Rules for the incoming international mobility programme

The Collège doctoral de Bretagne coordinates a programme to support incoming international mobility for doctoral students of foreign nationality who wish to carry out a research stay in Rennes or Brest. This programme brings together a number of funding bodies in a "one-stop shop" to raise the profile of these initiatives and simplify both the application process for doctoral students and the examination of applications for institutions.

The list of funders and the total amount of funding to be allocated for each campaign are indicated in the calls for applications.

Table of contents

Rules for the incoming international mobility programme 1

Objectives of the international mobility support programme 2

Conditions of eligibility 2

Financing and selection procedures 2

Application procedure 3

Source of funding and breakdown of funding envelopes 4

Selection criteria 4

Selection procedure and notification of winners 4

Winners' commitments 6

Terms of payment and repayment 6

Appendix 1 - Reception certificate 7

Annex 2 - Financial plan for the trip 8

Appendix 3: Geographical areas and priority research areas specific to stays at Brest 9

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Objectives of the international mobility support programme

The aim of this programme is to encourage the international mobility of young researchers, to enable them to develop their scientific network and to contribute to the development of international scientific collaboration between the research units where the doctoral students work.

Conditions of eligibility

- Be enrolled in a doctoral programme at a non-French institution at the time the application is submitted.
- Plan a scientific stay in a research laboratory in Rennes or Brest for a minimum of 3 months, starting no later than October 1st of the year concerned by the call for applications.
    - Stays in a laboratory in Brest (or Rennes) are eligible for funding by Brest Métropole (or Rennes Métropole);
    - Stays where the research project is in line with the objectives and ambitions of the IRIS-E project and which come under one of the participating establishments (all based in Rennes) are eligible for IRIS-E Project funding.
- Submit a research programme for the planned scientific visit, accepted jointly by the home laboratory and a host laboratory in Rennes or Brest, which undertakes to provide scientific supervision of the project on site. The applicant will receive a letter of invitation from the host team.
- Have funding from an organisation in their home country or from the French Ministry of Foreign Affairs (MAE), enabling the host institution to set up a *research stay agreement* in accordance with current French regulations;
- Have sufficient financial resources to qualify for the "Passeport Talent Chercheur" visa, i.e. €1,900 net per month (including mobility grants)

Eligibility conditions are checked prior to notification of results. However, in the event of non-compliance with eligibility conditions after selection, Collège doctoral de Bretagne reserves the right to demand reimbursement of the mobility grant.

Financing and selection procedures

- Mobility aid is calculated according to the length of the stay: **€800 per month of stay**[1] , with a maximum of 6 months eligible for funding[2] ;
- The aim of the mobility grant is to cover part of the cost of travel (return journey) between the country of the doctoral student and Rennes or Brest, as well as the cost of staying in Brittany (accommodation, meals, etc.);
- The financial aid is paid to **the host institution of** the winning doctoral students. The institution then makes this aid available to them according to its own procedures;
- Travel by train is strongly recommended whenever the journey is feasible and takes less than six hours. For longer trips, the mobility allowance is increased by €400 if the train is used instead of a

[1] Calculated per full half-month, up to a maximum of 6 months covered, i.e. a maximum of €4,800. Example: a stay from 10/07 to 30/10 (3.7 months) will be funded at €2,800 (800*3.5 months).

[2] If the stay lasts longer, the maximum amount of aid payable will be calculated on the basis of a 6-month stay.

plane.[3]

- Applications are examined by a jury within each doctoral school, under the responsibility of the director of the doctoral school (possibly delegated to a deputy director). The selection criteria are set out below;
- The jury cannot modify the amount of aid awarded, except for marginal adjustments linked to the exhaustion of the available financial envelope[4] .

The online application form calculates the eligible duration of the mobility and the amount of aid likely to be awarded.

Application procedure

To apply, simply complete an online application form and attach :

- A **letter of motivation** from the applicant, setting out the programme of work he or she intends to carry out during the stay and how it relates to his or her doctoral research project, and possibly to his or her professional project;
- A detailed **curriculum vitae** of the candidate (including projects already completed and a list of publications);
- A **student card or certificate of enrolment** attesting to enrolment in a doctoral programme at a non-French establishment;
- A **reasoned opinion signed by the thesis director of the home institution**, explaining in particular the scientific interest of the planned stay, for the candidate and for the research unit, and the relevance of the project to the research unit's international strategy;
- A **letter of invitation** signed by the director of the host research unit in France and by the person responsible for hosting the doctoral student in France, specifying: the dates of the stay, the scientific programme of the stay, its scientific contribution to the research unit and its relevance to the research unit's international strategy;
- An **attestation d'accueil** specifying the conditions of the doctoral student's stay (see attached template)
- A **financing plan** (see attached template)
- An **estimate of the carbon footprint** of the planned return journey[5] .
- The **partnership agreement** in the case of international co-supervision of a thesis.

