

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 3 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. **“Document for periods abroad”** (form for requesting the period abroad) – available on the PhD course’s website, under the section “Documents – Periods abroad”. The form consists in two pages. Both pages have to be filled in.

The form will have to be handed in to Stefania Gabrieli (PSICO 1 building, ground floor, room 13).

2. **“Modulo Autorizzazione Missioni”** (form for requesting the authorization for the mission abroad) - available on the PhD course’s website, under the section “Documents – Missions”. The invitation letter received from the Host University should be attached to the form.

The form and the invitation letter will have to be handed in to Antonella Masut (PSICO 1 building, ground floor, room 47).

All above mentioned documents have to be handed in as soon as possible, in order to complete all related administrative procedures in time before the departure.

AUTHORIZATION

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

- by the academic coordinator of the PhD course (for stays up to 6 months)
or
- by the board of lecturers of the PhD course (if the stay exceeds 6 months).

INCREASED GRANT

It is possible to request a rise of the PhD grant for periods of stay longer than 20 days. The request should be submitted to the PhD Office (Servizio Formazione e Post Lauream), providing them with a letter signed by the supervisor at the Host University and issued on the Host institution’s letterhead paper, attesting the actual presence of the PhD students. This letter should:

- report the exact dates of stay at the Host institution;
- be sent to the PhD Office either at the end of the stay or every 3 months. Letters dividing long stays in shorter periods lasting less than 3 months won’t be accepted;

- be signed after the certified period of stay is concluded: letters reporting a date preceding the concluding date of the stay period abroad won't be accepted.

FAC SIMILE (the letter can also be issued in other widely spoken languages):

Date

This is to confirm that is carrying out his/her research from XX/XX/XXXX, to XX/XX/XXXX, during his/her PhD in, at(Department...)

Prof.....

The letter should be sent via email to the following email addresses:

To: Formazione.ricerca@unipd.it

To: Maurizio.barbon@unipd.it

Cc: dottorato.psicologia@unipd.it

The PhD Office:

- will check that the correspondence between the authorized period of stay and the one actually carried out;
- on a monthly basis, it will submit all data and relevant information to the Staff Administration Office, in charge of paying grants.

The increased share of the grant will be credited in the month following the one in which all requested documents will be provided to the competent offices.