

The official and legally binding guidelines are the Italian one. The present document cannot be used for legal purposes and is only meant to provide information in English.

Study and Research periods abroad - Guidelines for PhD students

approved by the Academic Senate on 31 March 2026

Doctoral students, subject to authorisation by the Academic Board, may undertake research and/or training placements at universities, research institutes, centres and/or laboratories, and companies abroad.

The period abroad provides for an increase in the scholarship set at 50% of the scholarship amount (gross amount), for a total period of not less than 30 days and not more than 12 months (subject to the possibility of extension to 18 months, where provided for by regulations and deemed necessary by the Academic Board, subject to verification of financial coverage), for the purpose of carrying out research activities abroad authorised by the Academic Board.

To be eligible for the increase, the period must therefore (mandatorily) include a minimum of 30 consecutive days and (preferably) subsequent multiples of 15 days.

The cost of the scholarship is calculated (both for the allocation of IUSS scholarships in the budget and for the amount specified in agreements with external institutions to cover a 6-month period abroad within the three-year period. Authorisations for longer periods must always be approved following verification of financial coverage in the School's budget, the supervisor's funds or by the partner organisation.

The period is calculated by adding together each individual period of research and study abroad (non-consecutive periods). Stays of less than 30 days are not taken into account for the purposes of calculating months spent abroad.

The Academic Board may also authorise periods of international mobility of less than 30 consecutive days, which will be considered 'academic travels' (missions) and will follow the procedures set out in the Regulations for the Management of Missions. In this case, PhD students, whether on a scholarship or not, will not benefit from the 50% increase but may nevertheless carry out the activity abroad and claim reimbursement of expenses using their research budget.

The PhD student is required to submit, at least two months before the scheduled departure date, a request for authorisation via the *Research Period* section of MyPortal>MyAllievoPhD, attaching:

- 1) approval from the supervisor;
- 2) invitation letter from the foreign university or institution, which must state the expected dates of the period abroad and a brief description of the activities to be carried out.

A request to undertake the period abroad in the PhD student's country of birth, citizenship, residence or domicile must be accompanied by a statement from the supervisor providing the relevant scientific justification for the request. This statement will be assessed by the Academic Board. If approved, the period abroad will be undertaken without a scholarship increase, unless the Academic Board decides otherwise in response to a justified request from the PhD student.

Only after the Academic Board has approved and the Rector's Decree of authorisation has been issued the PhD student is allowed to travel abroad.

The payment of the scholarship increase will be made in two instalments, regardless of the duration of the period:

- payment of an advance of 80% of the total increase amount for the authorised period, subject to receipt of a declaration of commencement of activities from the host institution (the declaration must be on the institution's letterhead, signed by a competent office or an authorised person, such as the supervisor, and must state the start date and the expected end date);
- payment of the remaining 20% (on the basis of the period actually completed and certified) upon submission of the following documents on return:
 - original certificate issued by the host institution confirming the start of the activity;
 - an original certificate issued by the host institution confirming the actual period of stay abroad, including any periods of suspension due to holidays or assignments coinciding with the period abroad.

Any extensions to periods already authorised follow the same application procedure and must be submitted at least 30 days in advance.

The scholarship increase is compatible with:

- grants awarded by specific national or foreign institutions for stays abroad;
- grants awarded by the Erasmus+ programme or other mobility programmes (in the case of calls for applications issued by another partner institution, it is necessary to check for any incompatibilities specified in the call issued by that institution), except in the case of grants for which the overseas supplement is covered by EU funds;
- any grants provided by the host institution, subject to a declaration by the host institution that the proposed grant is commensurate with the cost of living in the host country;
- any additional contributions allocated by the supervisor from their own funds or from the funds of other projects, provided they are consistent with the project's scientific objectives, subject to a declaration by the supervisor that the proposed contribution is commensurate with the cost of living in the host country.

Should the submission of the application for authorisation of the period abroad fail to meet the required deadlines, the PhD student will not be authorised to travel abroad.

The School does not authorise the payment of scholarship increase for periods prior to the date of authorisation of the Rector's decree. The School is relieved of any liability relating to periods of mobility undertaken without authorisation.

The authorisation and payment decrees are defined as set out in Annexes 1 and 2.

These Guidelines are translated into English and made available to students in the section of MyPortal>MyAllievoPhD dedicated to the period abroad.