



Summary of the PhD administrative procedures to request maternity leave

1) Firstly, you must fill in **Form A (Modulo A-Dichiarazione stato di gravidanza)**, available on UNIBS web link in this PhD section. You should fill-it in and have it signed by your PhD Coordinator or by your Tutor. Subsequently, you shall make an appointment with the competent university doctor (Medico Competente) who will visit you and decide whether to propose that you stop the PhD activity before the mandatory suspension or not. The University doctor shall sign the same **Form A** (last line).

The University doctor contacts are on the UNIBS web site:

Either by phone on: 030 - 2016070 or by writing them an email (they do speak English) at medico.competente@unibs.it

2) Once you have this **Form A** duly signed by all parties you should hand-it over (or ask someone your trust to hand-it over by proxy) to the PhD Office during the Office opening hours. However, you can also send it via postal service or instead send it to UNIBS certified email PEC: ammcentr@cert.unibs.it from your own email address. If you send the Form to UNIBS certified email address you do not need to hand-over the original paper form.

3) Pursuant to art. 13 of the PhD Rules and Regulation when you plan to suspend for compulsory maternity leave (usually 2 months before delivery or even before if the University doctor states so..), fill in the **maternity leave form** available on UNIBS web link in this PhD section.

The form is called **Istanza di sospensione per maternità e/o malattia or “Maternity and / or Illness Intermitting Form”**

Pursuant to the Italian legislation the mandatory maternity leave equals to an overall 5 months period. You cannot stop for a lower period.

PhD students can request to interrupt 1 month before delivery and 4 months after delivery or rather 2 months before delivery and 3 months after delivery.

Once the PhD Office receives the form duly signed and filled in it informs the PhD Board and Professors and the Coordinator, it drafts the administrative procedures for the completion of the PhD student future career following the intermitting period.

During maternity leave the benefit of the PhD study grant is also suspended. UNIBS will pay it back to the PhD student once you resume your PhD activity.

4) To resume your PhD activity after intermitting due to maternity leave you must fill-in the proper form declaring the date of your return to your PhD activities. The form is again available on UNIBS web link in this PhD section and it is called

The form is called **Istanza di ripresa attività post sospensione**

Again, you will hand-it over (or ask someone your trust to hand-it over by proxy) to the PhD Office during the Office opening hours. However, you can also send it via postal service or instead send it to UNIBS certified email PEC: ammcentr@cert.unibs.it from your own email address. If you send the Form to UNIBS certified email address you do not need to hand-over the original paper form.