

## Contribution to costs for academic events - ITTS PhD students

As PhD student of ITTS and Faculty of Economics & Business, you can ask for a contribution to costs for your participation in academic events such as conferences, congresses, doctoral seminars, etc. outside ITTS.

### **When does it apply?**

- The event is directly related to your dissertation (it is not necessarily part of your pedagogical agreement)
- If you are in your first year of PhD, an active contribution during the event is not compulsory
- From your 2<sup>nd</sup> year onward, an active contribution or participation (e.g. a presentation or the writing of an article) during the event is compulsory
- It applies to all doctoral students enrolled at ITTS, whether employed at UniNE or not
- The offer does not exist within ITTS, FSE or UniNE.

### **What does it concern?**

Financial participation is possible for the following costs:

- Registration fees
- Transportation costs (by public transportation: 2nd class, and ½ fare in Switzerland). Attention, for places up to 10hours train distance from Neuchâtel, no plane ticket will be paid. See the list of destinations:  
[https://www.unine.ch/durabilite/wp-content/uploads/sites/68/2024-12-15\\_Liste\\_destinations\\_10h\\_dplacement\\_professionel.pdf](https://www.unine.ch/durabilite/wp-content/uploads/sites/68/2024-12-15_Liste_destinations_10h_dplacement_professionel.pdf)
- Accommodation (max. 150 CHF/night)
- Food (CHF25 per meal; breakfast, alcoholic drinks and meals provided by the event are excluded)

### **Procedure**

**Before the event**, as soon as possible:

- First, if applicable, check with the institution where you are employed or with the FNS (or other funding institutions of research projects) if the costs can be covered. If not, you ask for a contribution from FSE and ITTS.
- Complete the application form: [https://www.unine.ch/seco/wp-content/uploads/sites/21/Formulaire\\_Participation-Congres\\_Doctorant-es\\_FSE.pdf](https://www.unine.ch/seco/wp-content/uploads/sites/21/Formulaire_Participation-Congres_Doctorant-es_FSE.pdf)
- Join a document with the budgeted costs with the four headings mentioned above (registration fees, transportation, accommodation and food). No decision can be taken without this document.
- Join the supportive document(s) available at the time of the application (confirmation of registration, registration fees...)
- Send the request to [messagerie.itts@unine.ch](mailto:messagerie.itts@unine.ch)



You will receive a reply ruling on your request, specifying how much of the costs will be reserved for your event, if any. The payment of the contribution will only occur after the event took place.

**After the event**, as soon as possible:

- Produce a compilation of the exact costs of the event
- Join all the supporting documents for the expenses (e.g. hotel invoice, restaurant receipts, metro ticket...)
- Join a confirmation of attendance or any equivalent document
- Send the files to [messagerie.itts@unine.ch](mailto:messagerie.itts@unine.ch)

The payment of the contribution will only occur at that point: after the event, on the basis of the supporting documents received, of the actual expenditures and of the amount of the approved contribution.

### **Financial framework**

The funds allocated to these contributions are limited. As soon as the funds of the FSE and the ITTS are exhausted in one civil year (January-December), applications can only be accepted for events in the following year. It is in your interest to prepare the request in advance to secure the reserved budget for your event(s).

Female PhD students can also ask for the subvention Egalité, two calls per year. ([www.unine.ch/egalite/carriere-et-developpement/subvention-egalite/](http://www.unine.ch/egalite/carriere-et-developpement/subvention-egalite/))

### **Semesters & stays abroad**

You are invited to consider stays at foreign universities & centres of excellence of 3-6 months (mainly for writing, but possibly also for data collection, yet always affiliated to a local tertiary educational institution).

Where you can ask for funds:

- The "Fonds de donation de l'Université"  
<https://intranet.unine.ch/structures-entites/commissions/commission-de-recherche/fonds-de-donations-de-luniversite/>
- The mobility service of UniNE  
<https://www.unine.ch/unine/home/formation/mobilite.html>
- Movetia <https://www.movetia.ch/en/>

Contacts to university departments of social work abroad can be arranged on request with the ITTS.

