



## CALL FOR APPLICATIONS

### International mobility support for PhD students – DrEAM – Episode 16

#### Terms and Conditions

##### 1. Objective of the call

The Université de Lorraine supports the international mobility of its PhD students and sets up outgoing mobility grants for PhD students for stays of 2 to 6 months in a research unit abroad. Named Doctor, Explore and Achieve More! (DrEAM), this program, which may concern all PhD students enrolled at UL, is set up as part of the Lorraine Université d'Excellence Initiative (LUE).

##### 2. Eligibility criteria

➡ See the FAQ section in **Annex 1** for more details on the eligibility criteria of the program.

- The mobility must represent a unique opportunity for the PhD student to discover a new cultural and scientific environment (there must be no previous connection between the host structure and the PhD student's academic background).
- The mobility must take place as part of a structured research partnership (existing international agreement, LEA/LIA, IRN, Labex, Hubert Curien Partnership, etc.) or one in the process of being structured.
- The PhD student must be hosted in an academic research structure (excluding companies).
- The grant must concern a mobility project lasting from 2 to 6 months, which may be divided into several stays of a significant duration of at least 2 months as part of an overall project.
- The application must concern a future mobility project. No application for a mobility that has already started will be accepted.
- The PhD student must be enrolled in a doctoral program at the Université de Lorraine or in one of LUE partner institutions. The stay must take place within the 36 months following the first registration in full-time PhD and within the 72 months following the first registration in part-time PhD.
- If the PhD student is doing an international joint PhD (cotutelle), he/she must carry out his/her research stay in a country different from the cotutelle partner country.
- The thesis supervisor, the head of research unit and the head of doctoral school, as well as the PhD student's employer if different from the Université de Lorraine, must be in favour of this mobility.
- PhD students benefiting from an LUE doctoral contract may also apply for the DrEAM program if the consumption of credits allocated to the research project justifies it.
- PhD students who wish to move to Canada may also apply for a Globalink Research Award under the MITACS program. Under certain conditions, MITACS can provide additional funding to the DrEAM mobility grant of up to C\$3,000. Research stays must last between 12 to 24 weeks and the DrEAM mobility grant awarded must be of at least C\$6,000. For more information, please visit <https://www.univ-lorraine.fr/content/mobilite-au-canada>.

Incomplete and/or late applications (i.e. applications with missing information and documents and/or submitted after the deadline defined in the call) will not be considered.



### 3. Selection criteria

Applications are evaluated after the end of the episode by the Internationalisation Commission which assesses the quality and the relevance of the mobility project to the PhD student's research subject and to his/her professional training at large. The selection is therefore made on the basis of the evaluation grid in **Annex 2** which takes into account the benefits of the mobility project for the PhD student from a global perspective.

### 4. Funding modalities

The international mobility grant includes:

- **Financial support for a round trip** to the host structure abroad for a maximum amount of €1,500, based on the economic rate. If the stay is split, only one round trip will be covered.
- **A travel allowance package** that may not exceed €5,000. This package covers part of the living expenses in the host country. It includes daily allowances (meals and accommodation) and ancillary expenses (public transport, visas, etc.).

For information, the travel allowance package will be calculated on the basis of the per diem rate in force in the host country ([https://www.economie.gouv.fr/dgfip/mission\\_chancellery\\_rate/expenses](https://www.economie.gouv.fr/dgfip/mission_chancellery_rate/expenses)) and will amount to 20% of this rate. The calculation of the travel allowance package will take into account the other mobility grants that the PhD student may receive (e.g. Erasmus+).

In the context of the ongoing global health crisis related to Covid-19 pandemic, if the host country requires foreign visitors to quarantine, the quarantine period will be considered as an additional period to the effective time of mobility and will also be financially supported on the basis of the per diem rate in force in the host country.

### 5. Required documents

- Complete application form including the provisional schedule of the research activities and tasks planned during the stay (p. 3) and the letter of commitment signed by the PhD student and the thesis supervisor (p. 7) ;
- Detailed CV of maximum 2 pages including produced publications and posters ;
- Letter of acceptance from the host institution stating the dates of stay (an invitation email from the host institution can be accepted) ;
- Quotation for travel expenses to the host structure abroad (train and/or plane tickets) and quotation for accommodation.

The PhD student must have his/her thesis supervisor, head of research unit and employer (if different from the UL) sign his/her application form and must then upload it, along with the CV, the letter of acceptance from the host institution and the quotations, **to the dedicated space on the home page of his/her ADUM personal account**. My Doc' Door International Office will then forward the complete application package to the head of doctoral school for opinion and signature. The PhD student must therefore obtain all the signatures, apart from the head of doctoral school's, **before the end of the episode**.



