



UNIVERSITÀ
DEGLI STUDI
DI BRESCIA

**PhD PERIOD OF RESEARCH /TRAINING OUTSIDE ITALY
FULFILLMENTS
FOR PhD STUDENTS, BOTH WITH OR WITHOUT SCHOLARSHIP**

REFERENCE LEGISLATION:

- art. 10 PhD Rules and Regulations, UNIBS.

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 18 months within the three-years PhD Course.

WHAT TO DO BEFORE DEPARTURE

PhD students who intend to study outside Italy during their PhD Course at UNIBS, should send before departure the appropriate authorization form, duly signed by the PhD student and by the PhD Course Coordinator, either via PEC (certified email address) to ammcentr@cert.unibs.it or to be handed over in original (paper version duly signed and filled-it). If the stay lasts longer than six months, the authorization is provided by the PhD Board of Professors.

* **For PhD scholarship holders**, a flat rate of 50% increase is due, calculated on the scholarship gross amount (€ 15.343,28 gross per year) for each day of stay abroad, duly certified by the host institution.

* **For PhD NON-scholarship holders**, the 50% increase, calculated on the gross scholarship amount (€ 15.343,28 gross per year) is paid as reimbursement of expenses, upon presentation of receipts directly to the Department site of the PhD Course that will manage the administrative paperwork. The forms to be completed, additional to the University Authorization Form, are those provided by the Department site of the PhD Course.

ATTENTION: the obligation to submit the Authorization Form to the PhDs Office applies both to PhD students benefitting of a scholarship as well as to PhD students not benefitting of a scholarship.

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.

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.

For non-scholarship PhD Students

- The receipts of expenses incurred while abroad shall be submitted directly to the Department site of the PhD course.
- 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% 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.

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.) the Department site of the PhD Course is the administrative office in charge. We strongly suggest all PhD students to save copy of their invoices / bills / receipts, etc.