Université de Bretagne Occidentale

Call for applications
Mobility grants for doctoral students
(Incoming and outgoing mobility)

Overview:
The Université de Bretagne Occidentale (UBO) has established a programme providing incoming and outgoing mobility grants. Eligibility:
-all doctoral students registered at a university outside of France who would like to carry out research at UBO (incoming mobility)
-all doctoral students registered at UBO who would like to carry out research abroad (outgoing mobility)

A. GRANT DETAILS

Duration of mobility programme: **12 days minimum** (excluding the journey). The grant will cover a maximum of 3 months.

Eligibility criteria:

The research project must be carried out within a discipline covered by UBO's doctoral schools and must be accepted by both the doctoral student's home Research Group and by the host Research Group, which will ensure that the student is able to carry out his/her research.

To apply for an "Outgoing mobility" grant, the student's home Research Group must list UBO as one of its supervisory institutions. The PhD supervisor (or co-supervisor) must be a research lecturer at UBO (or a researcher hosted by UBO). The candidate must be registered at UBO and registered within one of UBO's 11 doctoral schools.

- Marine & Coastal Sciences Doctoral School (SML)
- Engineering Sciences Doctoral School (SPI)
- Arts, Literature and Languages Doctoral School (ALL)
- Societies, Time & Territories Doctoral School (STT)
- Law & Political Science Doctoral School (DSP)
- Economic Sciences & Management Sciences Doctoral School (EDGE)
- Education, Languages, Interactions, Cognition & Clinical Doctoral School (ELICC)
- Biology & Health Doctoral School (BS)
- Ecology, Geosciences, Agronomy & Food Doctoral School (EGAAL)
- Mathematics & Communication Studies Doctoral School (MathSTIC)
- Matter, Molecules & Materials Doctoral School (3M)

To apply for an "Incoming mobility" grant, the host Research Group must list UBO as one of its supervisory institutions. The host supervisor (or co-supervisor) must be employed by UBO (or hosted by UBO).

Amount of funding:

The grant provides the following funding:
-a fixed contribution for mobility costs:

- **€800 per month**

and
-a fixed contribution to travel costs:

- **€500 for Europe and North Africa**
- **€800 for the rest of the world**

N.B.: For doctoral students applying within the framework of a co-supervised PhD, only travel costs will be covered.

For more information
Contact the Doctoral Schools or the Europe and International Office (DEI) at the following address:
DEI, 3 rue des archives - CS 93837 - 29238 Brest, France - dei@univ-brest.fr

B. HOW TO APPLY

Contents of application:

The application must include:

- Application form for "incoming mobility" (see p. 5) or "outgoing mobility" (see p. 7), completed and signed by the candidate,
- Candidate's full CV (employment history, participation in research programmes, PhD funding, etc.),
- Signed cover letter written by the candidate,
- Description of the mobility project, its role in the candidate's PhD work - it should be a maximum of 2 pages, written in French,
- Letter from the Director of the host Research Group detailing how the doctoral student will be supported,
- Letter from the Director of the host Research Group (UBO) and/or from the candidate's supervisor detailing how the doctoral student will be supported,
- Balanced budget for the mobility project (incomings/outgoings),
- Bilateral or hosting agreement (if there is one).

Submitting the application:

All applications (1 paper copy and 1 electronic copy) must be sent to DEI at the following address:

UBO - Direction Europe et International
Mobilité Doctorant
3 rue des archives – CS 93837
29238 Brest cedex 3
France
mobilite.doctorant@univ-brest.fr

N.B.: All candidates must send a copy of their completed application to the relevant Doctoral School at UBO.

C. ASSESSING THE APPLICATIONS

Applications that do not meet the eligibility criteria will not be accepted.

The criteria for awarding the grants will take into account:

- Department of the doctoral student, to preserve a balance (number of doctoral students//number of applications//number of successful applicants),
- Doctoral student's academic record (an inter-Doctoral School assessment will be carried out by the Doctoral School directors),
- Quality of the research project (why has funding been requested? How will it impact the PhD work? What contribution will it make? What experiences and what expected results? What perspectives?),
- Quality of the welcome letter from the Director of the Research Group abroad: the letter will emphasise the benefit that the host Research Group will bring to the candidate's work; and the motivation for hosting the student during the requested period by highlighting, where appropriate, the relationship and complementary nature of the existing ties between the two institutions,
- Quality of the cover letter,
- Priority will be given to first-time applicants.

<u>Selection process:</u>
Directors and assistant directors of UBO's Doctoral Schools will assess/examine the applications:

- One assessment by the Doctoral School,
- One inter-Doctoral School assessment by the Doctoral School directors.

The Europe and International Committee (CEI) will evaluate and rank the applications at a plenary meeting.

D. THE NEXT STEP FOR SUCCESSFUL CANDIDATES

Overview – mutual commitments:

DEI will provide the Doctoral Schools with a list of successful candidates.

UBO's Doctoral Schools will inform unsuccessful candidates by email.

Research Group/laboratory Directors will ensure that:
- all initial requirements have been met,
- the stay is properly prepared and runs smoothly, and the hosting agreement is abided by

By submitting an application, **successful doctoral students make a commitment to send, within the set deadlines:**
- an activity report
- a financial report
- a mobility certificate (*Attestation de mobilité*)
- a completed questionnaire on their stay (where necessary)

The next step for successful candidates:

Conditions for receiving payment of the mobility grant (initial conditions):

- The candidate must guarantee that he/she has **all the documents necessary for the mobility programme**, in particular: valid passport and visa (where necessary), health insurance (repatriation, legal assistance, etc.), civil liability and personal accident insurance during the stay.

