



**Università  
degli Studi  
di Ferrara**

**IUSS**

Istituto Universitario  
di Studi Superiori  
IUSS-Ferrara 1391

**GUIDELINES FOR PH.D. CANDIDATES' FINANCIAL SUPPORT  
INTERNATIONAL MOBILITY – YEAR 2019**

**Art. 1 Introduction**

These Guidelines discipline the use of the budget allocated by UniFE financing for Scholarships and Contributions for International Mobility Funds. The purpose of such budget is to support and develop the international mobility for Ph.D. 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 **a period spent abroad of at least one month** carried out at foreign Universities or Research Centres during the reference period (year 2019). **The whole period, even longer than one month, must be without any interruption.**

The period to state in the request must start from the departure day until the re-entry date if the mobility period takes place within the solar year.

In case of re-entry after the end of the year, the period will be calculated from the departure day until December 31<sup>st</sup>, 2019.

For all Candidates belonging to Cycle 32 the mobility period will end at the conclusion of the third year of the Ph.D. Course (October 31<sup>st</sup>, 2019).

**Art. 3 Recipients**

Ph.D. Candidates regularly enrolled to a Ph.D. Course at Unife and whose Administrative Headquarters are located at the University of Ferrara can benefit of such contributions.

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 Cycle 32**);
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 supporting 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 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 Ph.D. Course in which they are enrolled in.

IUSS Board established that the ultimate financing amount for every International Mobility request is € **3.000,00 euros**.

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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<sup>st</sup> of the year taken into consideration.

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.

Unife regulations establish the possibility to receive in advance the amount for the abroad period's expenses (see link [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. All costs must be justified;
- 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 enclosed to these Guidelines, together with a valid ID and must specify:

- a. Candidate's personal data;
- b. Department and Doctoral Course to which 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 approving the mobility period.

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

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### **Art. 7 Terms and Procedures for requests acceptance**

According to the Financial Plan for the year 2019, Candidates must present the international mobility requests peremptorily **within February 28<sup>th</sup>, 2019**.

Applications must be sent via e-mail to [dottorato@unife.it](mailto:dottorato@unife.it). No other 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 15<sup>th</sup> 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 had other mobility financial support for the relevant year due to other University of Ferrara calls or calls that financially belong the Department their Doctorate Course, 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 report within 15 days after the expiration date of the mobility period. Such report must state:

- All the activities carried out during the mobility period;
- A declaration issued by the hosting Institution stating 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.

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IUSS Board will verify all scientific statements in order to evaluate the efficacy of the International Mobility initiative.

**Art. 9 Documents to show**

**Documents needed before the departure:**

- International Mobility Request Form;
- Mission Authorization Form;
- Personal Car Use Authorization Form (if necessary).

**Documents needed when re-entering:**

- Reimbursement Request fully filled-out.
- Receipts as referred to in art. 5:
  - Travel expenses (tickets) to the mobility destination;
  - Lodge and hotel expenses. The lease contract and all rental payment receipts;
  - Mobility expenses during the whole period (car rental, public transport tickets or season tickets);
  - Food expenses receipts;
  - 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 stating why these areas/machinery are requested and must be justified by regular receipts duly declared and signed by the 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. 8:
  - Statement of attendance issued by the host Institution that must declare the date of beginning and end of the Candidate's stay. As an alternative, a declaration signed by the Candidate's Tutor ([fac-simile](#));
  - Scientific and financial report (brief summary of the activities carried out including the overall expenses signed by the Tutor).

Ferrara, February 1<sup>st</sup>, 2019