Università di Genova

Area didattica, servizi agli studenti, orientamento e internazionalizzazione
Servizio alta formazione
Settore dottorato di ricerca e scuole di specializzazione

Doctoral scholarship increase

Each PhD student holding a scholarship may spend a period of study or research abroad (which must be approved previously) and receive a related 50% increase in the amount of their scholarship up to a maximum of 12 months. Such maximum may be fractioned according to the best needs of the research project or spent in one period. Such maximum period can be extended up to 18 months only by doctoral students with a co-tutelle agreement or enrolled in a doctoral course in agreement with an external institution.

How to apply for and receive it

Before departure

To apply for a doctoral scholarship increase, please send the following documents to dottorato@segreterie.unige.it at least one month before departure:

1. ***Invitation letter from host institution*** drawn up on headed paper (mandatory only for stays longer than 61 days);
2. ***Authorization from the Doctoral board/Doctoral Coordinator*** to carry out the period of study or research abroad.

Both documents must present the exact same start and end dates and location of the activity.

⚠ Should there be any changes to the planned departure date or to the agreed period abroad, please send a timely notification to dottorato@segreterie.unige.it

During the period abroad

After departure, please send to the abovementioned email address:

3. ***Email confirming your arrival*** at the destination city

ONLY in the case of missions during the period abroad and only if reimbursement of expenses incurred is requested, please notify dottorato@segreterie.unige.it.

After the period abroad

At the end of the period abroad, please send:

4. ***Final certificate*** drawn up on headed notepaper and signed by a person in charge of the host institution, indicating the start and end dates of your stay and any interruptions. The certificate must be dated and signed on the last day of your stay abroad or on the following day.

⚠ If the start and end dates do not coincide with those agreed in advance, or if there are interruptions (following missions for which reimbursement of expenses was requested pursuant to the University's missions and training mobility regulation, temporary returns to Italy, etc.), the amount of the doctoral scholarship increase due for the actual period spent at the host institution will be re-calculated and any sums unduly received will be charged when the doctoral grant is subsequently paid.

Extension

To extend the study and research period abroad and, at the same time, the scholarship increase, it is necessary to send the extension to dottorato@segreterie.unige.it by the first day of the month in which the extension will start:

1. ***Letter of commitment from the host institution***;
2. ***Authorization from the Doctoral Board/Doctoral Coordinator*** to extend the period abroad.

When it is paid out

The doctoral scholarship increase is always paid at the same time as the disbursement of the doctoral scholarship instalments.
Depending on the duration of the period abroad, it is paid:

- **DURING** the abroad period, i.e. monthly, for stays longer than 61 days
- **AFTER** the abroad period, i.e. at the end of it following the submission of the final certificate, for stays up to 61 days

Compatibility and incompatibility

The Ph.D. Courses Regulations of University of Genoa issued by Rector's Decree No. 2340 of 27.05.2022 establish that *the simultaneous use of other grants is forbidden, with the exception of funding received from Italian or foreign institutions and which are useful to supplement training or research activities abroad.* Therefore, the doctoral scholarship increase is **compatible** with other grants aimed at funding research periods abroad (e.g. Erasmus+ mobility scholarships).

The University Regulations for Missions and Training Mobility issued by Rector's Decree No. 4530 of 30.12.2016 establish that *PhD students with scholarships who are authorised by the Doctoral Board to spend periods abroad and who benefit from the 50% scholarship increase may only be reimbursed for travel expenses.* Therefore, the doctoral scholarship increases and the reimbursement of mission expenses (e.g. from the fund for research in Italy and abroad made available to each doctoral student), are **not compatible and cannot be cumulated**. The only eligible expenses are those for the coverage of travel costs.
For this reason, in case of missions (for conferences or conventions, etc.) carried out in other localities during the period abroad and for which the reimbursement of expenses is claimed, please notify the Office of it, and include these interruption periods in the final certificate to be submitted at the end of the stay abroad. If the scholarship increase is paid monthly, it is not possible to suspend it in progress, but the amount of the due doctoral scholarship increase for the period actually spent at the host institution will be re-calculated and any sums unduly received will be charged when the doctoral grant is subsequently paid.

Insurance

Third parties' liability: PhD students are covered by the University's TPL policy, whose territorial extension "applies worldwide". It only covers damages for which the University is civilly liable and does not include liability for medical or healthcare activities.
Accident insurance: PhD students are insured by the National Institute for Insurance against Accidents at Work (INAIL) for accidents occurring during technical-scientific experience or practical exercises pursuant to Article 4, no. 5, of Presidential Decree no. 1124 of 30 June 1965 (T.U. INAIL); however, the relevant benefits are only available in Italy.
University does not provide any health insurance: it is always recommended to get appropriate information before travelling abroad and, if necessary, to stipulate a health insurance, which can be reimbursed using the fund for research in Italy and abroad made available to each doctoral student. Please also note that in EU countries the principle of reciprocity of health services is in force (for more information consult the ASL of relevance).