Doctoral students must submit a single application online to the address indicated in the Call for applications, and within the deadlines set.

[3] The €400 train bonus is awarded when the grant recipient travels by train for both the outbound and return legs of their mobility period, without using a plane.

[4] Example of a possible adjustment: if the last application ranked provides for a 4-month stay (€3,200), but the remaining budget is only €800, the jury may choose not to fund the penultimate application at 100%, in order to better balance the funding rates for the last two applications.

[5] In the form of a screen copy of the simulator proposed by ADEME (https://impactco2.fr/transport) or by the Labo 1point5 collective: https://apps.labos1point5.org/travels-simulator

Source of funding and breakdown of funding envelopes

Each partner organisation of the doctoral college wishing to participate determines the amount of funding it allocates to the mobility support programme operated by the doctoral college. The list of funding bodies and the amounts of funding allocated are presented in the appendix to each call for applications.

These funds are allocated by a selection panel composed in accordance with the rules defined with the funding bodies and which takes into account the opinion of the doctoral schools to which the doctoral candidates' host research units belong. The Doctoral College then forwards the results of the selection panel to the funding bodies for their information.

Mobility grants are awarded through two calls for applications during the year.

At the end of the first campaign, if all the envelopes have not been used up, any remaining funds will be allocated to a 2nde campaign.

Selection criteria

Applications are examined by the selection panel on the basis of the following criteria:

- The quality of the scientific programme planned for the stay, and its expected added value for the doctoral research project (data collection, carrying out specific experiments or analyses, learning a new technique or methodology, etc.);
- How the stay fits in with the strategic partnerships of higher education and research establishments;
    - Particular attention will be paid to mobility as part of a structuring project, such as European university alliances (SEA EU, EULiST, EDUC, EMERGE);
- The value of the stay in strengthening scientific cooperation between the research units;
- Possible prospects for the doctoral student, his/her research unit and the institution where he/she is registered;
- How the international stay fits in with the doctoral student's career plan;
- The quality of the presentation: the project must be sufficiently detailed, and the objectives and expected results clear and precise;
- The realism of the financing plan for the holiday.

For stays in Brest, additional criteria must be taken into account :

- The stay falls within one of Brest Métropole's priority themes (compulsory criteria; see attached list);
- In addition, priority will be given to :
    - Applicants from schools located in a partner or twinned town (see attached list). Applications involving a school located in another zone are eligible but not given priority;
    - Research projects developed in partnership with a local company.

IMPORTANT: the information requested on the carbon footprint of international travel is intended to provide a better understanding of the way in which this issue is currently integrated into laboratories and addressed by young researchers. **These elements are not part of the application selection criteria.**

Selection procedure and notification of winners

The preliminary examination of applications is carried out by a jury within the doctoral school to which the application belongs, under the responsibility of the director of the doctoral school.

The jury deliberates to form a **ranked list of candidates likely to be selected**. Other applications are marked "not selected" or "not eligible". **The jury must give a reasoned opinion for each application, whether or not it is shortlisted.** This opinion will be sent to the funding bodies and to the successful applicants at their request.

These lists are sent to the Collège doctoral de Bretagne in accordance with the deadline stated in the Call for applications for the current year.

REMINDER: the jury cannot adjust the amount of aid awarded to each applicant, except for marginal adjustments linked to the exhaustion of the available financial envelope[4] .

Once compliance with these rules has been verified, , the Doctoral College's management ( ) will draw up a plan for allocating the funding to the successful applicants, taking into account the ranking of the DEs and maximising the use of the available funding.

The Doctoral College forwards these projects to the funders, for information when the funder has delegated the decision to the College[6] , for decision otherwise[7] .

There is one jury per geographical site (Rennes and Brest). Each panel includes the director of the doctoral schools involved in at least one application and a representative of the management of each institution involved in at least one application. The jury is chaired by the co-director of the Collège doctoral de Bretagne for the geographical site concerned.

The Doctoral College notifies all applicants, whether successful or not. For prize-winners, the notification specifies the amount of the grant, the eligible duration of the stay and the funder(s). The notification letter also lists the commitments to be made by successful applicants once they have accepted the mobility grant.

