



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

DIPARTIMENTO
DI FISICA E ASTRONOMIA
"AUGUSTO RIGHI"

short guide

MARCO POLO

without troubles



CONTACTS

- ✳ difa.contratti@unibo.it
- ✳ personal supervisor

TO AVOID THIS FEELING



PREPARED BY: COMMUNICATION OFFICE DIFA

At the very start of each year the **new terms for the opening of the first and second round** are established, in which you can

APPLY TO THE CALL

DIFA.DIREZIONE WILL SEND AN EMAIL AS SOON AS EVERY ROUND OPENS UP, BUT EVERY **SUPERVISOR** CAN ACCESS THESE INFO BEFOREHAND (THROUGH THE DECISION MADE IN THE DEPARTMENT COUNCIL OR THROUGH THE REPRESENTANTS OF THEIR SECTOR IN THE RESEARCH COMMISSION)

**READ THE CALL CAREFULLY
AND UPLOAD THE REQUIRED
DOCUMENTS
ON THE PLATFORM**



F.A.Q.

**SHOULD I APPLY IN THE FIRST OR
SECOND ROUND OF THE CALL?**

Make your calculations: **you have to leave within 6 months after the expiry date of the call** or you will have to give up the incentive and, if possible, repeat the application in the next round!



I'M ALREADY ABROAD AND I DON'T KNOW IF I CAN APPLY FOR THE MARCO POLO INCENTIVE

YOU CAN APPLY, but only if you're planning to come back after the expiry date of the call itself.

- * DEPARTURE OR COMMENCEMENT OF THE STAY BEFORE THE DEADLINE OF THE CALL FOR APPLICATIONS DOES NOT IN ANY WAY ENTITLE THE APPLICANT TO THE INCENTIVE IF THE APPLICATION IS NOT APPROVED BY THE SEARCH COMMITTEE.

MY MARCO POLO STAY WILL NOT BE MADE IN ONE CONTINUATIVE SESSION BECAUSE I NEED TO ATTEND A CONFERENCE TO PRESENT THE RESULTS OF MY RESEARCH

There are no problems if the needs to leave are motivated by research purposes, but they need to respect these criteria:

- * THEY HAVE TO BE AUTHORIZED BY THE DOCTORATE ASSEMBLY (COLLEGIO DI DOTTORATO)
- * THE TIME OF THE ABROAD STAYING NEEDS TO LAST AT LEAST THREE MONTHS
- * BE CAREFUL OF THE PHD GRANT INCREASE: FOR NON-CONTINUATIVE STAYS, CONTACT AFORM.UDOTTRICERCA@UNIBO.IT BEFORE



TROUBLES WITH THE PLATFORM?



**“Good morning,
I closed my application for the Marcopolo
scholarship, but I can’t find any trace of it in the
section “application submitted”.**

IF YOU HAPPEN TO RUN INTO THIS SPECIFIC OR SIMILAR
ISSUES WITH THE PLATFORM, PLEASE CONTACT THE
EXPERTS OF THE UNIVERSITY BY SENDING AN EMAIL TO:

CESIA.RICERCA@UNIBO.IT



ANY DOUBTS ABOUT THE TIME SPAN TO INSERT IN THE APPLICATION?

"In the online form, it is necessary to enter the period of stay abroad, indicating the start date and then the number of months, as it is not possible to enter the end date manually. As in my invitation letter the period given is 21 August – 12 December 2025, I was wondering whether I should amend the invitation letter or not, as the period does not match exactly between the letter and the online form."

THE LETTER GENERALLY CONCERNS THE PERIOD ABROAD AND MUST STATE THE EXACT DATES. THE APPLICATION IS VERY STRICT. HOWEVER, **REMEMBER THAT BEYOND 3 MONTHS OF STAY**, FRACTIONS OF MORE THAN 15 DAYS ARE COUNTED AS A MONTH. SO, FOR EXAMPLE, IF YOU ARE AWAY FOR 3 MONTHS AND 18 DAYS, YOU CAN ENTER THE REQUEST IN THE APPLICATION FOR 4 MONTHS.



UPLOADING THE ATTACHMENTS IN THE APPLICATION

“In the previous call they asked for the compilation of a specific annex file that I can’t find. How should I move?”

