



**Università  
degli Studi  
di Ferrara**

**IUSS**  
Istituto Universitario  
di Studi Superiori  
IUSS-Ferrara 1391

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**CALL FOR THE ALLOCATION OF FINANCIAL CONTRIBUTIONS FOR  
PERIODS AT FOREIGN INSTITUTIONS  
PhD STUDENTS ENROLLED IN THE CYCLES XXXV, XXXVI AND XXXVII  
AT THE UNIVERSITÀ DEGLI STUDI DI FERRARA**

**Academic Year 2021/2022**

*Rector's Decree*

*Rep. n. 623/2022 Prot. n. 156973 dated 02/05/2022*

*The Call is published in the University Online Register*

*Rep. n. 299/2022 Prot. n. 157073 dated 02/05/2022*

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**Applications must be sent via e-mail to the account:**

[phdmobility.int@unife.it](mailto:phdmobility.int@unife.it)

**Within and not further than 12:00 (noon) on Monday 30<sup>th</sup> May 2022**

**Incomplete applications and/or applications received after the deadline  
will not be taken into consideration**

The University guarantees equal opportunities between women and men for applying 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 - Aim

This call aims to award contributions in the form of mission reimbursements in order to give financial support for mobility periods abroad of PhD Students enrolled in the activated doctoral programs - Cycles XXXV, XXXVI and XXXVII - at the Università degli Studi di Ferrara.

Mobility grants will be awarded for a total amount of € 70.000,00. Mobility contributions are financed with funds deriving from the IUSS budget for the year 2022, and assigned by resolution of the IUSS Council on 24 February 2022 (Minute Rep. n. 196/2022, Prot. N. 120375 of the 01/03/2022).

The financial contributions related to this call are compatible with the scholarship for attending the research doctorate and with any scholarships awarded to Support Abroad Mobility to PhD Students.

The assignment of contributions for mobility periods is ruled by the present announcement, according to the methods, criteria and terms set out below.

## Art. 2 - Definition

By "abroad mobility" we mean a documented and continuous period, lasting **at least one month** spent in a foreign institution by the PhD Students during the relevant year (2022)

The period abroad **must** in any case **be without interruptions**, even in the event of a longer duration.

The period to be specified in the application runs from the departure day to the return day, if this occurs during the year.

Should the period abroad end after the end of the year, the period specified must anyways end on 31<sup>st</sup> December 2022.

For XXXV Cycle PhD Students the mobility period in question will end at the end of the third year of the doctorate program (31<sup>st</sup> October 2022) except for those who obtained a three-month extension. (Extension pursuant to art. 33, paragraphs 2-bis, 2-ter, 2-quater of the Decree-Law dated March 22<sup>nd</sup> 2021, n. 41, modified and signed into Law dated May 21<sup>st</sup> 2021, n. 69). In this case, the end of the mobility will be on 31<sup>st</sup> December 2022.

## Art. 3 - Recipients

The recipients of financial support to cover the mobility periods referred to in art. 2 are the PhD Students **enrolled in a doctoral course with administrative headquarters at the Università degli Studi di Ferrara.**

In order to apply for financial support, PhD Students must meet the following requirements:

1. To be regularly enrolled in a research doctorate program at the Università degli Studi di Ferrara (Cycles XXXV, XXXVI and XXXVII)

2. Affiliation to a Department of the Università degli Studi di Ferrara or to a Department of another University with which Unife has agreements and the Administrative Headquarters of the PhD Program.

***Applications for financial support from PhD Students enrolled in Programs with Administrative Headquarters in other Universities are not allowed.***

## Art. 4 – Characteristics of the mobility periods in order to provide financial support

The mobility periods that are subject to funding must be scientifically relevant to the research-training program undertaken by applicants within their PhD course.

The maximum funding for each mobility is **€ 3.000**.

Should applicants have already been awarded an international mobility grant announced in 2022, pursuant calls for PhD Students enrolled in the XXXV, XXXVI and XXXVII Cycles Doctoral Courses with Administrative Headquarters at the Università degli Studi di Ferrara for the assignment of mobility grants for periods at European and extra-European foreign institutions, any reimbursement cannot exceed the amount of **€ 1.000**.

The awarded sum must be entirely spent no later than the expiration date of the mobility period indicated by the applicant himself. It cannot be spent after 31<sup>st</sup> December of the year in which the financial support request was submitted (2022).

Only expenses incurred during the mobility period, proven by regular receipts and listed in the following articles no.5 and no.9 will be eligible for refund.

The possibility of granting advances to support mission expenses is governed by the Università degli Studi di Ferrara [Regulations](#) for missions in Italy and abroad.

