



UNIVERSITÀ
DEGLI STUDI
DI BRESCIA

INTERNATIONAL MOBILITY OF PhD STUDENTS PROCEDURES APPLYING TO PhD STUDENTS BOTH BENEFITTING AND NOT BENEFITTING A PhD SCHOLARSHIP

LEGISLATION IN FORCE

- [Articles 5 para. 6 letter f\) and 10 para. 6 of UniBS PhD Regulations.](#)

PERIOD FOR RESEARCH AND TRAINING OUTSIDE ITALY

- minimum 15 consecutive days to obtain the 50% increase of the yearly gross value of a scholarship
- maximum 12 months within the three-years PhD Programme
- maximum 18 months within the three-years PhD Programme for those PhD Programmes having students having set down an agreement of double / joint Degree with another University

The calculation of the maximum period of 12 or 18 months is achieved by adding up every single day of research and study abroad.

Therefore, the PhD Board of Professors must authorize each single day, and each single day counts to be summed up in the three-year maximum period allowed.

NOTICE - The Authorization Form must be submitted to the PhDs Office both to PhD students benefitting of a scholarship, as well as to PhD students not benefitting of a scholarship and must be submitted in case of international mobility carried out even for one day only

WHAT TO DO BEFORE DEPARTURE

PhD students who intend to carry out a period of study and research outside Italy during their PhD Programme at UniBS, should send before departure the appropriate authorization form, duly signed by the PhD student and authorized by the PhD Board of Professors. The form is signed by PhD Programme Coordinator and it will report the date of approval of the PhD Board of Professors.

If the UniBS authorization form is signed with a handwritten signature, it will be sent in original hard copy to the PhD Secretariat.

If the UniBS authorization form is signed with a digital signature, it will be sent only to the University PEC (certified e-mail ammcentr@cert.unibs.it) by the Department seat of the PhD Programme.

It is advisable, but not mandatory, that the host institution issues a letter of acceptance to the doctoral student or to the Supervisor of the PhD Programme for carrying out the research / study at the institution.

* [For PhD scholarship holders](#), a flat rate of 50% increase is due, calculated on the scholarship gross amount (€ 15.343,28 gross per year until 30th June 2022 and calculated on € 16.243,28 from 01st July 2022).



* **For PhD NON-scholarship holders**, the 50% increase, calculated on the gross scholarship amount (€ 15.343,28 gross per year until 30th June 2022 and calculated on € 16.243,28 from 01st July 2022) is paid as reimbursement of expenses, upon presentation of receipts directly to the Department site of the PhD Programme that will manage the administrative paperwork. The administrative procedure to request the reimbursement of expenses, in addition to the University authorization form, is that provided for by the University Regulations. The administrative procedures in this case are those provided by the Department of the PhD Programme.

The PhD Board of Professors can also authorize periods of less than 15 consecutive days of international mobility. In this case, the PhD students, both with a scholarship and without a scholarship, will not benefit from the 50% increase but will, in any case, be able to carry out the activity abroad and can benefit from reimbursement of expenses equal to the 10% share of the gross annual value of a scholarship, calculated on the gross annual value of a scholarship, therefore on € 15,324.28 up to 30/06/2022, and equal to € 16,243.28 from 01 July 2022.

WHAT TO DO WHILE AT THE HOST INSTITUTION

RELEASE OF STATEMENT OF PRESENCE AT THE HOST INSTITUTION

For PhD scholarship holders

- During the period of stay abroad, the PhD student will request the host institution for a monthly (or periodical) statement of presence, released on headed-paper, signed by the host institution and reporting the exact dates of presence, e.g.: from period X (dd / mm / yyyy) to period Y (dd / mm / yyyy) of the actual research period carried out. To receive the 50% increase monthly (or periodically) the PhD student will send these statements to the e-mail address dottorati@unibs.it, preferably within the first 10 days of the month following the accrued one.
- If the PhD student does not intend to qualify for the allowance while abroad, he/she may apply for funds upon his/her return to Italy, by sending the original paper statement, reporting of the training/research period spent outside Italy to the PhD Office within the first 15 days of your return.
- PhD students always have the right to completely renounce the benefit of the 50% increase, continuing their activity /research outside Italy, declaring this will in the same appropriate authorization form or through a separate written request, signed, in pdf and forwarded to the attention of the PhD Office via UNIBS certified email (PEC) address at ammcentr@cert.unibs.it prior to departure.

For PhD non-scholarship holders

- The receipts of expenses incurred while abroad shall be submitted directly to the Department site of the PhD Programme.
- During the period of stay outside Italy the PhD student will still be required to ask the host institution for a monthly (or periodical) statement of presence, released on headed-paper, signed by the host institution and reporting the exact dates of presence, e.g.: from period X (dd / mm / yyyy) to period Y (dd / mm / yyyy) of the actual research period carried out.
- PhD students always have the right to completely renounce the benefit of the 50% or 10% increase, continuing their activity /research outside Italy, declaring this will in the same appropriate authorization form or through a separate written request, signed, in pdf and forwarded to the attention of the PhD Office via UNIBS certified email (PEC) address at ammcentr@cert.unibs.it prior to departure.



No later than 15 days after returning to UNIBS the PhD student will deliver those same statements, in their original paper version, to the PhD Office.

The reimbursement of living expenses (such as for travel, meals, conference costs, or courseware costs, etc.) is under the responsibility of the Department site of the PhD Programme. PhD students must save copy of their invoices / bills / receipts, etc.

UPON YOUR RETURN TO UNIBS

PhD students (with or without scholarship) **within 15 days upon their return to Italy** submit to the PhD Office the original paper statement of their staying outside Italy, as released by the host institution. This statement must be issued on headed paper and must be signed by a representative (either Academic or Administrative) of the host institute. It must indicate the beginning and end dates of the study period abroad (dd/mm/yy).