poland, Czech Republic, Romania, Serbia, Turkey and the Republic of North Macedonia	360 euro/month
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The ERASMUS+ grant will cover a minimum of **two months and a maximum of four months per application**. Students who are not awarded a grant may undertake the mobility stay at their own expense, what is termed zero-grant mobility, within the ERASMUS+ programme framework.

Students may extend their stay up to a maximum of twelve months (as long as the end date is no later than 31<sup>st</sup> May 2024), where the home and host institutions so agree. Nevertheless, the ERASMUS+ grants will not cover funding for all the months, in line with what is set out in the previous point.

Students who find themselves in any of the following circumstances may receive an additional award:

- i. Where they have been awarded a general study grant from the Spanish Ministry of Education and Vocational Training for university and other higher education studies in the academic year prior to their mobility.
- ii. Where they have refugee status or the right to subsidiary protection, or where they have submitted an application for international refuge to Spain.
- iii. Where they have an accredited and qualified disability level equal to or above 33%.

In addition to the aforementioned points, and depending on the mobility type, this individual grant may be supplemented by the following awards:

1. National and/or regional grants: from the Ministry of Education and Vocational Training, Autonomous Region, the UIB or other institutions.
2. Type 1: in general, 50 euro for green travel (one-off amount); two additional days of the individual grant, where the trip is not deemed green; four additional days of the individual grant for travel days on a return journey, where the trip is deemed green.
3. Type 1: specifically for students with fewer opportunities: travel grant (according to the distance table set for the programme); two additional days of the individual

\* Green travel means where low-emission transport methods are used for the main section of the journey, e.g. bus, train or shared ride.

grant, where the trip is not deemed green; four additional days of the individual grant for travel days on a return journey, where the trip is deemed green.

4. Type 2: in general, 50 euro for green travel (one-off amount); four additional days of the individual grant for travel days on a return journey, where the trip is deemed green.

\* Green travel means where low-emission transport methods are used for the main section of the journey, e.g. bus, train or shared ride.

5. CEP-EDUIB-Santander grants for mobility stays on official UIB postgraduate programmes, in accordance with what is set out in the terms and conditions for this call.

## 5. Host Institutions

Host organisations may be companies, training centres, research centres and/or institutes, laboratories or other active public or private organisations.

European institutions and organisations responsible for managing EU programmes (to avoid possible conflicts of interest and/or shared funding) and national diplomatic representations (embassies, etc.) of students' home nations in the host country are not deemed eligible host institutions.

Traineeships must be undertaken at an institution with a headquarters in one of the participating countries in the ERASMUS+ Traineeship programme, excluding Spain.

## 6. Application Procedure for Places

Applications must be made by using the [general application form](#) on the [e-services portal](#), **addressed to the Office of the General Secretary and specifying 'ERASMUS+ KA131 PhD Traineeships Programme'**, attaching the following scanned documents within the deadline set for the call:

- a) Application form
- b) A photocopy of applicants' ID (DNI/NIE/Passport)
- c) A positive report from the thesis supervisor and relevant PhD coordinator
- d) An accreditation certificate of the required language level, where applicable
- e) 'Learning Agreement for Traineeship', duly signed by all parties.

Applications submitted without the required documentation within the deadline and as per the methods set out in the call will not be accepted.

## 7. Deadlines

The call will remain open on an ongoing basis and applications will be assessed after the submission deadlines listed below have passed:

- First deadline: 15<sup>th</sup> July 2023
- Second deadline: 30<sup>th</sup> September 2023
- Third deadline: 31<sup>st</sup> October 2023
- Fourth deadline: 30<sup>th</sup> November 2023
- Fifth deadline: 30<sup>th</sup> January 2024.

Traineeships awarded within the framework of this call start on 1<sup>st</sup> October 2023 and must end before 31<sup>st</sup> May 2024.

## 8. Selection Procedure

After applications are received, the International Relations Office (SRI) will review them and open a period of five working days for any amendments, where applicable.

Applications will be assessed by a specific committee for this purpose, comprising members from the International Relations Office and the UIB Doctoral School. The committee will make its selection in accordance with the principles of equality, merit and ability, specifically taking into account:

- Assessment of applicants' academic records.
- Assessment of applicants' CVs, where publications and participation in research projects will be particularly important.
- The relevance of the mobility stay for PhD students.

The list of selected candidates will be published on the SRI website.

## **9. Place Acceptance or Withdrawal Procedure**

Acceptance or withdrawal for the awarded place must be done in writing, by using the forms available on the SRI website, within five working days at most from the place being awarded.

Where candidates accept the place, they must submit a photocopy of their bank passbook clearly showing candidates' accountholder status, as well as their IBAN, alongside the acceptance documentation.

## **10. Acceptance of the Terms and Conditions**

By taking part in this programme, applicants accept these terms and conditions, as well as those of the National ERASMUS+ Agency for this programme.

## **11. Data Privacy and Protection Policy**

In accordance with what is set out in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27<sup>th</sup> April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, it is hereby stated that the collected data shall be included in one or several files managed by the UIB in the processing registry established for this activity, the purpose of which is to manage applications. The requested data are necessary to fulfil the aforementioned purpose and, therefore, failure to obtain them impedes said purpose being attained.

The UIB is the data processor and, as such, ensures the rights of access, rectification and restriction, and the rights to object, data portability and erasure of processing, and to not be subject to automated individual decision-making with regard to the data provided. In order to exercise the aforementioned rights, you must write to: University of the Balearic Islands, Office of the General Secretary, F.A.O. Data Protection Officer, c/ra. de Valldemossa, km 7.5, 07122 Palma (Balearic Islands). In turn, the UIB undertakes to respect the confidential nature of the data and use them in accordance with the purpose of the files.

## 12. Other provisions

1. UIB students who are awarded a mobility stay within the framework of this call undertake to have an active e-mail account at the university at the time they are awarded a place: **@estudiant.uib.cat**. This will be the sole e-mail address that the International Relations Office will use to communicate with selected mobility students
2. This call is jointly funded by the European Union's ERASMUS+ programme. The content is the sole responsibility of the UIB; neither the European Commission nor the Spanish Service for the Internationalisation of Education (SEPIE) are liable for the use that may be made of the information provided therein.

Ricardo Sagrera

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