

CLASSE DI LETTERE E FILOSOFIA
ALLIEVI PERFEZIONANDI

GENERAL GUIDE LINES FOR THE DETERMINATION OF GRANTS FOR OFF CAMPUS
ACTIVITIES AND FOR OTHER STUDY AND RESEARCH ACTIVITIES

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

Students of the PhD course may apply for a grant towards their travel expenses and lodgings in Italy and abroad, for transfers pertinent to their studies; in addition, they may apply for grants for other study and research expenses connected with their thesis; they may also apply for grants for other study and research expenses in connection with their thesis.

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 the following:

- a declaration as to any other funding awarded to the applicant by external bodies for the trip in question;
- a declaration as to any funding awarded to the applicant by his Faculty or any other SNS source during the ongoing calendar year, specifying the amount received for conferences and that received for other research activities (see point 2.3).

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. GUIDE LINES 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.

2.1. MOBILITY (OFF-SITE ACTIVITIES)

● Conferences

- In principle, grants for participation in conferences can be paid out only upon the provision of documentation attesting to the active role of the student.
- In exceptional cases, a student of the PhD course may also apply for reimbursement of non-active participation in conferences. Applications for

reimbursement will be granted under the following conditions:

1. the theme of the conference must be of immediate and direct interest for the thesis research carried out by the PhD student;

2. the application must be accompanied by **two detailed letters** of approval, penned by the **thesis reference person** and by **the person responsible for the PhD** respectively.

– 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 membership of societies or associations, even if necessary for participation in a conference. Conference attendance fees are reimbursable up to a maximum of **€ 100**.

● Applications for grants for participation in training activities such as **courses** and **schools** must be accompanied by a letter of presentation by a permanently employed lecturer of the Scuola. The term 'Schools' (including the Summer Schools) is intended as meaning structured initiatives in accordance with a precise programme of lectures given by lecturers and specialists. 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.

For courses and schools that entail costs of participation, it must be specified whether such costs include (totally or in part) board and lodging.

● **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.).

● Applications will be considered for supplements to the PhD grant of up to 50% of the same, for research trips abroad of a minimum duration of one month and not longer in total than eighteen months, upon authorisation by a reference lecturer within the Scuola.

2.3. OTHER STUDY AND RESEARCH GRANTS

The students of the PhD course of the Faculty of Letters may apply for grants for study and research activities other than those connected to mobility, as long as these are strictly connected to their research activity. The total annual amount that can be requested is, in any case, 3000 euros altogether, whatever type of grant is applied for; the other parameters already in place also remain unchanged.

Below are the guide lines of reference. **Whatever is not expressly indicated is to be considered as being non-acquirable.**

● The use of funds for the acquisition of goods and services is limited to a quota equal to 10% of the annual amount of the PhD grant (equal to 1700 euros). **In exceptional cases duly justified by the scientific reference person**, the quota may be exceeded according to need. The total funding granted to any PhD

student in the course of the calendar year may not in any case exceed 3000 euros.

- Applications for the acquisitions of goods or services must be accompanied by a supporting letter:

- from the co-ordinator, for students of the first year of the PhD course;
- from the mentor, if internal, for students from the second year of the PhD course onwards;
- from the mentor and from the supervisor if the mentor is external, for students from the second year of the PhD course onwards; in this case, therefore, **two** supporting letters will be required.

The letter must include a **detailed account** of the scientific reasons and the economic impact of the application. If the publication of books is involved (from the second year of the PhD onwards, see below) it must also **justify the choice of a particular publisher**.

If no letter is provided or if the motivation is too generic, the application will not be taken into consideration.

- The following are considered as being fundable goods:

- the acquisition of photographic reproductions or of rights of publication;
- the acquisition of reproductions of material from archives (from other sources should these be unavailable directly from the Scuola);
- expenses incurred from the revision or translation of articles written in foreign languages and from the publication of scientific articles or books. For the **publication of books**, the application for funding may be presented **only from the second year of PhD course onwards**. In all these cases, as for applications for traditional mobility, reimbursement will be subject to the presentation of a regular receipt/invoice.

Applications will not be accepted in any case for the acquisition of inventoriable material or of consumer goods such as computers, tablets, software or books.

- If the funding is even partially concurrent with expenses incurred for a publication (including the reproduction of images), the student must write on the printed text the words: «published with a grant from MIUR, obtained as a PhD student of the Scuola Normale Superiore, cycle... » or equivalent.