

SAPIENZA UNIVERSITÀ DI ROMA

DOCTORATE IN
MATHEMATICAL MODELS FOR ENGINEERING
ELECTROMAGNETICS AND NANOSCIENCES

INSTRUCTIONS FOR MISSIONS
AUTHORIZATION AND REIMBURSEMENT

1. MISSIONS

A mission is defined as any activity undertaken by a student in the framework of the student's doctoral plan of study or research and outside of the normal seat of the student's activity (usually coinciding with the city of Rome).

As a requirement of University and Department rules, every mission must be authorized by the Coordinator. This applies also to missions which are not reimbursed by the Doctorate.

INSTRUCTIONS:

- (1) Ask the Supervisor of your Curriculum to support your request with an e-mail to the Coordinator.
- (2) Fill out the Authorization Request form, have it signed by the Coordinator, with the explicit mention of the granted reimbursement, and submit it to the Administration of the Department of Basic and Advanced Sciences for Engineering. The Authorization becomes legally valid once it is signed by the Director of the Department. You should complete this step well in advance of your departure (some weeks before).

You may be requested to attach some documentation to the form; for example, if the purpose of your mission is attending a scientific conference, a print-out of the front page of the website of the conference.

- (3) When you are back from your mission, you should ask for reimbursement as soon as possible. Fill out the Reimbursement Request form and attach all the needed expense documentation. The reimbursement may not exceed the amount granted in the Authorization Form.

2. INCREASED SCHOLARSHIP

Periods of time elapsed while in mission in foreign countries are covered by a 50% increase in the scholarship.

INSTRUCTIONS:

- (1) You must apply for this before the beginning of the mission, obtaining an authorization letter of the Coordinator (this is different from the Authorization Form). You must provide the following information: your name, ID number (*matricola*), destination, scientific motivation, local scientific responsible and of course period of stay.
- (2) After the end of the mission, you have to submit to the *Ufficio Dottorato* of the central University administration both the authorization letter and an official statement of the Institution you visited (University Department, Research Center . . .) confirming your presence in the foreign location for the claimed period.