

FACULTY OF LETTERS AND PHILOSOPHY  
UNDERGRADUATE STUDENTS  
GENERAL GUIDELINES FOR THE DETERMINATION OF GRANTS FOR OFF- CAMPUS  
ACTIVITIES

Latest modifications approved by the FACULTY COUNCIL at the session of 11 June 2019

Students of the undergraduate course may apply for a grant towards their travel expenses and lodgings in Italy and abroad, for transfers pertinent to their studies.

## 1. HOW TO APPLY

Applications must be made on special forms in accordance with the instructions and the deadlines available on the web page.

Incomplete applications will not be taken into consideration.

The application form should include a declaration as to any other funding awarded to the applicant for the trip in question, specifying the amount received, and a declaration as to any funding awarded to the applicant by the Faculty or any other SNS source during the ongoing academic year.

Failure to disclose details of earlier funding already received will lead to penalisation in the final reimbursement, at the discretion of the Grants Commission.

Applications must be submitted prior to the date envisaged for the start of the off-campus activity. For prolonged trips, the application must be submitted at least 30 days in advance.

Letters of reply to the decisions taken by the Faculty Council at the indication of the Grants Commission must be sent to the President of the above mentioned Commission. Where necessary, they will be discussed by the Faculty Council.

## 2. CRITERIA FOR THE DETERMINATION OF THE GRANT

- The grant per person per calendar year may not exceed **€ 3,000 in total, whatever the type of application (including salary supplements)**.

Authorisations for mobility without grants can in any case be permitted.

- Applications from students of the first and second years of the undergraduate course will not be taken into consideration, save for exceptional cases and for brief stays strictly connected to the applicant's studies.

- Conferences

- Grants for participation in conferences may be issued only upon the provision of documentation attesting to the active role of the student.

- Undergraduate students of the fourth and fifth years may apply for grants for participation in conferences. In exceptional cases duly justified by the lecturer of reference, applications by students in the first three years of the undergraduate

course may also be considered.

- The maximum annual amount is € 1,800 per person, whatever the year of study. The eligibility for funding of such participations is in any case at the discretion of the Commission.

- No reimbursement can be made for expenses incurred for subscriptions to societies or associations, even if necessary for participation in a conference. Expenses for enrolment in a conference are reimbursable up to a maximum of € 100.

- Applications for grants for participation in courses and schools must be accompanied by a letter of presentation by a permanently employed lecturer of the Scuola. Participation in courses issuing documentation will be given priority. Applications for language courses will be refused, save for those cases in which the courses in question are not offered by the Universities of Pisa or Florence.

- Meals expenses are regulated as follows: a daily allowance of 25 euros for the first fifteen days, and, starting from the sixteenth day, of 20 euros.

- No reimbursement will be made for items not strictly pertinent to the off-site activity (telephones, internet connections, etc.).

### **Latest modifications approved by the FACULTY COUNCIL at the session of 16 February 2021**

In consideration of the period of extreme limitations on the possibility of travel on the territory - and **therefore in exceptional conditions, limited in time**, the students of the undergraduate course may apply for grants for other expenses (under the category of "mobility") related to the supply of material from libraries, archives, etc necessary for study and research activities, as is normally granted to Ph.D students.