



UNIVERSITÀ DEGLI STUDI
DI GENOVA

Regulations governing the award of doctoral scholarship increases

Pursuant to art. 20 of the Regulations for Research Degrees, each PhD student who has been awarded a scholarship will be allowed to spend a maximum of 540 days abroad, provided this has been previously authorized, and will be awarded a 50% increase of their scholarship. The student can spend abroad 540 consecutive days or even spread that amount of time over separate periods according to the requirements of the research project they are working on.

A scholarship increase for a period of time **shorter** than two months, for which no letter of invitation is required, will be awarded upon presentation of the hosting university's final report on the student's research visit on the basis of the recorded dates.

For periods of time **longer** than two months the scholarship will be paid in ongoing instalments.

For a scholarship increase over a period longer than two months, applicants must produce the following documents at least **one month** before leaving.

- An official authorization from the Doctoral board/Doctoral Research Coordinator stating the start and end date of the visiting period, where this will take place and what activities the doctoral student will be involved in;
- A letter of invitation on headed paper from the hosting university stating the start and end date of the visiting period as per the official authorization from the home Doctoral board/ Doctoral Research Coordinator;
- The doctoral student will have to send an email confirming their arrival at their destination;
- A final report on the student's research visit from the hosting university on headed paper stating the start and end date of the visiting period and signed and dated by a supervising professor. **The date on the report must be the same as the end date of the visiting period or the day immediately following the end date of the visiting period.**

SUCH DOCUMENTS MUST BE PRODUCED NO LATER THAN FIFTEEN DAYS FOLLOWING THE END DATE OF THE VISITING PERIOD.

Any delay in handing in the hosting university report will be promptly communicated to the Doctoral board/Doctoral Research Coordinator.

Extension of the visiting period:

What you need to produce in order to extend your visiting period and be awarded an increase in your scholarship:

- an authorization from the Doctoral board/Doctoral Research Coordinator stating the new end date;

- agreement to the extension on the part of the hosting institution stating the new end date, which will have to be the exact same date as the one stated in the abovementioned authorization from the Doctoral board/Doctoral Research Coordinator;

In order to avoid interruptions in the visiting period extension and the scholarship increase, both documents must be produced well in advance.

N.B.:

All the required documents can be handed in:

- directly to Sportello del Servizio Segreterie Studenti Settore dottorato di ricerca, scuole di specializzazione, esami di stato e master, Piazza della Nunziata 6, second floor, during opening hours either by you or through a person authorised by you;
- by sending scanned copies of the documents to dottorato@segreteria.unige.it;
- through your Department's internal mail system.