GUIDELINES FOR DOCTORAL RESEARCH CANDIDATES’ FINANCIAL SUPPORT
INTERNATIONAL MOBILITY – YEAR 2018

Art. 1 Introduction

These Guidelines discipline the use of the budget allocated by UniFE Financial for Scholarships and Contributions for International Mobility Funds. This budget’s purpose is to support and develop the international mobility for those Doctoral Research Candidates enrolled in a Research Doctorate Course according to the Italian law D.M. 45/2013.

Art. 2 Definition

The definition of “International Mobility” is hereby intended as an ongoing period, of at least one month, during the reference period (year 2018), at foreign Universities, Laboratories, Archives or Libraries.

Art. 3 Recipients

Beneficiaries for these contributions are Ph.D. Students regularly enrolled in a Doctorate Course, whose Headquarters are at the University of Ferrara.

In order to request the financial support, Ph.D. Candidates must satisfy the following requirements:
1. Being regularly enrolled in a Doctoral Course at the University of Ferrara, according to the Italian Law D.M. 45/2013 (starting from the Cycle 31);
2. Belong to a Department of the University of Ferrara or to another Department in Partner Athenaeums, according to specific agreements.

The University of Ferrara will not grant International Mobility financial support to Ph.D. Students who are attending and working in its departments, in accordance with relevant agreements, but whose Doctorate Course Headquarters is at another University.

Art. 4 International Mobility: features for financial support requirement

In order to grant financial support to the Candidates, the International Mobility must be scientifically relevant and coherent with the research they are developing at the University of Ferrara and in the field of the Doctorate Course they are enrolled in.

IUSS Board established that the ultimate financing amount for every International Mobility request is € 3,000 euros.

Candidates must spend the entire amount assigned within the last day of the mobility, as specified in their requests. The ultimate deadline is December 31, 2018.

The International Mobility period starts on the date the Candidate leaves and will end on the day the Candidate returns.

XXXI Cycle Ph.D. Students must wholly complete the International Mobility period within the end of the Ph.D. Course’s third year (October 31st, 2018).
The only admissible expenses will be those certified by regular receipts issued during the mobility period, as listed below in the arts. 5 and 9.

The possibility to receive in advance the amount for the abroad period’s expenses is regulated by the University of Ferrara’s Regulation (Regolamento).

Ph.D. students can ask for a down payment on expected expenses for the Long Mobility Period for an amount equal to the 50% of the amount awarded by requesting it through the given Form.

Art. 5 Admissible Expenses

The only admissible expenses are the following:

a) Travel costs towards the location in which the Ph.D. Candidate will carry out the research and the homecoming travel;
b) Mobility and lodge costs for the whole period (such as overnights, rents, transport rent);
c) Food costs supported by regular receipts;
d) Costs for Courses, Meetings or Congresses in the hosting Country;
e) Area’s use costs, machinery use or service costs at the hosting Institution; such costs must be justified and explained and cannot exceed 15% of the contribution total amount;
f) Insurance costs for the period abroad, exclusively for the Countries where the submission to an Insurance is mandatory.

Every cost must be justified and supported by regular documents/receipts.

Art. 6 Procedures for Financial Support request

Candidates must present the financial support requests by filling-out the relevant forms, that are enclosed to these Guidelines, together with a valid ID. Candidates must specify:

a. Candidate’s personal data;
b. Department and Doctoral Course the Candidate belongs to;
c. Description of research activities to carry out during the mobility period and the expected results;
d. Cost estimation;
e. The Candidate reasons for choosing the foreign research institution where she/he wants to work during the mobility, and the duration of the period of stay abroad;
f. Data and characteristics of the hosting institution in which the Ph.D. Candidate means to work during the mobility stay;
g. A declaration by the Hosting Structure’s Chief Manager that guarantees the willingness to co-operate and host the Ph.D. Candidate in order to develop her/his research;
h. The Candidate Scientific Tutor signature, that authorizes the mobility period.