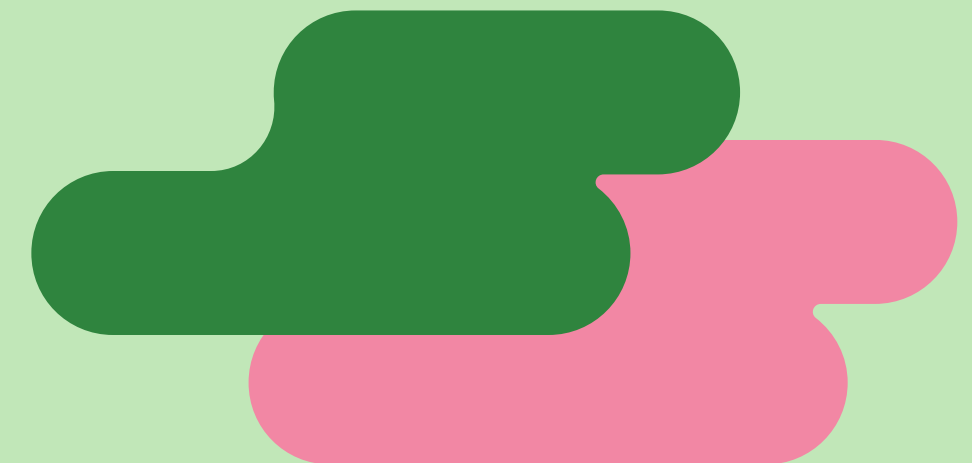
IF THE CALL FOR APPLICATIONS IN WHICH YOU ARE PARTICIPATING DOES NOT REFER TO THAT ANNEX, YOU DO NOT NEED TO WORRY ABOUT IT: FOLLOW THE INDICATIONS OF THE CALL FOR APPLICATIONS IN THE ARTICLE "SUBMISSION OF THE APPLICATION".



IF THE RESEARCH COMMISSION ASSIGNS YOU THE MARCOPOLO INCENTIVE, REMEMBER THAT YOU WILL RECEIVE ONLY A PART OF IT EVERY MONTH (NOT 1.150 OR 1.350 PER MONTH), AS THE REST WILL BE INTEGRATED BY THE INCREASE OF THE DOCTORATE GRANT.

**TO AVOID BANKRUPTCY OR A LACK OF FUNDS,
AS SOON AS YOUR ABROAD STAYING IS
CONFIRMED, ASK FOR THE INCREASE OF THE
DOCTORATE GRANT TO AFORM: YOU COULD BE
ELIGIBLE FOR AN ANTICIPATION OF IT.**

SPECIFIC DETAILS ON HOW TO DO IT





I WON THE MARCOPOLO SCHOLARSHIP

i.e. I received an email from
difa.contratti with the
assigned amount of money
and a module to sign

BY ENTERING IN THE APPLICATION, YOU CAN SEE THE STATUS OF YOUR APPLICATION AS
"PROJECT APPROVED" OR "APPROVED WITH MODIFICATION", WITH THE NUMBER OF
MONTHS ASSIGNED



LOTS OF PAPERWORK?

EASIER AS IT SEEMS

YOU ONLY NEED TO KNOW THAT...

DURING YOUR ABROAD STAYING, YOU WILL RECEIVE MONEY FROM TWO OFFICES WITH DIFFERENT TIMESPAN:

1 * INCREASE OF THE DOCTORATE GRANT *aform.udottricerca@unibo.it*

- This payment is made by *AFORM Settore Dottorato-Ufficio Corsi e carriera*
- It follows specific rules that are explained HERE in detail

2 * MARCO POLO SCHOLARSHIP *difa.contratti@unibo.it*

- This payment is made by the **Department**
- It is paid by the Department in monthly instalments every end of the month

N.B. FILL IN THE REQUIRED MODULE FROM DIFA.CONTRATTI BY INSERTING THE SPECIFIC TIMESPAN OF YOUR STAYING COVERED BY THE MARCOPOLO SCHOLARSHIP

FOR EXAMPLE, IF YOU'RE ABROAD FOR SIX MONTHS BUT ONLY 5 ARE GOING TO BE COVERED BY MARCOPOLO, PLEASE SPECIFY IN THE MODULE WHICH ARE THE EFFECTIVE START AND END OF THE STAYING



“SHOULD I OPEN THE MISSION?”

