

Resolution of the Rector of Universidad Carlos III de Madrid of the Call for Financial Aids of the Doctoral School for Participation in Conferences and Mobility of Doctoral Students 2023/2024

Note: This is a free translation of the official Spanish version of the Resolution for the sole purpose of comprehension by non-Spanish speakers. The English version has no administrative validity. Only the Spanish version applies for legal purposes.

With this call, the Doctoral School supports the dissemination and internationalization of doctoral scientific results through participation in conferences and scientific events, and by conducting short research stays for its doctoral students during the 2023/2024 academic year.

These activities are considered an essential part of the training process for doctoral students as a contribution to the quality of doctoral theses and the internationalization of doctoral programs.

1. PURPOSE OF THE CALL FOR FINANCIAL AIDS

The purpose of this call is to give financial aids to cover expenses arising from participation in conferences and short research stays by students enrolled in the doctoral programs listed in Annex 1.

These activities will be carried out between the 1st of October 2023 and the 30th of September 2024.

2. TYPES AND AMOUNT OF THE FINANCIAL AIDS

The total maximum amount of funding for these aids amounts to 75.275,00 euros charged to the budgetary allocation 48017 for Financial Aids and Subsidies of the Doctoral School. The maximum amount of funding for each doctoral program is specified in Annex 1.

Two types of financial aids are established:

Type 1: Financial aids to fund expenses derived from participation in scientific-technical conferences

The financial aid will cover registration, travel, accommodation and maintenance expenses for doctoral students for the presentation of posters, communications or presentations at scientific-technical conferences, considering the following amounts:

- up to a maximum of €200, if the event takes place in Spanish territory
- up to a maximum of €300, if the event takes place in European territory
- up to a maximum of €500, if the event takes place in non-European territory

If participation in the conference does not involve travel, as in the case of online conferences, only the registration costs will be financed up to a maximum amount of €200.

The place of permanent residence of the doctoral student as well as the place where the scientific event will take place will be taken into consideration in the proposal of financial aid.

Type 2: Financial aids to fund expenses for short research stays outside of Spain

The stays will be carried out in foreign universities and research centers of accredited quality in the corresponding area of knowledge for a maximum period of 3 months. During the stay, the doctoral student will develop a work plan previously authorized by the thesis supervisor.

The financial aids will cover the costs of travel, accommodation and maintenance, considering the following amounts:

- up to a maximum of €500, if the stay takes place in European territory
- up to a maximum of €1,000, if the stay takes place in non-European territory

The place of permanent residence of the doctoral student as well as the place where the stay will take place will be taken into consideration in the proposal of financial aid.

It is necessary to consult Annex 1 of this resolution to know the specifications on the applications established by the doctoral programs in Law and the doctoral program in Electrical, Electronic and Automatic Engineering.

3. APPLICATION REQUIREMENTS

- Be enrolled at UC3M in one of the doctoral programs listed in Annex 1 during the 2023/24 academic year, and being up to date with the payment of enrollment fees
- Have passed the latest annual doctoral evaluation
- Not have defended the doctoral thesis before the activity takes place

4. SUBMISSION OF APPLICATIONS

The application for both types of financial aids has to be submitted from the day after the publication of the call on the UC3M Electronic Bulletin BOEL through May 6th, 2024.

Applications must be submitted on an online form available at the Doctoral School's website at

https://aplicaciones.uc3m.es/formulario/ayudas_doctorado_asistencia_congresos.

Applicants are required to provide the following documents:

- Descriptive report of activities to be carried out with the approval of the thesis supervisor

- For Type 1:

- Documents providing information about the Conference (purpose, description, participants). For online conferences with no travelling involved, the registration fee must be indicated.

- Letter of acceptance of the work, communication or poster.

- Statement of commitment to mention Universidad Carlos III de Madrid in the communications, documents or material to be presented at the Conference.

- For Type 2:

- Letter of invitation from the host Center.

- Approval of the stay by the Academic Committee of the Doctoral Program.

- Background of the research group/center/university where the stay will take place.