In case of difficulty when uploading the required documents to ADUM, the PhD student can send them to the following generic address: [drv-mdd-dream-contact@univ-lorraine.fr](mailto:drv-mdd-dream-contact@univ-lorraine.fr)

It is the candidate's responsibility to ensure that all the required materials above are submitted successfully on time.

## 6. Calendar

### Episode 16:

- Opening of the call for applications on 16 September 2024.
- Closing of the call on 18 November 2024 included.
- Examination of applications by the Commission on 12 December 2024.
- Notification of the decision by e-mail in late December 2024.

## 7. Procedure for selected candidates

### **Conditions for the payment and reimbursement of expenses constituting the mobility grant:**

- The PhD student certifies to be in possession of **all the necessary documents for the mobility** and in particular: valid passport with visa (if necessary), health insurance (medical repatriation, legal assistance, etc.), civil liability and personal accident insurance during his/her stay. PhD students travelling with a mission order from the UL automatically benefit from the mission insurance subscribed by the UL.
- The host institution and the Université de Lorraine need to draw up a **mobility agreement** (in conjunction with My Doc' Door). This document must be signed by the PhD student and the legal representatives of both institutions and must specifically mention:
  - The name of the PhD student, his/her Research Unit, and its address, the name of the Head of Research Unit,
  - The amount of funding,
  - The research work carried out during the stay.
- The PhD student must send to the email address [drv-mdd-dream-contact@univ-lorraine.fr](mailto:drv-mdd-dream-contact@univ-lorraine.fr) a **certificate of arrival at the beginning of the stay and a certificate of attendance at the end of the stay** confirming the completion of the project by specifying the dates and place of the stay. These certificates must be issued and signed by the host structure of the foreign partner institution which can use its own certificate template to this end.
- At the end of the stay, the PhD student must answer to a **questionnaire** sent by My Doc' Door to collect information **on the research activities carried out during the stay and his/her opinion about it** within one month of receiving the link to this questionnaire.

**Whether or not the PhD student has received an advance on his/her mission expenses, in the absence of these documents, he/she must reimburse all the living expenses granted to him/her.**

**Modalities for the payment and reimbursement of expenses constituting the mobility grant:**

Following the notification of the positive outcome, the mobility grant will be paid to the PhD student's UL research unit on a dedicated budget line. It will be provided with all the necessary details about this line as soon as the payment is effective. It will thus be able to bear the PhD student's mission expenses on this line up to the maximum amount of the DrEAM grant allocated for the project.

The PhD student's mission expenses are covered in accordance with the policy relating to professional travels at the Université de Lorraine, which is based on Decree 2006-781 of 3 July 2006, the Board's decision of 16 December 2014 and the Board's decision of 5 May 2015 (Appendix 18). This necessarily implies to travel with a mission order that must be established in the UL online professional travel management platform (Notilus) and validated before the departure. This validated mission order also ensures the PhD student's coverage by giving him/her access to the UL mission insurance during his/her whole stay abroad.

An advance on mission expenses may be granted to the PhD student who requests it at the time of the creation of his/her mission order. This advance amounts to a maximum of 75% of the travel allowance package. The rest will be paid to the PhD student upon his/her return, after he/she has filed an expenses claim in conjunction with his/her home research unit and provided it with the original supporting documents that may be required.

**Upon return, the PhD student must put in his/her expenses claim. The mobility grant will no longer be available 1 month after the end date of the stay.**

In the event of an early termination of the mission for any reason, the PhD student must reimburse part of the amount he/she received. That amount corresponds to the difference between the travel allowance he/she received initially and the actual cost of his/her stay.

Provisions regarding the current Covid-19 health crisis

It is the responsibility of the PhD student to enquire about the protective health measures in force in the host country (entry requirements such as PCR testing, vaccination and quarantine established by the host country for e.g.).

In any case, and particularly in times of pandemic, PhD students are strongly advised to register their trip on the Ariane platform designed by the Ministry of Europe and Foreign Affairs (available at: <https://pastel.diplomatie.gouv.fr/fildariane/dyn/public/login.html#>) to be informed in the event of emergencies and crises that may arise when travelling abroad.

For any question, do not hesitate to contact us at the following e-mail address: [drv-mdd-dream-contact@univ-lorraine.fr](mailto:drv-mdd-dream-contact@univ-lorraine.fr).



## ANNEX 1: FAQ for further details on DrEAM eligibility criteria

### **What are the eligible academic host structures?**

“Academic research structure” refers to any place doing research with a scientific community, excluding companies. The most common host structures are therefore research laboratories or departments within foreign universities. Outside the university sector, it may also include, but is not limited to, a research centre or institute, an industrial laboratory, a museum or a library.