[6] Brest Métropole and Rennes Métropole

[7] IRIS-E project

Winners' commitments

- Winning doctoral students must acknowledge the support of the funder in any material (publications, oral or poster communications, etc.) resulting from the work carried out during the funded mobility stay. The appropriate logos will be made available to prize-winners;
- Payment of the grant is conditional on the successful doctoral student providing proof of insurance covering his/her civil liability and personal accident insurance for the duration of his/her mobility. The doctoral student must also ensure that he/she is covered by an assistance contract (repatriation for medical reasons, legal assistance, etc.);
- In the month following their return from their mobility, the winners undertake to complete an online questionnaire, including a financial report on their stay (covering all grants received and expenses incurred) . This questionnaire will be sent to them by e-mail.
    - Should the successful candidate fail to complete the questionnaire, Collège doctoral de Bretagne reserves the right to demand reimbursement of the mobility grant.
    - The doctoral student undertakes to upload proof of expenses incurred in connection with their mobility and to justify an amount of expenditure equal to or greater than the amount allocated. If the amount justified is less than the amount allocated, the Collège doctoral de Bretagne reserves the right to request reimbursement of the difference. The “Train Bonus” is conditional upon the uploading of proof of train travel.

Terms of payment and repayment

The financial aid is paid to the institution where the winning doctoral students are registered. The institution then makes this aid available to them according to its own procedures

In the event of postponement, disruption or cancellation of the mobility project, the successful candidates undertake to inform Collège doctoral de Bretagne and their doctoral school without delay, so that together they can define the possible options. Please note that the financial aid must be used during a stay that begins before 1er October of the year concerned by the Call for applications. If the mobility does not take place, the prize-winner will have to reimburse the full amount received to his/her institution.

Appendix 1 - Reception certificate

Hosting certificate for an international doctoral student

Name of host research unit in Brest or Rennes: .....

We, the undersigned, ..., director of the research unit and ..... responsible for hosting the doctoral student ....., certify that we have prepared the provisional budget for the stay with the student (this budget is attached).

We certify that the hosting of this doctoral student complies with the guidelines applicable to our research unit in terms of protection of scientific and technical potential (PPST).

We certify that our research unit is able to offer this doctoral student the working conditions required to carry out the scientific programme defined with you for his or her stay.

Director of the Host Research Unit	Scientific coordinator for the doctoral student's stay
[Surname+First name]	[Last name+First name]

Annex 2 - Financial plan for the trip

Particular attention is paid to the financial resources of applicants, to ensure that they are able to live decently in France for the duration of their stay. To this end, applicants must be able to benefit from the *Talent Researcher Passport*, which requires them to earn a minimum of €1,900 net per month (including mobility grants).

A model financing plan, which can **be downloaded from the doctoral college website**, is available to help applicants draw up a realistic financing plan that meets the eligibility conditions for the mobility support programme.

Please use this file when submitting your application online.

Our International Mobility Centres (CMI Brest or CMI Rennes) can help you with the administrative formalities (this assistance is available to all CMI member institutions or associated organisations).

Appendix 3: Geographical areas and priority research areas specific to stays at Brest

1- Priority geographical areas

Béjaïa, Algeria (partnership)
Cadiz, Spain (twinning)
Constanţa, Romania (twinning)
Denver, United States (twinning)
Dun Laoghaire, Ireland (twinning)
Haïphong, Vietnam (partnership)
Kiel, Germany (twinning)
Province of Tierra del Fuego, Argentina (partnership)
Plymouth, United Kingdom (twinning)
Saponé, Burkina Faso (twinning)
Qindgao, People's Republic of China (partnership)
Rimouski, Quebec (partnership)
Sacaba, Bolivia (partnership)
Taranto, Italy (twinning)
Yokosuka, Japan (twinning)

2- Priority areas/themes

☐ **Maritime economy for blue growth**
- ☐ Renewable marine energy
- ☐ Ships of the future
- ☐ Ports, logistics and maritime transport
- ☐ Maritime safety
- ☐ Environment, ocean health and coastal management
- ☐ Bioresources and marine biotechnologies

☐ **Secure and responsible digital economy**
- ☐ Cybersecurity
- ☐ Electronics
- ☐ Photonics
- ☐ Images and content/ Networks and IoT
- ☐ Spatial
- ☐ Sober and responsible digital technologies
- ☐ Data and intelligence

☐ **Health and well-being economics for a better quality of life**
- ☐ Health technologies
- ☐ Disability
- ☐ Ageing well
- ☐ (Bio)Innovative therapies
- ☐ Prevention - nutrition - environment - work
- ☐ Cosmetics