approved by the FACULTY MEETING of 11 October 2018

**Undergraduate and PhD students** may apply for financial support to carry out study and/or research activities in Italy and abroad.

### HOW TO APPLY

Students are required to present their contribution requests by submitting the relevant forms available on our website **within the deadlines specified whenever a notice of meeting is published**. **Any incomplete request** will not be considered.

In the application form, students need to state any other contribution granted by external bodies for the same activity, specifying its total amount. They will also need to declare any other contribution granted by this Faculty or by any other body of the SNS during the current academic year. **The omission of relevant data concerning any previous contribution will result in a penalty** applied to the final reimbursement and decided at the sole discretion of the Mobility Committee.

All requests must be submitted **before the beginning of the activity**. For prolonged stays, requests must be submitted at least 30 days in advance.

Any **counterclaim** against the decisions taken during a Faculty Meeting (following recommendation by the Mobility Committee) must be submitted to the Committee’s Chairperson. If deemed necessary, they will then be discussed during the next Faculty Meeting.

### CRITERIA FOR DETERMINING THE AMOUNT OF THE CONTRIBUTION

- **Contributions per person per calendar year may not exceed € 3,000.00**, independently from the student’s enrolment year.
- Requests from **first-year and second-year undergraduates** will not be taken into consideration, with the exception of a few exceptional cases limited to short-term activities strictly related to their study obligations.
- **Conferences**
  - Contributions for attending conferences may be granted only after submission of the relevant documentation attesting an **active role** on the student’s part;
  - PhD students and fourth and fifth-year undergraduates may request a contribution for attending conferences. In very exceptional cases, duly motivated by the reference teacher, applications from first/second-year undergraduates may also be taken into consideration;
  - **Contributions per calendar year may not exceed € 1,800.00** for each student independently from the enrolment year. The final decision whether to grant any contribution for attending conferences is at the sole discretion of the Committee;
• Subscription fees to societies or associations are not refundable, even when they are necessary to attend a conference. Registration fees for seminars or conferences may not exceed € 100.00.

• Funding requests for attending classes or schools must be accompanied by a reference letter from the SNS Coordinator. Participation to courses releasing final documentation will be privileged. Any request of contributions for attending language courses will be dismissed, except in those cases where the courses in question are not provided by either the University of Pisa or the University of Florence.

• Meals expenses are calculated as follows: € 25.00 per day for stays up to 15 days and € 20.00 per day for longer stays.

• Any expense not closely related to the off-site activity will not be reimbursed (e.g.: telephone and Internet costs).