

PH D STUDENTS TRAVEL VADEMECUM

1. Ph D Students are formally enrolled by the Department of Chemical Science and Technologies.
2. For insurance purposes they must ask for hospitality from the Supervisors' Department/Institution
3. Travelling within the Ph D program requires:
 - a) Fill in the "domanda di missione" signed by the Coordinator stating if the expenses will be charged to the Ph D Course or to a different Administration and present it to the DSTC Secretariat.
 - b) Fill in the "dich-pers-non-strutturato" signed by the Supervisor and the Coordinator.
 - c) Coming back: **in any case** fill in the "domanda di liquidazione missione" (Annex 3) which states that you are back at work and present it to the DSTC Secretariat.
 - d) If the travel expenses will be charged to the Ph D Course add all the receipts and travel documentation (please remind that the maximum budget amounts to 1620 euro/year). If he if the travel expenses will be charged to a different administration refer to such administration to obtain reimbursement.

Moreover, for longer stages (minimum 1 month up to 3 months total in the whole 3 years course) foreseeing the increase of the fellowship (only for fellowship financed by the University)

- e) Letter of invitation from the foreign institution where the mobility period will take place
- f) Letter from the supervisor specifying the planned activities and their consistency with the doctoral student's training path
- g) The mission authorization request must indicate the purpose of "international mobility period" signed by the Coordinator
- h) Request to increase the scholarship (must be signed by the Coordinator and sent by the student to the administration)

All the forms can be found at <http://materials-phd.uniroma2.it/modulistica/>