PhD Students can request an advance on the expected mobility costs for an amount **not exceeding 50%** of the assigned grant, by submitting a request using the appropriate form that is available at the web page:

<http://www.unife.it/studenti/dottorato/it/internazionale/soggiorni-estero>

## Art. 5 – Eligible expenses

Only the following types of expenses are 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 (overnight stays, rents, mobility in general, vehicle rental);
- c) Food expenses as long as they are documented by regular receipts;
- d) Expenses for enrolling in courses/conferences/congresses in the country of the host institution, provided they are inherent to the activity for which the attendance abroad is carried out;
- e) Costs for space occupation, use of equipment/services at the host institution, purchase of laboratory materials; these costs must be justified and proven with receipts;
- f) Insurance charges related to the period abroad, exclusively for countries that require the subscription of an insurance.

All expenses must be justified by suitable documentation (receipts).

## Art. 6 – How to apply for financial support

Requests for financial support must be submitted by filling in the appropriate forms – that are attached to this announcement – together with a valid identification document. Applications must report:

- a. Applicants bio-data;
- b. The Applicant's Department of affiliation and the relevant PhD Course he is enrolled in;
- 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 why the Applicant chose the foreign research institution and the length of the period abroad;
- f. The information and salient features of the host facility where the Applicant intends to spend the mobility;
- g. The declaration of the Head of the host institution certifying the willingness to collaborate in the research project that will be carried out during the mobility period and to welcome the PhD Student to carry out said research;
- h. The signature of the Applicant's Scientific Tutor, who authorizes the mobility period.

Applications for financial support must be sent to the IUSS Office no later than **12:00 on Monday May 30<sup>th</sup> 2022**, via e-mail to the account [phdmobility.int@unife.it](mailto:phdmobility.int@unife.it). Applications received after the deadline will not be taken into consideration.

## Art. 7 – Applications acceptance and selection

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

Upon expiration of this announcement the IUSS-Ferrara 1391 Director will appoint an eligible Commission with at least one member of the IUSS Council for each scientific macro-area, that will draw up a ranking list of the received application according to the below listed criteria.

Criterion A – presence of scholarship or other funding forms that must be at least equivalent

Absence of scholarship or other source of at least an equivalent financial amount to support the attendance of the PhD Course **5 points**

Criterion B – Language skills related to the country where the mobility will take place or the language that will be used during the mobility research work

The score will be calculated on the basis of any linguistic certifications presented by the candidate that will be comparable to the levels highlighted in the following table:

Linguistic Competence Indicator relative to the host country language or the language that will be uses during the research work	
A1	1 point
A2	2,5 points

B1	5 points
B2	7 points
C1	9 points
C2	10 points

**Criterion C** – Scientific characteristics and relevance of the mobility period with respect to the ongoing doctoral course and the research project covered by the doctoral theses **up to 30 points**

The Commission will evaluate the requests and draw up a specific ranking for the assignment of grants and, in the event the requests exceed the available budget, it will modulate the assignments according to criteria that will take into consideration the costs of the mobility and those for living in each country of destination.

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

In order to assign the contributions, the Commission will also have to adopt the following priority scale for identifying the beneficiaries:

1. PhD Students without a scholarship and/or equivalent form of financial support;
2. PhD Students who did not benefit from similar financial support in previous years;
3. PhD Students who did benefit from similar financial support in previous years;
4. PhD Students who were awarded mobility grants pursuant Calls reserved for Students enrolled in in Cycles XXXV, XXXVI and XXXVII PhD Courses with Administrative Headquarters at the Università degli Studi di Ferrara relevant to grants for mobility periods in European and extra-European institutions.

#### **Art. 8 – Selection results**

At the end of the selection procedure the ranking list will be published on the [Research Doctorate web page for mobility](#).

Funding will be assigned according to the position obtained by Applicants in the aforementioned ranking list until the available budget is exhausted. No further communication will be given regarding the outcome of the selection.

Within 7 days of the selection results publication, assignee PhD Students must “ACCEPT” the mobility grant. They will do so by filling-in and sign the relevant form on the Research Doctorate web page for mobility and send by e-mail to: [phmobility.int@unife.it](mailto:phmobility.int@unife.it)

In case of RENUNCIATION PhD Students are required to fill-in a specific form they have to request to the IUSS Office by writing an e-mail to: [phmobility.int@unife.it](mailto:phmobility.int@unife.it).

#### **Documents to be presented before departure:**

- Application for mobility;
- Mission authorization form in native PDF format;
- Authorization form for the use of one's vehicle in native PDF format (only in case PhD Students need to use their own vehicle).