5. ASSESSMENT OF APPLICATIONS AND RESOLUTION OF THE CALL

The Academic Committee of each doctoral program will carry out the study and evaluation of the eligible applications in accordance with the following scale:

DESCRIPTION	MAXIMUM SCORE
1.- Suitability of the activity for the training plan of the Doctoral Program	5
2.- Quality of the proposal 2.1) For Type 1: quality of the work to be presented and relevance of the conference in the field of scientific specialization 2.2) For Type 2: quality of the research activities to be carried out, background of the host research group, and relevance and prestige of the research center where the stay is being carried out	5

The Rector or delegated authority will carry out the resolution granting the financial aids based on the proposal of the Academic Committees of the participating Doctoral Programs. The resolution granting the aids will be published and communicated to the recipients before the 6th of June 2024. The financial aid will be granted provisionally, conditional on the effective performance and proof of the activity by the recipients in the terms provided in the announcement.

6. OBLIGATIONS OF THE RECIPIENTS

Recipients are required to:

- Participate in the congress or carry out the stay according to the work plan described in the application
- Notify the Doctoral School of any substantial change in the application submitted to the call
- Allocate the financial aid to the activity described in the application

7. PROOF OF THE ACTIVITY AND PAYMENT OF THE FINANCIAL AIDS

Recipients of the financial aids are required to provide proof of the activity, either within 1 month after the completion of the activity or within 1 month from the announcement of the allocation of the financial aids (if the activity was already carried out by then). In both cases, the documents below are required:

- Type 1:
 - Certificate issued by the organization of the conference stating the date of presentation of the paper, poster or communication.
 - For conferences with no traveling involved, the recipient will provide proof of the registration fees
 - Statement of responsibility or proof of having mentioned Universidad Carlos III de Madrid in the communications, documents or material presented at the Conference
- Type 2:
 - Descriptive report of completion of the expected work plan during the stay with the approval of the thesis supervisor
 - Certificate issued by the university or research center stating the start and end dates of the stay

The payment of the financial aid will be transferred to the bank account based of Spanish territory or SEPA región indicated by the recipient in their application.

Failure to comply with the recipient's obligations or to provide proof of having carried out the funded activity within the established period will result in the financial aid being rejected.

8. APPEAL

This resolution exhausts the administrative channel and an optional appeal for reversal can be filed against it within a period of one month from the day following its publication, in accordance with articles 123 and 124 of Law 39/2015, of October 1, of the Common Administrative Procedure of the Public Administrations, without prejudice to its challenge before the Contentious-Administrative Courts, in the terms of article 46 of Law 29/98, of July 13, regulating the Contentious-Administrative Jurisdiction, within two months from the day following its publication.

9. DELEGATION OF SIGNATURE AUTHORITY FOR SUBSEQUENT ACTIONS OF EXECUTION OF THIS RESOLUTION

The signing authority of as many resolutions as may be appropriate in the execution of this call is being delegated to the Dean of the Doctoral School of the University, in particular those of admission of applicants, granting of aids and payment to the aid recipients.

10. LEGAL REGIME OF THE FINANCIAL AIDS

Financial aids considered in this resolution will be governed by subsidy regulations.

ANNEX I

Budget for the Call for Financial Aids for Participation in Conferences and Mobility of Doctoral Students | 2023/24 Academic Year

Doctoral Programme	MAXIMUM AMOUNT €
Social Sciences	4.000,00
Biomedical Science and Technology	3.000,00
Computer Science and Technology	9.000,00
Law*	4.000,00
Advanced Studies in Human Rights	4.000,00
Library Science: Archives and Libraries in the Digital Environment	3.000,00
Economics	3.000,00
Business and Finance	6.575,00
Economic History	6.000,00
Humanities	3.000,00
Electrical Engineering, Electronics and Automation**	15.000,00
Mathematical Engineering	3.000,00
Media Research	3.000,00
Fluid Mechanics	3.000,00
Plasma Physics and Nuclear Fusion	2.700,00
Signal Processing and Communications Engineering/Multimedia and Communications	3.000,00

*The doctoral program in Law will only finance one aid per applicant in the case of modality 1: Aid intended for the financing of expenses derived from participation in scientific-technical conferences

****The doctoral program in Electrical, Electronic and Automatic Engineering will only finance applications for modality 1: Aid intended for the financing of expenses derived from participation in scientific-technical conferences. Applications for modality 2: Aid intended to finance expenses for carrying out short research stays outside Spain, will not be admitted.**