

Doctoral Student Grant Process for Presentation at a Conference

1. By decision of the Senate * (112th Session, 18/6/2019) and of the Council * (97th Session, 31/10/2019) each doctoral student is entitled to apply for a grant of up to € 1,000 for covering expenses related to presentation (oral presentation or poster presentation) at a scientific conference.
 2. The presentation must take place after the student has successfully completed the comprehensive examination and before completing the requirements of the doctoral program.
 3. Applications are submitted after a relevant announcement under the responsibility of Student Services in the first two weeks of each academic semester and may relate to presentations that have already been made or will be made in the future, by physical presence or by teleconference.
 4. The application for the grant up to € 1000 is submitted in electronic form under the responsibility of YSFM and is accompanied by a letter of recommendation from the research / counselor of the student and other supporting documents. Applications end up in Vice Rectors for approval, having received the comments of the relevant President of the Student's Department of Study.
 5. The provisions of the specified Foreign Policy Reimbursement Expenses for External and Outside Headquarters (here) are applied in proportion to the amount not exceeding a total of € 1,000.
 6. The amount of the grant comes from the fund 3/319-Research and Other Activities.
 7. The Senate Committee on Studies, Library and Student Life shall inform the Senate Committee on Research and Innovation on eligible students for the preparation of a relevant list of eligible students.
 8. The distribution of the amount to the beneficiary student is done by the Senate Committee of Inquiry and Innovation after the completion of the above in the context of the annual distribution of the amount of the ED per Department.
 9. The responsibility of the Audit Officer for the payment of this grant is exercised by the President of the Department to which the PhD Student belongs.
 10. The academic personal in charge of the PHD student will also be charge of carrying out the duties for completing the payment order.
 11. The process of the Payment Order is carried out in exactly the same way as the payment order of the Beneficiaries of Research Activity of faculty members are carried out with their activities in conferences.
 12. The required documents / supporting documents to be submitted are exactly the same applicable in the case of faculty members participating in Conferences as defined by ED policy.
- * This policy covers active doctoral students who have successfully completed the comprehensive examination after September 1, 2018.

This procedure was approved at the 5th Session of the Parliamentary Committee on Studies, Library and Student Life, date. 12/06/2020 and during the 79th Session of the Senate Research and Innovation Committee, dated 18/06/2020 and ratified during the 132nd Session of the Senate, date 1/7/2020.