

## FACULTY OF LETTERS AND PHILOSOPHY

### **GENERAL GUIDELINES FOR THE DETERMINATION OF GRANTS FOR OFF- OFF-SITE ACTIVITIES**

Latest modifications approved by the FACULTY COUNCIL at the session of 16 November 2021

#### **STUDENTS OF THE UNDERGRADUATE COURSE**

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. 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.

#### **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. Please note that the authorization is required to benefit from the insurance coverage even when the student is offsite (civil liability, accidents and health insurance for stays abroad)
- 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.
  - Expenses for enrolment in a conference are reimbursable up to a maximum of € 100.
  - 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.
- 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.
- In addition to the costs of food, accommodation and registration at conventions, conferences and training events, mobility contributions can also cover visa costs and reimbursement of taxes at universities where payment is required, provided that they are previously authorized by the Commission
- Meals expenses are regulated as follows:
  - a daily allowance of 25 euros for activities with a total duration of up to fifteen days
  - for activities lasting a total of more than fifteen days, the maximum limit of reimbursable food expenses is 20 euros per day
- Non- refundable expenses:
  - items not strictly pertinent to the off-site activity (telephones, internet connections, etc.).
  - expenses incurred for subscriptions to societies or associations, even if necessary for participation in a conference.
  - 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.

#### **PHD STUDENTS**

Phd students may apply for a grant towards their travel expenses and lodgings in Italy and abroad, for transfers pertinent to their studies; they can also apply for grants for other research expenses in addition to mobility, as long as these are strictly connected to their research activity.

#### CRITERIA FOR THE DETERMINATION OF GRANTS FOR OFF-SITE STUDY AND RESEARCH ACTIVITIES AND OTHER RESEARCH EXPENSES

- The grants awarded may take the form of reimbursement of expenses or, for activities abroad, lasting more than thirty days, of an increase of 50% of the scholarship. Furthermore, the Commission may grant a contribution in a mixed form which includes both forms.
- In any case, the grant per person per calendar year may not exceed € 3,000, whatever the level of study. Requests for mobility without grants can in any case be authorized. Please note that the authorization is required to benefit from the insurance coverage even when the student is offsite (civil liability, accidents and health insurance for stays abroad)

#### MOBILITY (OFF-SITE ACTIVITIES)

##### • **Conferences**

- normally, contributions for participation in conferences can only be granted in the case of an active student's role;
  - in very exceptional cases, a PhD student can apply for reimbursement even for non-active participation; the application can be accepted under the following conditions:
    1. the topic of the conference must be of immediate and direct interest for the thesis research conducted by the student;
    2. the application must be accompanied by two detailed letters of approval, drawn up by the supervisor of the doctoral thesis and the director of the doctoral course respectively.
  - Conference registration fees are refundable up to a maximum of € 100;
  - The maximum annual amount for participation in conferences is set at €1,800 per person, whatever the level of studies. However, the funding for these participation activities remains at the discretion of the Commission.
- Funding applications for participation in training activities such as **courses and schools** must be accompanied by a letter of introduction from a full-time teacher of the SNS. It should be noted that 'Schools' (including Summer Schools) are structured initiatives according to a specific programme of lessons held by teachers and specialists. Participation in courses that release documentation will be given priority. In the case of courses and schools that involve participation costs, it must be specified whether these costs include (in whole or in part) food and accommodation.
- Food expenses are reimbursed with the following limits:
- for activities of a total duration of up to fifteen days, the maximum amount of reimbursable food expenses is €25 per day;
  - for activities lasting a total of more than fifteen days, the maximum amount of reimbursable meals costs is €20 per day
- Non-refundable expenses:
- Types of expenditure not strictly related to mobility (including but not limited to: telephony, Internet connection, etc.);
  - expenses for registration to companies and associations, even if necessary for participation in conferences;
  - types of expenditure for attending language courses, except for those cases in which the courses in question are not provided by the University of Pisa or of Florence.

#### OTHER RESEARCH EXPENSES

PhD students may request grants for research expenses in addition to mobility, as long as these are strictly connected to their research activity. Use of the funds for the purchase of goods and services is limited to the 10% share of the annual amount of the postgraduate scholarship (equal to €1,700). **In completely exceptional cases duly justified by the scientific referent**, this amount may be exceeded according to needs. The total annual amount that may be requested remains in any case fixed at € 3,000 regardless of the type of contribution requested, as well as all the other parameters already in use.

- Requests to purchase goods and services must be accompanied by a support letter from:
  - the co-ordinator, for first year students;
  - the supervisor, if internal, for the students of the subsequent years;
  - the mentor and the supervisor if the mentor is external: in this case **two** letters of support will therefore be required.

The letter must contain a **detailed explanation** of the scientific reasons for the request. In the case of publication of volumes (starting from the second year of the PhD, see below), any preferences given to a particular publishing house must be justified. In the absence of this letter or in the case of too general reasons, the request cannot be taken into consideration.

#### Refundable expenses:

- photographic reproductions or publication rights;
- reproductions of archival material (from another institution, if they cannot be acquired directly from the SNS);
- expenses incurred for the revision or translation of articles written in a foreign language and for the publication of scientific articles and books.
- For the **publication of books**, the request for a grant can be presented by PhD students **from the second year of the course**. In all these cases, and as for mobility applications, reimbursement can be made upon presentation of a proper receipt / invoice made out to the student.

Anything not expressly indicated above must be considered as being non-reimbursable. In any case, refunds will not be accepted for the purchase of goods such as computers, tablets, software or books.

- If the grant is requested to cover, even partially, the expenses incurred for a publication (including the reproduction of images), the student will need to ask the publisher to write on the printed text the words: "published with the contribution of the MIUR, obtained as a PhD student of the Scuola Normale Superiore, cycle ..." or equivalent.

### **URGENT REQUESTS**

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 the prior authorization by the Dean of the Faculty, pending the decision of the Commission regarding the granting of the requested contribution.

### **TRANSITIONAL PROVISIONS**

For the 2021-22 academic year, in the persistence of the Covid-19 pandemic, reimbursement of the costs of swab tests is allowed, again with prior authorization. Should exceptional and temporary restrictions of territorial movement be reintroduced, undergraduate students will also be able to request contributions for expenses related to the supplying, by libraries, archives, etc., of material necessary for their study and research activities, which the Commission can approve, also extending to them the possibility of considering other research expenses under the heading of "mobility"; the same will apply to PhD students.