

PROCEDURE FOR PERIODS ABROAD LASTING MORE THAN 15 DAYS

- First of all, fill in the authorisation form for the stay abroad (see attachment), have it signed by the supervisor and then send it to the Coordinator (mose.mariotti@unipd.it) for authorisation. If the period abroad exceeds the 6 months by even 1 day, the form must be approved by the Teachers' Board;
- once you have received the authorisation, send the form to the PhD Office (phd@unipd.it), and in particular to Valentina Bregaglio (valentina.bregaglio@unipd.it), specifying whether or not you are requesting an increase in the grant.

At this point the period abroad is authorised and a mission can be opened in the UNIPD portal.

The **additional grant** will be paid on a monthly basis from the month following the month to which it relates. For this to happen, when you start your period abroad, you must send a document to phd@unipd.it, certifying that the period abroad has begun, explicitly stating the start date and, if applicable, the expected end date; below is a possible outline:

"I hereby confirm that Ph.D. Student of University of Padova PHD STUDENT NAME AND SURNAME
has started his research visiting period at HOST INSTITUTION under my supervision,
on STARTING DATE, and he will conclude on ENDING DATE".

The document should be drafted on **host institution letterhead** and signed in original by the supervisor abroad, and should be sent in .pdf format by e-mail to phd@unipd.it.

At the end of the entire period, an 'end-of-period' **declaration** must then be drawn up and forwarded, again signed by the supervisor abroad and on the letterhead of the host organisation, confirming the activity carried out, with an explicit indication of the actual start and end dates of the collaboration.

Below is a basic outline of the required declaration, which can be supplemented with a description of the activities carried out if necessary:

"This is to confirm that Ph.D. Student of University of Padova PHD STUDENT NAME AND SURNAME has
carried out his research visiting period at HOST INSTITUTION,
under my supervision, from STARTING DATE to ENDING DATE. During this period PHD STUDENT NAME
AND SURNAME has ...

(brief description of activities performed and courses, lectures attended by the PhD Students, and
short evaluation of the activity carried out)".

NOTES:

- As long as the start and end dates fall within the authorised period, even if there is a delayed departure or return earlier than authorised, no regularisation work must be carried out on the latter;

- The increase is paid for actual days spent abroad; therefore, the dates reported must be accurate and refer only to days spent abroad;
- Attention must be paid to the congruence between the dates communicated at start-up and those later attested at conclusion;
- Any return to Italy (for holidays or for any reason whatsoever) must be notified in advance to the PhD Office by email and then included in the final certificate.