

INSTRUCTIONS FOR MOBILITY PERIODS ABROAD

PhD students in *Psychological Sciences* have to spend a mandatory period abroad during their 3-year study cycle. The mobility period should last at least three consecutive months and take place in a foreign University.

PROCEDURE

After having established contacts with a Professor in the Host University, the PhD student will request an invitation letter, issued by the Host University on its letterhead paper.

After obtaining the letter, the PhD student should fill in the following forms:

1. **"Mobility abroad authorization request"** - which you can find on the Doctoral Course website in the "Documents - Period abroad" section to be filled in and sent as pdf file to dottorato.psicologia@unipd.it
2. **"Mission Authorization"** - to be filled in ON LINE only (See Missions Vademecum). Attach the invitation letter from the host university to the mission request.

The above practices must be sent / uploaded as soon as possible, in order to complete all administrative procedures well in advance before the departure.

AUTHORIZATION

The request for spending the period abroad will have to be countersigned for acceptance:

- by the Coordinator of the PhD course (for stays up to 6 months)
or
- by the Academic Board of the PhD course (if the stay period exceeds 6 months).

INCREASE OF THE SCHOLARSHIP

The "Mobility abroad authorization request" starts the formal request for a 50% increase in the PhD scholarship. Once the stay abroad has been authorized, the PhD student will be contacted by the central PhD and Post Graduate Office, which will provide all the information on how to receive the scholarship increase.

The central PhD and post-graduate office:

- will check the correspondence of the authorized period with the one actually carried out;
- will communicate the related data on a monthly basis to the Personnel Administration Service, responsible for the disbursement of the money of the scholarships.

The amount of the increase will be credited every month starting from the month following the departure or the month in which the complete and correct documentation is received.

More information is available here:

https://www.unipd.it/en/sites/en.unipd.it/files/Informativa%20maggiorazione_EN.pdf