



Postgraduate visitors: research stays, Master's subjects at the UIB

Application procedure

I) Postgraduate students (Master's or Doctoral) from universities or higher education institutions in foreign countries who would like to carry out:

- a) a supervised research stay at the UIB within the framework of preparing their doctoral thesis,
- b) a supervised stay at the UIB within the framework of the carrying out their final Master's project,
- c) subjects included in one or more of the Master's Degrees at the UIB,

must send the following documents to the Centre for Postgraduate Studies (CEP) or the UIB Doctoral School (EDUIB), <postgrau@uib.es>:

- application form for the programme "Postgraduate visitors: research stays, Master's subjects at the UIB",
- scanned copy of a valid passport or identity card,
- Curriculum Vitae,
- A motivation letter and a work plan proposal (for cases a and b above)
- A motivation letter and a proposal of Master's courses to be taken during the applicant's stay at the UIB (for case c above)
- scanned copy of a letter of recommendation from the thesis director or supervisor, for Doctoral stays (for case a above)
- scanned copy of a letter of recommendation from the director of the Master's Degree currently being taken, for Master's stays (for case b and c above)

The letter of recommendation must be signed and stamped and printed on headed paper belonging to the home university. It must state that the signatory is the director of the Doctoral thesis or the director of the Master's Degree, depending on the type of stay to be carried out.

II) The *CEP* or the *EDUIB* will forward the student's application to the convenor of the corresponding Doctoral programme or Master's Degree at the UIB, who will assess its adequacy, and, if applicable, accept it and appoint a suitable tutor for the candidate. This acceptance, should it take place, entails no funding obligation on behalf of the UIB.

Should the candidate be already acquainted with any member of Faculty at the UIB who could prove a suitable tutor, this should be clearly stated in the application form as it would substantially simplify the process.

III) The student will receive an e-mail from the *CEP* or the *EDUIB* confirming or denying the participation in the programme "Postgraduate visitors: research stays, Master's subjects at the UIB".

Arrival and registration at the UIB

I) The student must contact his/her tutor at the UIB.

II) The student must inform of the arrival and incorporation at the UIB by reporting to the International Relations Service (SRI), located in Cas Jai, university campus.

III) Subsequently, the student will formalise the registration at the *CEP* or *EDUIB* and shall pay the following fees:

- doctoral (for case a above) and Master's (for cases b and c above) administrative fees: an approximate total amount of between 50 and 70 euros, pursuant to the decree whereby the public prices of the academic and administrative services corresponding to the official degrees at the UIB are passed, corresponding to opening an academic record, student insurance and issuance of student card, which provides access to all the services at the UIB (libraries, laboratories, IT resources, etc.),
- supervised stay tuition fees within the framework of carrying out the final Master's Project (for case b above): 100 euros per month of stay.
- Master's subjects tuition fees (for case c above): 50 euros/credit