



**Università
degli Studi
di Ferrara**

IUSS
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di Studi Superiori
IUSS-Ferrara 1391

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**CALL FOR THE ALLOCATION OF FINANCIAL CONTRIBUTIONS FOR
MOBILITY PERIODS AT FOREIGN INSTITUTIONS
FOR THE BENEFIT OF DOCTORAL STUDENTS ENROLLED AT THE
UNIVERSITY OF FERRARA
Year 2024**

Rector's Decree

Rep. no 526/2024 Prot no. 94637 of 15/03/2024

The Call is published in the University Online Register

Rep. no. 236/2024 Prot. no. 95540 of 18/03/2024

Applications must be sent through the online form accessible at the following link:

[IUSS Mobility 2024](#)

Within and not further than 12:00 (noon) on Monday 15 April 2024

The university guarantees equal opportunities for men and women to apply for this call. The use of the masculine gender to indicate people is only due to the need for simplicity of the text.

Art. 1 - Object

This call is intended to award contributions, in the form of mission reimbursements, in order to support periods of mobility abroad of doctoral students enrolled in the PhD Courses activated at the University of Ferrara.

Mobility grants for a total amount of € 150,000.00 are foreseen. The mobility grants shall be financed with the funds deriving from the IUSS budget for the year 2024, and assigned by resolution of the IUSS Board at the meeting of 9 February 2024 (Minute Rep. no. 272/2024, Prot. no. 60291 of 15/02/2024).

This amount may be increased following further funding available, even after the deadline of this call.

The financial contributions provided through this call are compatible with the scholarship for the attendance of the PhD programme and with any other scholarships awarded for the Support of Mobility abroad of students enrolled in the PhD Courses.

The allocation of grants for mobility periods is ruled by this call in accordance with the methods, criteria and terms set out below.

Art. 2 Definition

"Mobility abroad" means a documented and continuous period, **lasting at least one month** spent at a foreign institution by doctoral students during the reference year (calendar year 2024).

Even if it lasts longer than one month, the period in question **must still be uninterrupted**.

The period to be declared in the application runs from the day of departure to the day of return if this occurs during the reference calendar year.

In the event of a return after the end of the reference calendar year, the costs incurred shall in any case be counted exclusively by 31 December 2024.

For candidates of the XXXVII cycle, the mobility period in question will end at the end of the third year of the doctorate programme (31 October 2024).

Art. 3 - Recipients

The recipients of the financial support to cover the mobility periods referred to in art. 2 are PhD students **enrolled in a doctoral course with administrative headquarters at the University of Ferrara**.

In order to apply for financial support, candidates must be regularly enrolled in a research doctorate programme at the University of Ferrara and be in compliance with the payment of university tuition and fees.

Applications for financial support from doctoral students enrolled in Programmes with Administrative Headquarters in other Universities, who attend the University of Ferrara under specific agreements, are not allowed.

Art. 4 - Characteristics of mobility periods for the purpose of providing financial support

The mobility periods subject to funding must be scientifically relevant to the research training path undertaken by the applicants as part of doctoral course of affiliation.

The maximum funding for each mobility is **€ 3,000**.

In the case of doctoral students who have already been awarded a financial contribution in the form of reimbursement of mission expenses borne by the IUSS or an international mobility grant from Erasmus+ funds and/or the Youth Fund in previous years, or in the current year, any reimbursement may not exceed the sum of **€ 1,000**.

The financial support allocated under this call refers to costs incurred during the mobility period indicated in the application by the applicant himself, and in any case the reimbursement cannot be recognised for costs incurred after 31 December of the year in which the application for funding was submitted (2024).

Only expenses incurred and proven by regular receipts during the mobility period and listed in Articles 5 and 9 of this Call will be considered eligible.

The possibility of granting advances to support mission expenses is governed by the Regulations for missions in Italy and abroad of the University of Ferrara, available at the following [link](#) (*in italian only*).

