

PROTOCOL TO USE BUDGET FROM TUITION FEES - CONFERENCES

The internal rules for the use of tuition fees stipulate an **annual amount of up to 500 Euros for conference expenses**, to be allocated to each PDCRP-CORES PhD student on the assumption that:

- a) the PhD student will participate in the conference with an oral or poster communication;
- b) the value of 500 Euros does not accumulate for the following years;
- c) If a larger amount is required, the CORES Scientific Committee will examine each case and decide how much may be spent.

Step-by-Step

1º Permission of the PhD Supervisor and CORES Coordinator

With three months in advance of the conference date (or as soon as the PhD student has been accepted at the conference, proof of acceptance must be sent), the student requests access to the funds from the PDCRP-CORES Coordinator (pdcr.coordenador@fct.unl.pt), informing also the PhD supervisor.



Green light to advance! What follows?

2º Travel Authorization (Autorização de Deslocação in pt)

It is **always** necessary to fill out the “Autorização de Deslocação” form available online at DCR website | [Documentos Internos](#). An already completed **sample template** is also available.

Please note: this form should indicate the **start and end dates of the trip** and not the conference dates.

Once completed and signed, the original document must be delivered to the DCR secretariat; it will then go on to higher authorization (FCT Director) - this takes about three / five days.

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3º Conference Registration

The payment of the conference registration fee is processed through the DCR Secretariat and the following documents are required:

- a) Travel Authorization (mentioned in 2º);

- b) Proforma invoice issued by the conference organization, on behalf of FCT NOVA, Campus da Caparica, VAT number (NIF) 501 559 094. If it is not possible to obtain a Proforma, an e-mail or printscreen referring to the name of the conference may be presented, together with the name of the PhD student enrolled and the value of the registration; Preferably, it should also include the details of the organizer - institution name, address and VAT number (NIF) and contact person.

4º Travel planning

In the meantime, the PhD student sends to dcr.secretariado@fct.unl.pt a proposal with the desired **flights** (days / hours / airline / airport) and, if applicable, **accommodation** options (3 * hotel maximum).

All flight and accommodation reservations are handled by the DCR secretariat through the Travel Agency hired by FCT NOVA.

Note - There is no possibility of refund, so the trip or hotel should not be purchased by yourself.

5º After the Conference

Send the following documents to dcr.secretariado@fct.unl.pt:

- Boarding passes
- Proof of participation in the conference
- Invoice/Receipt of registration fee, if not already sent to FCT NOVA.



For all other questions and exception situations, please contact:

dcr.secretariado@fct.unl.pt or van_otero@campus.fct.unl.pt