



UNIVERSITÀ DEGLI STUDI DI TORINO

Direzione Ricerca
Area Dottorati di Ricerca

Dear PhD students,

For study abroad activities, the scholarship will increase by 50% of the daily amount of the scholarship. This payment is fixed and paid based on how many days are spent abroad.

The scholarship increase can be requested online through an online application system. In any case, the PhD students have to speak with their PhD Coordinator before applying for the online procedure.

The online application system is available at the following webpage:

<https://estensioneborse.unito.it/> (<https://estensioneborse.unito.it/php/index.php>)-

It should be sufficient to write in the URL: **estensioneborse.unito.it**

To log in, please input **your SCU account** assigned at the beginning of your PhD program. On the same page, a Guideline for application is available in Italian and in English. Before applying, **please read the Guidelines very carefully.**

Through the online application system, you can:

1. Apply for the **RESEARCH ABROAD AUTHORISATION**. This application must be submitted at least **48 hours** before the departure date;
2. Apply for **BIMONTHLY INSTALMENTS**: For missions lasting more than 60 days: in this case, the application must be submitted every two months effectively spent abroad. The payment will be split in instalments of about 60 days long;
3. **EXTEND** the duration of the mission**;
4. Submit the **RETURN DECLARATION** (to Italy). It is mandatory to submit this declaration **within 2 weeks from the return date to Italy**. If this is not done, you will not receive the increase; Please upload files of documents certifying the completion of your mission
5. Check the "**status**" of the research period abroad (i.e. authorisation, bimonthly instalments, return)

If the mobility **period** is **longer than six months (180 days)**, it is also necessary the permission granted by the **PhD School Teaching Board**. Please, plan with your Coordinator for the request.

PAY PARTICULAR ATTENTION:

****If the already authorized research period abroad as TO BE EXTENDED, a NEW authorization request has to be submitted, specifying the start and finish dates of only this new period abroad.**



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Also in this case, the application must be submitted in the online procedure **at least 48 hours before the beginning date of the extension.**

- practical example:

Step 1: Enter the procedure and open a new mission. Put as start date, the first day of the extension (i.e. the day after the end of the first request) and, as end date, the new final return date.

- Step 2: On the day of the end of the first requested mission (or even on the following days) enter the procedure and close this request by filling in the "Return" slot and send to the Coordinator by clicking on the "Request authorization" button (top left).

Applications will be registered and accepted directly from the PhD course Coordinator through the online application system.

The increase corresponds to 50% of the daily amount of the scholarship. Therefore, the instalment is fixed and is paid according to the number of days spent abroad.

PAY PARTICULAR ATTENTION to how the online application works. It is **ESSENTIAL** that you follow the guidelines below. If you fail to do so, you will not receive the increase.

1. CONTINUING RESEARCH ABROAD AUTHORISATION:

You have to fill in the (beginning and end) dates of the bimonthly period abroad, during which he/she has effectively studied/worked. The **Continuing Research Abroad Authorisation** can be requested around every 45-60 days since the starting of your research period abroad.

The "Data Fine Periodo" CANNOT be set later than the date of application. It must be either the same day or an earlier one.

Example: If you are abroad on 13th May 2021, and you apply to the online procedure on that day, the dates which must be filled in, are the beginning of the bimonthly period ("Data Inizio Periodo") and the end of the bimonthly period ("Data Fine Periodo" i.e. 13th May 2021 or an earlier date).

2. RETURN DECLARATION (to Italy):

You can submit the return declaration and date ("Data Fine Periodo") only from the exact date of your arrival in Italy.

Example: If you arrive in Italy on 13/05/2021, you can file the return declaration only from 13/05/2021, not before.

PLEASE NOTE:

- Once the application has been accepted by your PhD Coordinator, you cannot change the data anymore. The online application procedure will stop the payment in case of conflicting data;



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- When you write some text in the application window (ex: "ente ospitante" – host institution; "specifiche attività" – activity; "località" – location) do NOT copy-paste any information, in particular when the text contains special types, symbols or diacritical marks (ex: tilde, umlaut/diaeresis, cedilla etc...) because they may not be recognised by the system and then stop the issuing of the payment receipt;
- The procedure records, without the possibility of correction, the data already validated. Any incongruent or false declarations **will block the issue of the payment decree;**
- Payment of continuity/return declarations received within the first ten days of the month, to the extent possible, is made with the following month's grant.

Access to the procedure is allowed up to and no later than the last day of enrollment in the PhD program

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