Doctoral students may request an advance on the expected expenses for mobility, for an amount **not exceeding 50%** of the assigned amount, by submitting an application on a special form that is provided at the time of assignment.

Art. 5 - Eligible expenses

Only the following types of expenses are considered eligible:

a) travel expenses to the location where the mission will take place and the related return trip;

- b) expenses related to accommodation and mobility for the entire period of stay (overnight stays, rentals, mobility, vehicle rental);
- c) food expenses provided they are documented by regular receipts;
- d) expenses for enrolling in courses/conferences/congresses in the country of the host institution provided they are related to the activity for which the attendance is carried out abroad;
- e) costs for space occupation, use of equipment/services at the host institution, purchase of laboratory materials; these costs must be motivated and justified;
- f) insurance charges related to the period abroad, exclusively for countries that require the subscription of an insurance.

All expenses must be justified by appropriate documentation.

Art. 6 – How to apply for financial support

The request for financial support, which may be in Italian or English, must be submitted by filling in the online form at the following link [IUSS Mobility 2024](#), and must contain:

- a. the personal details of the Applicant;
- b. the indication of the Department and the doctoral course of affiliation;
- c. the description of the activities to be carried out during the mobility period and the expected results;
- d. the cost estimate;
- e. the reasons for choosing the foreign research institution and the duration of the stay abroad (including the actual or presumed dates of departure and return);
- f. the information and salient characteristics of the host facility in which the period of stay abroad is intended to be carried out;

Applications must contain the following attachments:

- a valid identification document of the applicant
- declaration by the person in charge of the host facility stating that they are willing to collaborate in the research project that is the subject of the mobility and to host the doctoral student to carry out the research;

Completed applications for financial support will be automatically sent to the applicant's scientific supervisor, whose email account will have been entered and who will authorise the submission of the application, by accessing the link he will receive by email. Upon authorization from the supervisor, the applicant will receive confirmation via email.

Once the application has been authorised by the scientific supervisor, the procedure will be completed and the applicant will receive an email confirming the submission of the application. Following the acquisition by the protocol, the applicant will receive notification.

Applications including supervisor authorization must be closed no later than **12.00 (noon) on Monday, April 15, 2024.**

It will not be possible to access the completion of the application form after the deadline.

Art. 7 - Acceptance and selection of applications

The IUSS Office will verify the completeness and admissibility or the non-admissibility of the requests received within the deadline.

After the deadline of this call, the appropriate Commission, appointed by the Director of the University Institute of Higher Studies - IUSS Ferrara 1391, will draw up a ranking of the applications received according to the criteria listed below.

Criterion A – absence of scholarship or other forms of funding at least equivalent

Absence of scholarship or other source of financial amount at least equivalent for the purposes of attending the PhD course **points 10**

Criterion B - Language Skills related to the country or vehicular language in which the mobility will take place

The score will be calculated on the basis of any language certificates issued by certifying bodies submitted by the candidate comparable to the levels highlighted in this table:

Indicator of Language Competence for Host Country Language or Vehicular Language	
A1	1 point
A2	2,5 points

B1	5 points
B2	8 points
C1	10 points
C2	15 points

Criterion C – scientific characteristics and relevance of the period abroad with respect to the ongoing doctoral course and the research project subject of the doctoral thesis **up to 30 points**

The Commission will evaluate the requests and draw up a specific ranking for the allocation of contributions and, in the event that the requests exceed the available budget assigned by the IUSS Board in the amount of € 150,000, it will modulate the allocations according to criteria related to mobility costs and living costs for each destination country.

The Commission's work, which must in any case comply with the principles of fairness and transparency, cannot be questioned.

In the allocation of contributions, the Commission must also adopt the following priority scale for the identification of beneficiaries:

1. PhD students without a scholarship and/or equivalent form of financial support;
2. PhD students who have not benefited from similar financial support in previous years;
3. PhD students who have benefited from similar financial support in previous years;
4. PhD students who have received other mobility grants for the same period and for the same destination (year 2024).

