

## FACULTY OF SCIENCES

**CRITERIA FOR THE DETERMINATION OF GRANTS FOR OFF-SITE STUDY AND RESEARCH ACTIVITIES**

Latest modifications approved by the FACULTY COUNCIL at the session of 17 November 2021

- The request for contributions must always be accompanied by a message of approval by the student's thesis supervisor. Undergraduate students who have not yet chosen a supervisor can contact a professor of their faculty. First-year PhD students who have not yet chosen a supervisor must present a message from the course co-ordinator.
- The above approval message must be reasonably detailed: a simple "approved" is not enough. The level of detail depends on the request: for periods of more than one week, especially abroad, a description of how the stay fits into the student's training and research plan is required.
- If the student has to leave before the Commission meets, she/he must submit a request, justifying the urgency of the trip; it will be the responsibility of the offices to activate an urgent procedure, for prior authorization by the Dean of the Faculty, pending the decision of the Commission regarding the granting of the requested contribution..
- Mobility applications must always be submitted to the mobility commission and authorized by the Dean of the Faculty as described above even if no request for funds is made. This is necessary, both for the recognition of the off-site activity for career purposes and to benefit from insurance coverage also when the student is off-site (civil liability, accidents and health insurance for stays abroad).
- The grants awarded can take the form of "out-of-pocket expenses" (reimbursement at the end) or, for activities abroad lasting more than thirty days, of an increase of 50% of the scholarship. Furthermore, the contribution granted may include both forms.
- Regardless of the form of grant, however, a student will not normally be awarded more than €3,000 per year for mobility. An exemption for limited amounts may be granted in exceptional cases, and only to students in co-tutorship or similar situations, or to students whose PhD scholarship, including mobility costs, is financed by external institutions.
- The contributions granted by the Mobility Commission are usually to cover the following types of expenses:
  - food;
  - accommodation;
  - registration of conferences, lectures and training events;
  - visa fees and reimbursement of universities fees where applicable, if previously authorized by the Commission.
- In the case of contributions granted as reimbursement, the following limits are envisaged by type of expense:
  - food: maximum €30 per day
  - accommodation: maximum €80 per day for Italy, €100 for abroad.
 The sums claimed must fall within the above limits in each of the items separately.
- The period indicated must be from the day of departure to the day of return included.
- The off-site activity must be described in detail. If it is a conference or a school, you will need the full title, and a link to the website.

- Normally, contributions for participation in conferences are granted only if the student plays an active role, with the exception of mathematics students. In the case of requests with non-active participation in conventions and conferences, the lecturer of reference must give detailed reasons for the importance of the student's participating in the event.
- Please note that it is not allowed to apply to the mobility commission for funding in support of an activity for which other SNS grants have already been assigned.
- Any sum requested in advance for substantial costs to be paid before departure cannot exceed 70% of the approved contribution.
- The Commission will not grant expenses for publications.

### **TRANSITIONAL PROVISIONS**

For the 2021-22 academic year, in the persistence of the Covid-19 pandemic, reimbursement of expenses for swab tests is allowed, again with prior authorization

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