You can therefore choose where to carry out your research stay among a wide range of research facilities, as long as your choice enables you to fully immerse yourself in a new research environment with the scientific support of a team of researchers specialised in your research field.

### **What does it mean in practice that the mobility must take place as part of a structured research partnership or one in the process of being structured? What if there is no such partnership with the host structure where I would like to carry out my research stay?**

The mobility project must ideally involve a foreign host structure with which UL and/or the home laboratory has a structured or emerging research partnership. This implies an active collaboration formalised for example by the signing of an international cooperation agreement, the granting of a funding for a joint research project, the creation of an international or European associated laboratory...

If there is no official partnership between UL or your laboratory and the intended host structure, your application is still eligible. The mobility can also take place as part of a long-standing informal scientific collaboration between, for instance, the candidate’s UL supervisor(s) and the foreign host research team. These existing links must be described in the dedicated section of the application form so that the Commission can assess the quality of the partnership opportunities with this structure.

### **How to know if there is a partnership with the host structure where I would like to go?**

Your thesis supervisor(s), and more generally your home laboratory, are most likely to provide you with the precise nature of their cooperation – formalised or not – with this structure if it has been developed at their level.

The cooperation service of the UL International Relations Office (DRIE) can provide information on the structured international partnerships of the UL, established at the institutional level with foreign universities mainly: [drie-cooperation-contact@univ-lorraine.fr](mailto:drie-cooperation-contact@univ-lorraine.fr).

If you failed to find any existing partnerships or previous forms of collaboration with the intended host structure, either at your laboratory or at the UL level in general, you can still submit your project and the Commission will consider the partnership opportunities your mobility could lead to.



### **Are field works eligible for the DrEAM support?**

No. DrEAM is not meant to support the PhD student's research work that would only aim at collecting data to take their thesis forward and that could be done alone. Mobility projects with fieldwork objectives only, such as consulting archives, collecting samples or conducting interviews are not eligible.

DrEAM is meant to allow PhD students from UL to have a fulfilling international research experience that will benefit their doctoral training at large. The aim is to fund an immersion in another scientific environment where the PhD student conducts their research in close connection with a community of researchers working in the host country. Visiting different cities of the foreign host country without a defined host structure and scientific supervisors is thus considered ineligible.

### **Is a research stay in my country of origin eligible?**

It depends on where you have lived and studied before. If you have grown up and studied in this country, a mobility project there is not eligible for the DrEAM support. Going back to a country where you have lived for many years would necessarily limit your cultural discovery and immersion, while it is actually what DrEAM is meant to allow you to experience. If you have the nationality of that country but you have spent most of your life in France or in another country, this destination is then eligible.

### **Can I be eligible for DrEAM if my research stay is shorter than 2 months?**

No. A stay of less than 2 months is not eligible as it is not long enough to allow the candidate to fully immerse him/herself in the culture of the host country and structure. However, you are given the possibility to split your project into several stays of 2 months if you cannot be away for too long. DrEAM will only bear one round trip in this case.

### **Can I be eligible for DrEAM if my research stay is longer than 6 months?**

Yes, but you should keep in mind that the DrEAM support will not exceed 6 months and therefore make sure that you have the necessary financial resources to carry out the remaining time of your stay. We still recommend you to mention the total period of stay in your application form, even if it is longer than 6 months, so that the Commission can fully grasp the scope of the project.

### **Can I be eligible for DrEAM more than once?**

Yes. PhD students from UL can apply for DrEAM several times during their 3 years of full-time PhD (or 6 years of part-time PhD). The projects submitted must however concern different destinations. In the event of high demand and limited credits, the Commission reserves the right to give priority to first-time applicants.



## ANNEX 2: Evaluation grid for DrEAM applications

| Selection criteria   | / 20 |
|--|------|
| <p><b>Relevance of the mobility project to the PhD student's research subject</b><br/> <i>The scientific objectives and the research plan are clearly defined and prove to be relevant to the progress of the PhD student's thesis work</i></p>  | / 5  |
| <p><b>Relevance of the mobility project to the PhD student's personal enrichment</b><br/> <i>The project contributes to the personal and cultural enrichment of the PhD student with clear benefits in terms of discoveries, interactions, linguistic and intercultural skills</i></p>         | / 5  |
| <p><b>Contribution of the mobility in building a professional network</b><br/> <i>The project offers opportunities for collaboration with international experts and will allow the future doctor to grow his/her professional network</i></p>  | / 5  |
| <p><b>Contribution of the mobility to the acquisition of complementary transferable skills</b><br/> <i>The project has the potential to benefit the professional training of the PhD student at large through the acquisition of soft skills, useful for his/her PhD and future career</i></p> | / 5  |