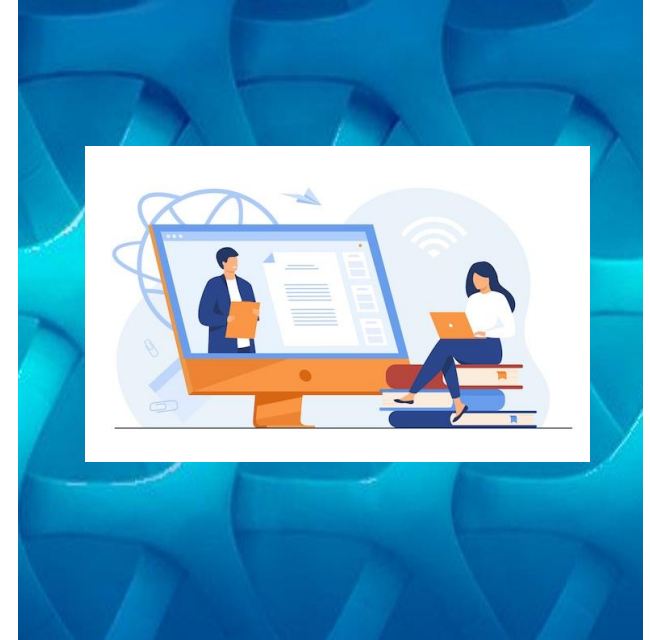




UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH

Training Activities FI- Joan Oró FI- SDUR

February/2025





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Introduction

All beneficiaries of a FI grant have a complementary grant of €3,000 for the totality of the 3-year grant, with the aim of undertaking research stays and other training activities by the predoctoral researcher in training.

These training activities must have the approval of the thesis supervisor.

The requirements can be found in the regulatory bases of the corresponding call.

Below is a summary of the process for requesting a training activity or research stay. You can also find detailed information in the [Staff Portal](#).

UPC leave

- If participating in a training activity will involve being away from work for 3 months or less, an permission [application](#), signed by the employee, the thesis supervisor and the head of department, must be submitted to the Personal Unit (UCT).
- If participating in a training activity will involve being away for over 3 months, a permission [application](#) signed by the employee, the thesis supervisor and the head of department - must be submitted to the Personal Unit (UCT), and the signature of the vice-rector will also be required.

ESTADA PER UN PERÍODE INFERIOR O IGUAL A 3 MESOS:

| | |
|--|-------------|
| DADES PERSONALS | |
| Cognom, Nom | |
| DNI | |
| Categoria | Departament |
| Centre/s Assignació Actual | |
| ACTIVITAT SOL·LICITADA | |
| Centre on es realitza l'estada | |
| VAT (Núm. Identificació Fiscal Centre) | |
| Adreça | |
| Població | País |
| Període | |
| DIRECCIÓ PERSONAL PAIS D'ESTADA | |
| Adreça | |
| Població | País |

| | | |
|---|--|---------------------------|
| Sol·licito autorització per realitzar l'estada: | | |
| | | |
| Justificar i motivar l'autorització: | | |
| | | |
| Sol·licitant | Director/a Projecte de Tesi (si s'escau) | Director/a de departament |
| | | |

ESTADA PER UN PERÍODE SUPERIOR A 3 MESOS:

| | |
|--|-------------|
| DADES PERSONALS | |
| Cognom, Nom | |
| DNI | |
| Categoria | Departament |
| Centre/s Assignació Actual | |
| ACTIVITAT SOL·LICITADA | |
| Centre on es realitza l'estada | |
| VAT (Núm. Identificació Fiscal Centre) | |
| Adreça | |
| Població | País |
| Període | |
| DIRECCIÓ PERSONAL PAIS D'ESTADA | |
| Adreça | |
| Població | País |

ATT, Vicerector de Política del PDI:

| | | | | |
|---|--|---------------------------|-----------------------------------|--------------------------------|
| Sol·licito autorització per realitzar l'estada: | | | | |
| | | | | |
| Justificar i motivar l'autorització: | | | | |
| | | | | |
| Sol·licitant | Director/a Projecte de Tesi (si s'escau) | Director/a de departament | Representant legal de l'empresa * | Vicerector de Política del PDI |
| | | | | (gestió signatura UBAR) |

Health coverage

- Once your mobility permit has been approved, the UPC must arrange health coverage to travel abroad, which includes coverage for situations of temporary incapacity for work and occupational accidents.

The process for arranging coverage depends on the destination country.
For more information, visit the [health coverage](#) web page before you leave.

- You should open a [PUC-Personal](#) for the communication of the displacement to the Payroll and Social Assurance Unit (UNASS). In this PUC, the UPC permit application must be attached.

Training Activity Application

- An e-mail to the following email address will be requested: captaciotalent.sp@upc.edu.
- The activities and associated costs must be carried out in their entirety during the term of the contract.
- The applicant will have to fill in the [application form](#) that we will provide, the acceptance of the activity will be reviewed and assessed in accordance with the regulations provided for in the regulatory bases.

APPLICATION FOR TRAINING ACTIVITIES

JOAN ORÓ GRANT TO HIRE RESEARCH STAFF IN TRAINING (FI)

This scholarship only covers expenses related to the training activities accepted by the FI terms and conditions.

+
Applicant details

| | | |
|-----------------|---------------------|-----------|
| Name | Surname/Middle Name | Surname |
| FI field number | ID type NIE | ID number |
| Email | Phone number | |

Director thesis details

| | | |
|-------|---------------------|---------|
| Name | Surname/Middle Name | Surname |
| Email | | |

Training activity details

| | |
|---|---|
| Name and description | |
| Entity where it takes place | City / Country |
| Starting date <small>Feu clic o toqueu aquí per escriure una data.</small> | Ending date <small>Feu clic o toqueu aquí per escriure una data.</small> |



Justification of expenses

The justification of the training activity must be made within a maximum period of 1 month after its completion, using the [justification model](#), with all the documentation related to the expense.

JUSTIFICATION FOR TRAINING ACTIVITIES JOAN ORÓ GRANT TO HIRE RESEARCH STAFF IN TRAINING (FI)

Justification deadline: The deadline is 30 days after the last day of the training activity

Beneficiary:
FI field number:
Activity name:
Starting date:
Ending date:

PLEASE, READ CAREFULLY BEFORE SUBMITTING YOUR JUSTIFICATION:

Together with this form, you must also submit:

- Accomplishment/attendance certificates.
- Invoices of the expenses listed below.
- Payments (receipts or transfer copies) of the expenses.

Be sure that all invoices and receipts include a clear reference of your name and identification or your center's. Invoices and bills paid by others are not accepted under any circumstance. If your name or your center's doesn't figure in the bank transfers, you must also submit proof of your ownership.

Regarding food expenses, UPC will calculate the total amount according to its regulation. There is no need to submit any proving document or receipt.

FOOD EXPENSES

Point out the number of full board days:

EXPENSES LIST

| No. | Eligible Cost | Description | Amount |
|-----|---------------|-------------|--------|
| 1 | Accommodation | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |



Payment

- After the corresponding authorization of the activity, a first payment of 80% of the requested amount will be made.
- The 20 % remaining amount will be paid after the justification of the aid received.

ONLY those expenses paid with cards or transfers where the holder is the beneficiary of the aid or its center will be eligible.