

INFORMATION REGARDING THE SUBMISSION OF REQUESTS FOR MOBILITY

Students may be authorized to carry out study and research activities off-site, in Italy and abroad, for which an additional contribution may be granted by submitting a specific request to the Mobility Commission of the Faculty they belong to. This type of mobility, the so-called “mobilità a sportello”, is activated on an individual proposal for activities not envisaged by other calls or specific programmes defined by specific agreements.

Students who have finished their course and are awaiting graduation are excluded. For Phd students, the possibility of using grants for off-site study and research however if the temporal extension of the scholarship is approved and up to the end of the extension period. In these cases, however, the maximum amount of contributions that can be granted in the following calendar year is related to the months of extension of that year.

Fundable activities

-Research activities related to the collection of material that provides support to the argumentation of the thesis. The judgment of the Commissions will be based both on the motivations provided by the student but above all on the sufficiently detailed opinion of his supervisor;

-Training courses (summer schools and winter schools);

- Participation in national and international conferences and conventions where students present papers directly connected to their doctoral thesis: the Commissions will also assess the level of prestige and professionalization of the event;

- Self -planned visiting periods in non-Italian universities and international research centres: the student must contact the institution and must provide proof of acceptance by the host institution (letter of invitation);

Pending the decision of the commissions, in addition to mobility, it is possible to fund other expenses as long as they are strictly related to the research activity.

Deadlines for submitting requests

All requests for grants to carry out study and research activities off-site (or remotely) or for other research must be approved in advance by the Mobility Commission .

In particular, requests for mobility must be sent even if no funding is requested in order to obtain authorization from the SNS and therefore be able to take advantage of insurance coverage for civil liability and accidents as well as health insurance in the event of travel abroad.

The Commissions usually meet monthly. Each month the office in charge (Mobility) communicates to the students of the two Faculties the date of the next meeting of the Commission and the deadline for submitting applications.

If the student does not meet this deadline and needs to leave before the date set for the next Commission meeting, he / she must duly justify the reasons for the delay in the application and the

urgency of the trip; the offices will activate an urgent procedure, for the prior authorization by the Dean of the Faculty.

In case of justified impossibility to submit the request within this deadline, the office will activate an urgent procedure for authorization to carry out the activity by the Dean of the Faculty while the decision on the economic contribution will be in any case up to the Commission

HOW TO SUBMIT FUNDING REQUEST

Requests must be submitted exclusively via the IT procedure available on the **SER.SE PLATFORM** according to the following procedure:

After logging in on the Ser.se Platform using your SNS access credentials, you need to follow the following steps:

- Click on “STUDENT” and then on “MOBILITY REQUEST”/”RESEARCH EXPENSES”
- Select one of the following options:
 - OFF-SITE RESEARCH AND STUDY ACTIVITIES (also for online activities)
 - RESEARCH EXPENSES (only for PhD students: other expenses for purchases / services related to the research activity; see the guidelines of the Faculties)

Click on “NEW APPLICATION”

It is important to fill in all fields as accurately as possible, in order to facilitate the approval of the application by the lecturer of reference and by the offices;

- Enter the name of the lecturer of reference

By lecturer of **reference** we mean:

- A lecturer belonging to the internal faculty staff **for undergraduate students**
- The coordinator of the PhD course **for the PhD students enrolled in the 1st year**
- The supervisor of the PhD thesis if she/he belongs to the internal Faculty staff, or, if the latter is external, the internal supervisor **for the PhD students enrolled from the second year onwards**.
In the case of an external supervisor, you need to write name and e-mail address and attach their authorization in the appropriate field (Approval by external supervisor).

The online application must contain the following information:

- the **dates** of the off-site stay: from the day of departure to the day of return included;
- the **motivation** of the activity to be selected from the drop-down menu (the detailed description of the activity must be stated in the descriptive field “Detailed description of the activity”);
- the **destination**: Please note that if you select the option “*The departure/return is not from/to the premises of the SNS*”, you need to attach documented proof that the trip is not more expensive than the one from/to the SNS site (on the same dates); in any case it will not be possible to reimburse more than the cost of the round trip from the venue.

- an estimate of the **expenditures** to be entered in the appropriate fields separately.

The contribution authorized by the Committee will be paid at the end of the mobility period as a refund of the costs occurred during off-site activities.

The students of the Ph.D Course, for periods abroad of not less than 30 days, may receive the authorized sum (in whole or in part) in the form of an increase in the scholarship, for the duration of the stay. In these cases it must be specifically requested in the application but the expenses that are expected to be incurred must in any case be entered.

In these cases, the Ph.D student can receive funding in the following two ways:

1. The entire contribution is granted in the form of an increase in the scholarship: in this case just submit the travel documents (boarding passes for air travel or tickets in the case of other means of transport) in addition to the scientific report,
2. the grant is paid partly in the form of an increase in the scholarship and partly as an analytical contribution: in this case, for the reimbursement of the latter one it is necessary to submit the fiscally valid documents relating to the authorized expenses.

For substantial costs to be paid before departure (e.g. travel, accommodation costs, registration fees) it is possible to ask for an **advance sum** of money which cannot in any case exceed 70% of the contribution approved by the Commission. The advance sum will be recovered when the expenses due are reported. (the advance will not be paid in cases where the entire contribution is granted in the form of an increase in the scholarship)

Please note that the contributions granted to each student, in any form, cannot in any case exceed (as a rule) € 3,000 per calendar year.

- Any benefits from other institutions for the same activity must be entered in the "**other contributions**" section.

Once you have filled in all the fields, click on "*save and continue*"

After clicking on "*Send to lecturer for authorization*" your request will be submitted to your supervisor (or PhD coordinator) who will approve or reject it –in the latter case you are expected to carry out all the necessary changes/integrations.

Important: Please note that the lecturer's approval must include a detailed statement regarding the scientific reasons for the application. Requests which are not approved by the lecturer of reference or requests which are too general will not be taken into consideration.

Once approved by your lecturer of reference, your application will be submitted to the Mobility Office which will approve or reject it – in the latter case, you will be notified and you will have to carry out all the necessary changes/integrations and re-submit.

After validation, your request will be submitted to the Mobility Commission for examination after which you will be notified.

Finally, you will receive an online notice regarding approval (fully or partially approved amount and possible advance payment) or rejection of your request by the Mobility Commission.

Please bear in mind that all communications related to your requests will be notified through the Ser.se Platform.

FOR MOBILITY REQUESTS ONLY:

Because of the Covid-related situation, you are required to upload two additional documents when submitting your application (**in the “Other attachments” section**): the following forms (available on this web page):

1. Certification from your lecturer of reference stating that the activity is fundamental and cannot be postponed;

2. Declaration of Acceptance of responsibility

Any changes in the authorized off-site activity must be communicated as soon as possible to: mobility@sns.it

N.B. Mobility during the Covid-19 emergency

- Students are strongly advised to monitor the rules concerning travel from and to foreign countries at the following links:

<https://www.esteri.it/en/ministero/normativaonline/focus-cittadini-italiani-in-rientro-dall-estero-e-cittadini-stranieri-in-italia/>

<http://www.viaggiasesicuri.it/approfondimenti-insight/saluteinviaggio>

Health insurance abroad

The Scuola Normale Superiore has taken out a health insurance policy to cover students, PhDs, researchers and lecturers during authorized mobility periods abroad. The SNS Offices that manage the authorization processes will activate the policy for each person on mobility.

For queries and information regarding the use of the procedure, please refer to mobility@sns.it