- **A hosting agreement** between the doctoral student's home or host institution and UBO must be drawn up (in conjunction with DEI). This document must include:
  - Candidate's name, his/her Research Group, address, name of the Research Group Director,
  - Exact amount of funding provided by the mobility grant,
  - Grant payment procedure (depending on the institution),
  - Commitments made by the doctoral student in order to receive the grant,
  - Work undertaken throughout the duration of the stay.

Terms of mobility grant payments:

The entire mobility grant will be paid to the UBO Research Group on a dedicated budget line (the Research Group will take responsibility for the doctoral student's mobility costs on this line).

If you have any questions about how the funding will be paid, please contact DEI (dei@univ-brest.fr)

At the end of the stay:

The doctoral student must provide:
- an activity report,
- a financial report justifying the use of the allocated grant compiled by the Research Group Director,
- two certificates (one validated by the home Research Group, the second by the host Research Group - confirming that the mobility programme took place, specifying the dates and location of the stay),
- a completed questionnaire on the stay.

Université de Bretagne Occidentale

APPLICATION FORM
Mobility of international doctoral students in Brittany
Incoming mobility grant
2019 – Call 1

Name of Doctoral School submitting the application: ……

Surname - First name of candidate (surname in upper case): ……

Nationality ……

Date of birth**:** …… Gender: Male – Female (delete as appropriate)

Candidate's permanent address**:** ……

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Email**:** …… Telephone**:** ……

PhD year at the time of mobility: ……

PhD funding: ……

PhD subject title, 5 key words: ……

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Home institution where the candidate is registered for the academic year

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Doctoral School: ……

Name of Research Group: ……

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Address of Research Group: ……

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Name of Research Group Director: ……

Email**:** …… Telephone**:** ……

Name of PhD supervisor: ……

Email**:** …… Telephone**:** ……

STAY AT A RESEARCH GROUP WITHIN THE UNIVERSITE DE BRETAGNE OCCIDENTALE (UBO)

Start and end dates for the stay: **from……/……..…/2019 to ……/……..…/2019**

Name of Research Group: …….....

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Address of Research Group: **…….**

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Name of Research Group Director: ……

Email**: ……** Telephone**: ……..**

Name of Research Group administrative contact: ……..

Email**: ……** Telephone**: ……..**

Name of supervisor (UBO): ……..…

Email**: ……** Telephone**: ……..**

Relationship between the two Research Groups (list existing or future collaborations):

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Research benefit of the stay for the doctoral student and Research Group (state whether the mobility project is part of an international programme):

…….....

…….....

Location and date: ……. **Signature of doctoral student**

Attachments:

- above form completed and signed,
- candidate's full CV (employment history, participation in research programmes, PhD funding, etc.),
- signed cover letter,
- description of the mobility project, its role in the candidate's PhD - it should be a maximum of 2 pages, written in French,
- letter written by the home Research Group Director and/or PhD supervisor providing justification for this mobility programme,
- letter from the Director of the host Research Group (UBO) and from the candidate's supervisor detailing how the doctoral student will be supported,
- project budget
- bilateral or hosting agreement (if there is one).

The deadline for submitting applications is Monday, 3rd december 2018. Applications (1 paper copy + 1 electronic copy) must be submitted to DEI, with a copy sent to the relevant Doctoral School:

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Mobilité Doctorant
3 rue des archives – CS 93837
29238 Brest cedex 3
France
Mobilite.doctorant@univ-brest.fr

APPLICATION FORM
International outgoing mobility of doctoral students
Outgoing mobility grants
2019 – Call 1

Name of Doctoral School submitting the application: ……

Surname - First name of candidate (surname in upper case): ……..

Nationality ……..

Date of birth**:** …… Gender: Male – Female (delete as appropriate)

Candidate's permanent address**:** ……..

……..

Email**:** …… Telephone**:** ……..

PhD year at the time of mobility: ……

PhD funding: ……

PhD subject title, 5 key words: ……

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Home institution where the candidate is registered for the academic year

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Doctoral School: ……

Name of Research Group: ……

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Address of Research Group: ……

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Name of Research Group Director: ……

Email**:** …… Telephone**:** ……..

Name of Research Group administrative contact: ……..

Email**:** …… Telephone**:** ……..

Name of PhD supervisor (UBO): ……

Email**:** …… Telephone**:** ……..

STAY AT RESEARCH GROUP

Start and end dates for the stay: **from……/……..…/2019 to ……/……..…/2019**

Country of stay: **…….....**

Host institution: **……**

Name of Research Group: **…….....**

…….....

Address of Research Group: **……..**

…….....

Name of Research Group Director: **……**

Email**: ……** Telephone**: ……..**

Name of supervisor: **……..**

Email**: ……** Telephone**: ……..**

Relationship between the two Research Groups (list existing or future collaborations):

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Research benefit of the stay for the doctoral student and Research Group (state whether the travel research project is part of an international programme):

…….....

…….....

Location and date: …… **Signature of doctoral student**

Attachments:

- above form completed and signed,
- detailed CV (employment history, participation in research programmes, PhD funding, etc.),
- signed cover letter,
- description of the mobility project, its role in the candidate's PhD - it should be a maximum of 2 pages, written in French,
- letter written by the home Research Group Director and PhD supervisor (UBO) providing justification for this mobility programme,
- letter from the Director of the host Research Group and/or from the candidate's thesis supervisor detailing how the doctoral student will be supported,
- project budget
- bilateral or hosting agreement (if there is one).

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