

## **Guidelines for submitting requests to the Mobility Commission for the Faculty of Sciences approved by the Council of the Faculty on 21 January 2020**

- The request must be submitted at least three working days before the commission meeting. An approval letter from the PhD or master's degree thesis supervisor must always be included. Undergraduate students who have not yet chosen a supervisor can contact a Faculty professor. First year doctoral students who have not yet chosen a supervisor must submit a letter from the course coordinator.
  
- The above letter of approval must be reasonably detailed: simply stating "I approve" is not enough. The level of detail depends on the request: for periods of more than a week, especially abroad, a description of how the study period fits into the student's educational and research plan is required.
  
- For periods longer than 15 days the student must apply to the mobility commission as stated above even if s/he does not request funds.
  
- As a rule a student will not be awarded a mobility grant of more than 3000 euros per year. An exception may be made for limited amounts in exceptional cases, but only to students with co-tutorships (or in similar situations) or to students whose mobility expenses are financed by external bodies.
  
- As a rule, no more than 30 euros per day will be granted for board. For accommodation no more than 80 euros per day for Italy and 100 for non-Italian countries will be granted. You must fall within the above limits in each of the items separately.

- The period to be stated must be from the departure date to the return date included.
- The form must be completed by computer, not by hand.
- The activity the student intends to attend must be described in detail. If it is a conference or a school, the full title and a link to the website are required.
- “Altri contributi SNS "(Other SNS contributions) must list all the mobility funds received from the commission, or from other SNS sources (for example, the internationalization service), during the current calendar year. Please note that it is not possible to apply for funding from the mobility commission in support of an activity for which you have already been assigned other SNS contributions.
- Any advance requested cannot exceed 70% of the total sum.