YES! EVEN WITHOUT COSTS, ASK FOR THE AUTHORIZATION OF THE MISSION FOR THE WHOLE ABROAD VISIT THROUGH THE THROUGH THE U-WEB MISSIONI PLATFORM BEFORE LEAVING

“WHAT IF I HAVE FUNDS IN MY 10%”

YOU CAN USE IT TO COVER THE EXPENSES DURING THE AUTHORIZED TIMESPAN!

IT MIGHT BE CONVENIENT TO ASK FOR A LUMP SUM (SO-CALLED 'PER DIEM') IN ORDER NOT TO HAVE TO KEEP ALL THE SUPPORTING DOCUMENTATION ACCORDING TO THE MISSION REGULATIONS. REMEMBER, HOWEVER, THAT IT IS TAXED!

FOR ANY DOUBTS PLEASE ASK TO DIFA.MISSIONIWEB@UNIBO.IT



CHANGE DATES OF STAY AFTER ALLOCATION?



SOME PRECAUTIONS FOR YOUR SAFETY

Especially for insurance issues, you must follow the steps required for the foreign stay set by AFORM. If your doctoral college has authorised the new dates, **please inform the AFORM doctoral office first!**

How to handle the Marco Polo part? Only if the change exceeds 15 days, put in cc **difa.contratti@unibo.it** when you write to AFORM (and **read the announcement**). If your departure slips more than 6 months after the announcement deadline, you will have to give up the Marco Polo incentive for that round.

ARRIVAL AT DESTINATION

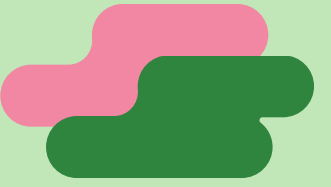


Send an e-mail to difa.contratti stating the day of your arrival and your destination, so payment will be set up in good time.

IF YOU DO NOT COMMUNICATE YOUR ARRIVAL, YOU WILL NOT RECEIVE THE MARCO POLO INCENTIVE: PUBLIC ADMINISTRATIONS ALWAYS NEED CONFIRMATION BEFORE THEY CAN PAY SOMEONE!



"I HAVEN'T RECEIVED MY MONEY YET!"



PAY...ATTENTION:

The increase of the doctoral grant is carried out by AFORM and follows its own rules (e.g. advance and balance).

Contact aform.udottricerca@unibo.it after verifying the info on the intranet

The Marco Polo scholarship is disbursed by DIFA from the end of the month following your arrival at your destination (if you remembered to communicate this, of course)

Contact difa.contratti@unibo.it for particularly serious delays

WITHIN 60 DAYS OF RETURNING TO THE DIFA

You have certain obligations to fulfil, or you will have to return the Marco Polo incentive already received.

UPLOAD ON THE PLATFORM:

- ✳ PERIOD LETTER ISSUED BY THE HOST INSTITUTION
- ✳ FINAL REPORT IN **PDF FORMAT** – THE TEMPLATE CAN BE FOUND AMONG THE ATTACHMENTS ON THE CALL FOR PROPOSALS PAGE



"On the Marco Polo application I uploaded the final report, but using a different template and not the UniBo one. How should I proceed? Do I upload the report with the correct template? Thank you very much."

EXACTLY! When the reports are approved in the Departmental Council, they must all have the same format, rename with: 'LASTNAME_Final report MP.pdf'. Take care to justify the text and follow the instructions in the template. If you have any doubts about the final report, please contact your supervisor.

"How do I know if I can close the Marco Polo chapter?"

Within a maximum of 60 days after uploading the final documentation into the application, you should see the status of your application changed to 'CONCLUDED'. If you have any doubts, ask the supervisor who has access to the authorised files in the Departmental Council.



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DEPARTMENT
OF PHYSICS AND ASTRONOMY
"AUGUSTO RIGHI"

TITLE PROJECT

STUDENT NAME

DATE

PhD cycle + PhD course name

Host structure

Date of period abroad

Supervisor

RECAP

USEFUL LINKS

✦ Info on the increase of the PhD grant and abroad staying

✉ aform.udottricerca@unibo.it

✦ Marco Polo Call of the specific call

for useful info and template

✉ difa.contratti@unibo.it

✦ Marco Polo platform to make a candidature and upload the

final required documents

✉ cesia.ricerca@unibo.it

✦ Info on the missions

✉ difa.missioniweb@unibo.it

✦ Useful modules PHYSICS



! Don't miss your supervisor !

Uffici amministrazione DIFA

📍 **Viale Berti Pichat 6/2 – II floor**