Candidates must present their financial requests for international mobility to IUSS Office within the deadline stated in the following art. 7.

Art. 7 Terms and Procedures for requests acceptance
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According to the Financial Plan for the year 2018, Candidates must present the international mobility requests peremptorily within March 30th, 2018.

Candidates must send their requests via e-mail to dottorato@unife.it. No request will be accepted after the deadline.

Should there be a surplus in the International Mobility budget, it will be possible to present other requests, in order to reallocate and spend the amount left available. In this case, Candidates can present further requests within September 15th of each year.

IUSS Office will verify the completeness and the eligibility of each request.

Should the amount requested by the Candidates be higher than the total International Mobility allocated budget, IUSS Ferrara-1391 will establish a specific Committee in order to decide the criteria needed to allocate the financing within the budget limit.

All decision taken by the Board will follow equity and administrative transparency guidelines, and they are not to be disputed.

The priority parameters in order to bestow the Financial Support are as follows:

1. Ph.D. Candidates without scholarship and/or without any other kind of financial support;
2. Ph.D. Candidates who did not benefit of International Mobility financial support in the past years;
3. Ph.D. Candidates who did benefit of International Mobility financial support in the past years.

Should Candidates already have other mobility financial support for the relevant year (2018) due to other University of Ferrara’s calls or calls that financially belong the Department their Doctorate Course belongs to, the Committee will prefer Ph.D. Students who did not receive any financial support during the relevant year.

Art. 8 Final Financial Statement

Ph.D. Candidates who benefit from the Financial Support must write a final accounting and scientific statement within 15 days after the expiration date of the mobility period. The statement must report:

- All the accomplished activities during the mobility period;
- Declaration released by the hosting Institution, which must state the period spent there by the Ph.D. Candidate;
- Reimbursement form with all receipts, tickets, travel tickets, etc.

The Candidate’s Scientific Tutor must countersign such scientific statement that must be transmitted to IUSS Office for compliance.

Failure to comply with the abovementioned procedures will result in no financial support.

In case the Candidate does not spend the allocated financial support within the mobility period’s last day, the University Administration will regain the relative balance.
IUSS Board will verify all scientific statements in order to evaluate the efficacy of the International Mobility initiative.
Art. 9 Documents to present

Documents to present before departure:
- International Mobility Request Form;
- Mission Authorization Form;
- Personal Car Use Authorization Form (possibly).

Documents to present when the Candidate returns:
- Reimbursement Request, fully filled-out.
- Receipts as referred to in art. 5:
  - Return tickets to and from the mobility destination. Air flights: payments receipts and boarding passes. Should the Candidate be authorized to use a personal vehicle, reimbursement is calculated on the departure and the destination distance, in kms; highway tickets and other tickets).
  - Lodge and hotel expenses. The lease contract and all rental payment receipts.
  - Mobility expenses: car rental, public transport tickets or season tickets.
  - Food expenses receipts. The daily amount for food expensive cannot exceed € 70,00 euros. This amount can be divided in two parts, which cannot be higher than € 35,00 euros each, or the amount can be used in supermarkets.
  - Enrollment fees to courses/congresses/workshops in the hosting country that must be relevant to the Candidate’s research. Bank transfer receipt are not accepted. The Candidate must present the payment receipts issued by the event Administration and a Certificate of attendance to the event.
  - Area use costs, machinery use or service costs at the hosting Institution; such costs must be authorized by the hosting Institute in a note where it must be written the reason these areas/machinery/serviced are requested (only for the Candidate’s research); justified by receipts, and explained in writing; As an alternative: a declaration signed by the Candidate’s tutor.
  - Insurance taxes for the period abroad, exclusively for the Countries where submission to an insurance is mandatory.

- Final financial statement as referred to in art. 7:
  - Attendance statement issued by the host Institution, which must declare the date the Candidate started her/his stay and the one the stay finished. As an alternative: a declaration signed by the Candidate’s Tutor (fac-simile)

Ferrara, March 12th, 2018