



UNIVERSITÀ  
DEGLI STUDI  
DI BRESCIA

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

**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.

**BEFORE DEPARTING:**

PhD students who intend to study abroad before departure send to the PhDs and Specialization Schools Office the appropriate authorization form, signed by the PhD student and the PhD Course Coordinator. If the stay lasts longer than six months, the authorization is provided by the Board of Professors.

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

\* For non-scholarship PhD Students, the 50% increase, calculated on the gross scholarship amount (Euro 15.343,28 gross per annum), is paid as a reimbursement of expenses, upon presentation of receipts directly managed with the Department site of the PhD Course. 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 and Specialized Schools Office of the University applies both to PhD students benefitting of a scholarship, and PhD students without a scholarship.**

**UPON YOUR RETURN TO UNIBS:**

PhD students (with or without scholarship) within 15 days of their return to Italy, submit to the PhDs and Specialization Schools Office the (original) statement for the period actually carried out abroad. This statement must be issued on headed-paper and must be signed by the foreign institute where the study period has been carried out. It must indicate the beginning and end dates of the study period abroad.

## **RELEASE OF STATEMENT OF PRESENCE AT THE HOST INSTITUTION**

### **- For PhD scholarship holders:**

- During the period of stay abroad, the PhD student will still be required to ask the host institution for a monthly statement written on headed-paper, and signed by the host institution, reporting the dates from period X (dd / mm / yyyy) to period Y (dd / mm (aa) of the actual research period carried out. To receive the 50% increase each month, the PhD student will send statements released on headed-paper and signed by the host institution, 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, cumulative statement of the training period abroad to the PhDs and Specialization Schools Office, within the first 15 days of your return.

### **For non-scholarship PhD Students:**

- Submission of receipts of expenses incurred abroad by the PhD student directly to the Department site of the PhD course;

- During the period of stay abroad, the PhD student will still be required to ask the host institution for a monthly statement written on headed-paper, and signed by the host institution, reporting the dates from period X (dd / mm / yyyy) to period Y (dd / mm (aa) of the actual research period carried out.

No later than 15 days after returning, the PhD student will deliver those same statements, in their original version, to the PhDs and Specialization Schools Office.

For the possible reimbursement of live expenses, such as travel, meals, conference, or courseware costs, the Department site of the PhD Course is responsible. Keep your bills.