

Doctoral Student Grant Process for Presentation at a Conference

1. By decision of the Senate * (112th Meeting, 18/6/2019) and of the Council * (97th Meeting, 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 followed by a relevant announcement by the Service for Academic Affairs and Student Welfare in the first two weeks of each academic semester and must relate to presentations that have already taken place or will take place in the future, by physical presence or via teleconference.
4. The application for the grant up to €1,000 is submitted in electronic form under the responsibility of the Service for Academic Affairs and Student Welfare and is accompanied by a reference letter from the student's Research Supervisor and other supporting documents. The applications are examined by the Vice Rector for Academic Affairs for approval, having previously received the comments of the relevant Department's Chairperson.
5. The provisions of the existing Policy for Reimbursement of Expenses for Internal and External Missions ([here](#)) are applied in proportion up to an amount not exceeding a total of € 1,000.
6. The amount of the grant is covered from the fund 3/319-Research and Other Activities.
7. The Academic Affairs, Library and Student Life Committee informs the Research and Innovation Committee with regards to the eligible students for the purpose of preparation of a corresponding list of eligible students.
8. The distribution of the amount to the beneficiary student is made by the Research and Innovation Committee after the completion of the above, in the context of the annual distribution of the amount of the Research Activity per Department.
9. The Monitoring Officer for the payment of this grant is the Chairperson of the Department which the PhD Student belongs to.
10. The Responsible Officer for the submission of the payment order is the Research Supervisor of the PhD student.
11. The settlement of the payment order is carried out in the same way as in the case of faculty members who are beneficiaries of the Research Activity funds for participation in a conference. This is the only eligible payment covered by this grant.

12. The required supporting documents to be submitted are the same as those in the case of faculty members participating in conferences, as defined by the Research Activity Policy.

** This Policy covers active doctoral students who have successfully completed the comprehensive examination after September 1, 2018.*

The current process was approved by the Academic Affairs, Library and Student Life Committee at its 5th Meeting, dated 12/06/2020, and by the Research and Innovation Committee at its 79th Meeting, dated 18/06/2020, and ratified at the 132nd Meeting of the Senate, dated 1/7/2020.