



INTERNATIONAL MOBILITY OF PhD STUDENTS

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 to obtain the 50% increase of the yearly gross value of a scholarship
- 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 to obtain the 50% increase of the yearly gross value of a scholarship
- The calculation of the maximum period of 12 or 18 months is reached by adding each single day of research and study abroad (e.g. for participation in a conference, seminar, etc.). Therefore, each period of international mobility must be authorized by the PhD Board of Professors and will be added to other days of international mobility that may be used in the three-year period, up to the maximum allowed;
- Those enrolled without a scholarship will only be able to benefit from the increase of 10% of the annual gross amount of the scholarship, as reimbursement of expenses incurred, upon presentation of receipts directly to the Department site of the PhD Programme. The annual gross value of a scholarship is € 16,243.30;
- The PhD student may carry out international mobility activities, authorized by the PhD Board of Professors, even for periods exceeding the maximum 12 months foreseen or the maximum 18 months foreseen in the case of co-supervision of thesis (double degree) but in this case without benefit of increases (neither of the 10% quota, nor of the 50% quota);
- Those who have waived the benefit of the scholarship and continue their studies lose the right to benefit from the increases provided by law, both for the 10% quota of expense reimbursements, and for the 50% quota (art. 10 paragraph 14 of the PhD Regulations);
- Those who are enrolled with a contract in Higher Education Apprenticeship and for positions with maintenance of salary treatment do not benefit from the increases required by law, neither for the 10% share of expense reimbursements, nor for the 50% share, but must in any case fill out the request for international mobility (form for those without a scholarship) and must be authorized by the PhD Board of Professors;
- The increases required by law both for the 10% share of expense reimbursements and the 50% share are cumulative, both for those who benefit from a scholarship and for those who do not benefit from a scholarship

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 (i.e. to participate to a conference, a seminar, etc.)

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, must send to ammcentr@cert.unibs.it before departure the authorization form, duly signed. The U.O.C. Dottorati will send it to PhD Board of Professors requesting its authorization. It is advisable, but not mandatory, that the host institution issues a letter of acceptance to the PhD 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 yearly gross amount (equal to € 16.243,30).

* **For PhD NON-scholarship holders**, the 50% increase, calculated on the yearly gross scholarship amount (equal to € 16.243,30) 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 **MUST** also authorize periods of less than 15 consecutive days of international mobility. In this case, PhD students, both benefitting and not benefitting a scholarship, will not receive the 50% increase but will, in any case, be able to carry out the activity abroad and will benefit from the 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 (equal to € 16,243.30). The students will present the receipts directly to the Department of the PhD Programme.

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
- The PhD student will send directly to the Department, site of the PhD Programme, the original receipts/bills for out-of-pocket expenses (travel reimbursement, meals, conference or course registration fees, etc.) incurred outside Italy and useful to obtain the reimbursement of the 10% increase
- 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 have the right to waive the benefit of the increase in full, both for the 50% quota and for the 10% quota, continuing the activity outside Italy, by filling out the specific waiver form to benefit of the increase, available on the University website. Send this form duly signed and in pdf format to the U.O.C. Dottorati via the University PEC address ammcentr@cert.unibs.it , before departure. The original



certificates (even a cumulative one) confirming the actual performance of the activity in international mobility must in any case be sent to the U.O.C. Dottorati within the first 15 days of returning to Italy.

For PhD non-scholarship holders

- The PhD student will send directly to the Department, site of the PhD Programme, the original receipts/bills for out-of-pocket expenses (travel reimbursement, meals, conference or course registration fees, etc.) incurred outside Italy and useful to obtain the reimbursement of the 10% increase
- 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 have the right to waive the benefit of the increase in full, both for the 50% quota and for the 10% quota, continuing the activity outside Italy, by filling out the specific waiver form to benefit of the increase, available on the University website. Send this form duly signed and in pdf format to the U.O.C. Dottorati via the University PEC address ammcentr@cert.unibs.it , before departure. The original certificates (even a cumulative one) confirming the actual performance of the activity in international mobility must in any case be sent to the U.O.C. Dottorati within the first 15 days of returning to Italy

NOTICE !

PROCEDURE APPLYING TO ALL PhD STUDENTS

Any interruption/modification of the international mobility period must be reported by writing to the UOC Dottorati dottorati@unibs.it , copy to the Supervisor and the Coordinator of the PhD Programme, reporting the calendar and movement changes that have occurred/are expected.

For example: travel from the foreign location to Italy and the subsequent return to the host location outside Italy; interruption of international mobility due to the supervening impossibility of carrying out the international mobility period; shortening or extension of the previously authorized international mobility period, etc.

IN CASE OF DOUBTS WRITE TO THE U.O.C. Dottorati at dottorati@unibs.it