#### **Art. 9 – Final report**

Within 15 days from the end of the mobility, beneficiaries must present a scientific and accounting report of the activities they carried out, a declaration issued by the host institution certifying the period spent there, and the supporting documents (receipts, invoices, travel tickets etc.)

The report must be countersigned by the Scientific Tutor and sent to the IUSS Office for the relevant paying procedures.

Failing to submit the scientific and accounting report will result in the non-payment of the grant.

If the allocated sums are not entirely spent by the end of the mobility period, the residual amount will be used taken by the Administration.

All reports will be submitted to the attention of the IUSS Council for the necessary evaluation of the effectiveness of the initiative.

**Documents to be presented upon return:**

- Refund request duly and entirely completed, in native PDF format:
- 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 and mobility for the entire period (overnight stays, rents, mobility in general, vehicle rental);
  - Food expenses as long as they are documented by regular receipts;
  - Expenses for enrolling in courses/conferences/congresses in the country of the host institution, provided they are inherent to the activity for which the attendance abroad is carried out;
  - Costs for space occupation, use of equipment/services at the host institution, purchase of laboratory materials. These costs must be justified and proven with receipts;
  - Insurance charges related to the period abroad, exclusively for countries that require the subscription of an insurance.
- Further mandatory documents:
  - Attendance certificate at the host institution, issued by the institution itself and containing the start and ending dates of the mobility period or, should you not have such certificate or part of the necessary data we need, a declaration signed by your Scientific Tutor ([fac-simile](#))
  - Scientific and accounting reporting (brief summary of the activities carried out, with indication of the total costs incurred, signed by your Tutor).

**Art. 10 – Personal Data protection**

Personal data are processed with IT tools and on paper in compliance with adequate security measures pursuant to and in compliance with EU Regulation 679/2016. The management and storage of collected personal data take place on servers located within the University and/or on external servers of suppliers of some services necessary for the technical-administrative management. The mentioned suppliers are duly appointed as Data Processors pursuant to art. 28 of the GDPR, and they could become aware of the personal data of the interested parties only for the sole purpose of the requested service.

**Art. 11 – Info and contact persons**

For further information, please contact IUSS Office by sending an e-mail to: [dottorato@unife.it](mailto:dottorato@unife.it)

The administrative proceedings Responsible in charge is the Head of IUSS Office, Mr. Maurizio Pirani, according to the Italian Law 241/90.

# **IUSS MOBILITY YEAR 2022**

## **REQUEST FORM**

**PLEASE SEND TO THE IUSS OFFICE**

[phdmobility.int@unife.it](mailto:phdmobility.int@unife.it)

### **Section 1**

#### **APPLICANT**

<i>Name</i>	<i>Family name</i>	<i>Birth date</i>

<i>Department of affiliation</i>	<i>Telephone no.</i>	<i>E-mail address</i>

<i>Ph.D. Course in</i>	
<i>Tutor</i>	
<i>Tutor's Department</i>	
<i>Ph.D. Course Cycle</i>	
<i>Fellowship holder</i> <small>(if so, please specify wich kind of fellowship)</small>	
<i>Other University finance support for 2022</i>	

### **Section 2**

#### **MOBILITY FEATURES**

##### **BRIEF PROJECT DESCRIPTION AND EXPECTED RESULTS**

Max 4.500 characters

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## INFORMATION RELATED TO THE ABROAD MOBILITY

Institution / Lab where you intent to spend your mobility	
Nation where the Institution / Lab is situated	
Project Scientific Responsable at the foreign Institution / Lab	
Total amount of months without interruption that you will spend abroad	

## DESCRIPTION OF THE TYPE OF COLLABORATION WITH THE FOREIGN RESEARCH BODIES AND MAIN FEATURES OF THE HOST INSTITUTION

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## OTHER INFORMATION

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## COST ESTIMATE

*The maximum funding for each project will be € 3.000*

Expense items	Amount
Travel expenses (art. 5/a of this call)	€
Expenses related to accommodation and mobility (art. 5/b of this call)	€
Food expenses (art. 5/c of this call)	€
courses/conferences/congresses enrollment fees (art. 5/d of this call)	€
Costs for space occupation, use of equipment/services at the host institution (art. 5/e of this call) (*)	€
Insurance charges related to the period abroad (art. 5/f of this call)	€
<b>Total requested amount</b>	<b>€</b>

**Enclosures:**

*(under penalty of exclusion of the application)*

**- Applicant's valid ID**

**- Declaration of the Head of the host institution certifying the willingness to collaborate in the research project that will be carried out during the mobility period and to welcome the PhD Student to carry out said research**

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Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant's Signature

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For acknowledgement:

Applicant's Scientific Tutor

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