

PhD in Sustainable Development and Climate Change



Resources and Procedures – December 2021 Issue



Q&A 1. KickOff Meeting

- **When will we be able to complete the reimbursement procedure for our missions to Rome? At the moment, none of us managed to.**
- Finance Dept confirmed that it will be shortly. Timeline will be smoother for the next meetings. Please mind that Finance can take up then to up to 60 days for the procedure to be completed.

Q&A 2. Eligible Expenses

Could we receive clarifications on the type of expenses that are eligible for reimbursement? E.g. Are expenses incurred to attend language courses eligible for reimbursement?

- Reimbursement on your Research Budget is for expenses directly connected with your research program. You need to submit a purpose letter stating the meaning of the expense, this must be approved from your supervisor and CU coordinator and then approved by the offices.
- Language courses are not eligible for reimbursement. Permit Of Stay taxes and Health Insurance are not eligible for reimbursement too.
- All the relevant information and forms are available here: [PROCEDURES](#)
- Here you can find all the students fulfillment, the procedures, regulations and internal rules that are very important in order to avoid you troubles or procedure errors leading to (as an example) unfulfilled reimbursement.
- The office is available for further clarification in case the issue you are experiencing is not covered in the pages mentioned at the link above. Please mind that every student **MUST** read and respect the regulations for doctoral courses.
- [Regulations for Doctoral Courses](#)
- [Regulations for PhD SDC](#)

THIS IS A REIMBURSEMENT AND THIS BUDGET IS NOT AVAILABLE FOR ADVANCE PAYMENTS.

Q&A 2. Eligible Expenses (focus detail)

Art. 21 - Eligible expenses

All expenses related to research activities are considered eligible for the use of the fund. By way of a non-restrictive example, the following are included in eligible expenses: for attending national and international conferences, seminars, meetings, study visits (e.g. period abroad); for purchasing books, magazines or other bibliographic material on any type of support; for acquiring goods, including the purchase of IT media for research; small consumable materials.

Art. 22 - Ineligible costs

1. In general, expenses not aimed at scientific and technological research activities, such as those incurred for purchasing office furniture or equipment, cannot be covered. Charges for licences or magazine subscriptions may only be admitted for the duration of the academic year or, if this is not possible, for one calendar year. The same limits apply to equipment rentals.
2. In any case, sums exceeding the available amount in the fund will not be reimbursed.

Art. 23 - Method of use

1. The use of the fund is subject to prior authorisation by the Coordinator of the doctoral course and by the Head of the relevant Department, subject to the positive opinion of the supervisor where envisaged. In the case of travel and missions, the request for prior authorisation and reimbursement must be completed and presented in accordance with the School's Mission Regulations. The PhD student who intends to make expenditures based on the fund is required to acquire and keep suitable purchase documentation of the goods and/or services used (invoices or receipts or till receipts which clearly indicate the object of purchase, the supplier company, the date and the actual cost including taxes).
2. The request for reimbursement, addressed to the General Manager who will organise the payment, must be submitted using the Form provided by the Administration, attaching all the appropriate supporting documents (tax documents, till receipts, receipts, etc.) in the name of the applicant.

Q&A 3. Eduroam credentials?

Good news:

Credentials rollout started and you all should have received them. Check out your @iusspavia.it email account.

Q&A 4. Health Insurance Card 1/3

International students must cover the whole length of their studies in Italy with a Health Insurance.

Being covered by a Health Insurance is compulsory in order to apply for the Residence Permit.

You have different options.

Q&A 4. Health Insurance Card 2/3 OPTION 1

Register with the Italian National Health Service (“SSN”) to get the Health Card (“Tessera Sanitaria”) and rely on public Healthcare as if you were Italian.

The SSN will give you access to a general practitioner and reduced prices for medical examinations and treatments. The registration runs from January to December, therefore in January of the following year it must be renewed.

In order to register, you must go to the Post Office and pay a 149,77€ payment form (“bollettino”) to be filled in with the information required from the Post Office (Postal Account differs from Region to Region, ask for the number):
Causale: «iscrizione volontaria S.S.N.»

Upon receiving the receipt of payment, you will be able to apply for the Permit of Stay, as outlined below. Then, after submitting the application for the Residence Permit, you will need to book an appointment at the local ASST healthcare Centre to finalize your registration and be assigned a doctor.

Required documents:

Passport

Tax code

Receipt of the Residence Permit application

Receipt of the payment for registration with the Italian National Health Service (“SSN”)

Self-certification of enrolment at the University

Self-certification of accommodation (this form will be available directly at ASST)

Q&A 4. Health Insurance Card 3/3 OPTION 2 & 3

OPTION 2

Register with <https://www.waitaly.net/en/>

Register with [Poste Salute](#), the Post Office Health Insurance, at Poste Italiane.

OPTION 3

Purchase a private Health Insurance from abroad or in Italy.

Please note that private insurances mainly cover expenses **only if you are hospitalized by ambulance or through the Emergency Room: if you choose this option, make sure to check all the contract conditions.**

Q&A 5. Visa Deadline

Visa must be obtained within January 31st that is the deadline given to the Embassy by the Government.

If you miss the deadline you will have to provide us a letter that contains the reason why you missed the deadline and the submission for visa procedure date and we will work on that for you doing all what we can in order to sort the things out.

Q&A 6. Enrollment Certificate

Enrollment certificate is released by IUSS Pavia accordingly to the procedure you find at this link on the website <http://www.iusspavia.it/procedures> (scroll down to the section “Certificate and Self Declaration” and read carefully until the end of the section).

We kindly remind that the Procedures section of the website contains many of the answers to the most common requests so we kindly encourage you to keep them in evidence for every future matter so you will not have to wait for our feedback through email.

Please mind that for us to provide you with all the relevant information and documents (as we need our time to check with internal and external departments), **we need some working days in advance.**

Q&A 7. Procedures Resources

We kindly remind that the Procedures section of the website contains many of the answers to the most common requests so we kindly encourage you to keep them in evidence for every future matter so you will not have to wait for our feedback through email.

Here you find answers related to the procedures for the Missions, for the reimbursement, for the certificates. The U Missioni portal guideline has been sent you from phd-sdc@iusspavia.it (U-GOV CREDENTIALS AND LINK) with the U Gov credentials. You can find them on your @iusspavia.it email

[Official Procedures Link](#)

[Regulations For Doctoral Courses](#)

Thank You.

PhD-SDC@iusspavia.it