Art. 8 - Selection results

At the end of the selection operations, a ranking will be drawn up and made public on the Research Doctorate web page at the link https://www.unife.it/studenti/dottorato/en/internazionale-en?set_language=en

The funding will be allocated according to the position obtained by the candidates in the ranking until the available budget is exhausted. The assignees will receive an official communication by email in which the publication of the ranking is communicated; within 7 days, the assignee PhD Students must "ACCEPT" the mobility contribution through a special form on the Research Doctorate website and send it by email to the account: phd.mobility.int@unife.it.

In the event of subsequent WAIVER, the PhD student is required to promptly inform the IUSS Office by sending an email to phd.mobility.int@unife.it.

Documents to be presented before departure:

- Mission authorization form in native PDF or PDF/A format;
- Attendance authorisation form at the host institution in native PDF or PDF/A format;
- Any advance request form in native PDF or PDF/A format;
- Any authorization form for the use of the own vehicle in native PDF or PDF/A format.

Art. 9 - Final reporting

Within 15 days from the end of the mobility, the beneficiaries must provide the IUSS Office with all the following documentation, otherwise the contribution will not be paid.

Documents to be submitted upon return:

- Request for reimbursement, duly completed in all its parts, in native PDF or PDF/A format (for PhD students without a scholarship accompanied by the duly completed tax form if not previously sent together with the advance request);
- Receipts as per art. 5:
 - travel expenses to the location where the mission will take place and the related return trip;
 - expenses related to accommodation for the entire period of stay: overnight stays and rentals;
 - mobility expenses for the entire period of stay (car rentals, passes and tickets for the use of public transport, etc.);
 - food expenses provided they are documented by regular receipts;
 - expenses for enrolling in courses/conferences/congresses in the country of the host institution provided they are related to the activity for which the attendance is carried out abroad;

- costs for space occupation and use of equipment/services at the host institution authorised by the institution itself;
- insurance charges related to the period abroad, exclusively for countries that require the subscription of an insurance.
- certificate of attendance at the host Institution issued by the Institution itself containing the start and ending dates of the period of stay;
- scientific and accounting reporting (brief summary of the activities carried out, with an indication of the total expenses incurred, signed by the UniFe tutor).

If the allocated amounts are not fully spent by the end of the mobility period, the residual portion will be returned to the availability of the Administration.

The reports will be drawn to the attention of the Board of the University Institute of Higher Studies – IUSS Ferrara 1391 for the necessary evaluations of the effectiveness of the initiative.

10. Personal Data processing

The processing of personal data provided by the candidates will take place exclusively for institutional purposes, for the purposes of managing this call and the possible process of managing the academic career of the winners, pursuant to and in compliance with the UE Regulation 679/2016. The management and storage of personal data collected takes place on servers located within the University and/or on external servers of suppliers of certain services necessary for technical-administrative management which, for the sole purpose of the requested provision, may become aware of the personal data of the data subjects and who will be duly appointed as data controllers in accordance with Article 28 of the GDPR.

The communication of the required personal data is mandatory for the purposes of evaluating the participation requirements, under penalty of exclusion. The personal data provided by the candidates may be communicated to the administrative structures of the University of Ferrara and to all external subjects to whom the communication is necessary for the correct fulfilment of the purposes indicated.

Pursuant to the GDPR, the Data Controller is the University of Ferrara, based in Ferrara, Via Ariosto 35, E-mail: rettore@unife.it, PEC: ateneo@pec.unife.it;

The Data Protection Officer is Lepida S.c.p.A., based in Bologna, Via della Liberazione 15, E-mail: dpo_team@lepida.it, PEC: segreteria@pec.lepida.it.

Art. 11 – Information and contacts

For information, you can contact the IUSS Office using the email dottorato@unife.it.

The phd.mobility.int@unife.it address is only used until the deadline for submitting applications. It must not be used for any other purpose and/or beyond the aforementioned deadline.

The Responsible for the administrative procedure, pursuant to Law 241/90, is the Head of the IUSS Office Mr. Maurizio Pirani.