ONLINE APPLICATION USER GUIDE
HOW TO APPLY FOR THE 50% PHD SCHOLARSHIP INCREASE

PhD STUDENTS:

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PhD students, if eligible, may request a 50% increase in their scholarship when studying abroad. The fixed amount is paid according to the number of days spent abroad.

All applications for the 50% PhD scholarship increase for study abroad activities must be submitted to the online system. The instructions on this page provide a detailed overview to the PhD Students on how to complete the online application, step by step.

PhD students can monitor the status of their application at any time (research abroad authorizations, continuing abroad authorization, payment, etc.)

PhD students have to use the online application in the following cases:

- to submit the Richiesta Autorizzazione/Request for authorization;

- to submit the Dichiarazione di Rientro/Return declaration: this must be provided in order to obtain the scholarship increase upon return from the research period abroad. It is mandatory to submit the declaration within two weeks of returning to Italy;

- to request the Pagamento frazionario/Payment in bimonthly instalments-split payment: for research periods longer than two months, the grant increase can be paid every two months (this is an optional choice);

- to extend the research period.
1.1 HOW TO ACCESS THE ONLINE PROCEDURE

Important: To access the online application system, you must log in to your SCU account, assigned at the beginning of your PhD programme (name.surname@unito.it)

The online application procedure is available at this address:


Normally just type estensioneborse.unito.it in the URL

It can also be accessed by following this path:

Doctoral School Homepage/Pursuing PhD Degree/Financial Aid/Research period abroad and then click on: Guide to applying for scholarship increase (near the bottom of the page).

1.2 APPLICATION FOR AUTHORIZATION FOR RESEARCH PERIODS ABROAD

Very important: The application must be submitted no less than 48 hours before your departure date.

Once you have successfully logged in, you’ll be able to view the form “Gestione Maggiorazione Borse Dottorato/On-line applications for the increased scholarship:

- to request authorization for a research period abroad from your Coordinator, click on the red button in the upper left corner: Nuova Richiesta/New Application and fill out the form. Required fields are marked with a red asterisk on the left;

- for a period of research abroad, click on the red button at the top left: Nuova Richiesta/New application and fill out the form. Required fields are marked with a red asterisk on the left;

- The online procedure will automatically provide a list of Enti ospitanti/Host institutions. By filling in the field: Ente/Institution, the fields Natura Ente/Nature of institution, Tipologia Ente/Type of organisation, Località/Location, Stato/State and, when available, Struttura Ente/Structure of Institution, will be automatically populated (note: only the fields Località/Location and Stato/State are editable);

- The conference website must be specified in Note/Explanatory Notes
Please note: When typing text in the application window (e.g. “host institution”; “specific activities”, “location”) please DO NOT copy-paste information, especially when the text contains special types, symbols or diacritical marks (e.g. tilde, umlaut/dieresis, cedilla, etc.) because they may not be recognised by the system and therefore can block the issuance of the payment order.

- To fill in the **Data Partenza Prevista** - **Data Ritorno Previsto**/Scheduled Departure Date - Scheduled Return Date fields, click on the calendar to the right of the corresponding box. The number of remaining days you are eligible to increase your scholarship can be seen on the right of **Data Partenza/Departure date field**.

- **Tipo di pagamento/Payment Method:** you may choose (by ticking a flag indicating your choice) between **Al Ritorno/Payment on Return** or **Frazionato/Split** - Instalment Payment (see section 1.5)

The number of days remaining in which you are eligible for a scholarship increase, during your PhD program, is visible to the right of the **Data di Partenza /Departure date field**.
At the end of the filling-in process, if you click on the **Salva/Save button**, your request will be saved as a draft (still being edited) in your local area and will not be sent to your PhD Coordinator.

To send it to your Coordinator, click on **Richiedi Autorizzazione/Request Authorization**. You will receive an instant confirmation email in your institutional inbox.

Click now on the **logout** button to return to the **Home page** where you find a list of all your requests and their status. The **Stato/Status** column indicates whether your request has already been authorised by the PhD Coordinator.
Authorisation requests, highlighted by the blue squares, are to be completed: to obtain the payment due, you must fill in the form called: Dichiarazione di Ritorno/Attendance statement (which must also be authorised by your PhD Coordinator).

**PLEASE NOTE:**

- Periods abroad that last longer than six months (more than 180 days) must be approved by the Doctoral Teaching Board. Please ask your Coordinator to submit the request to the College of Teachers for deliberation and then send a copy of the document to dottorati@unito.it.

- If, for any reason, the is not carried out, please cancel it by clicking Annulla Richiesta/Cancel Request button (top left)-

- The column labelled Stato/Status indicates if the request has already been authorised by the PhD Coordinator.
1.3 EXTENSION OF ASSIGNMENT PERIOD

If you need to extend the research period abroad already authorised, or already in progress, you must submit a new request for authorization, in which you will write only the start and the end dates of this new period. The new request must be submitted at least 48 hours before the start date of the extension.

1.4 DECLARATION OF ATTENDANCE (REQUIRED TO OBTAIN THE INCREASE AT THE END OF YOUR FOREIGN RESEARCH PERIOD)

At the end of your research period abroad, you must fill out the Statement of Attendance. After logging with your SCU account to the online application Gestione Maggiorazione Borse Dottorato/PhD Grant Increase Management System, click on the period for which you are requesting the grant increase: to select the period, you have to click on the date of your application in blue→ a new field will be displayed at the bottom of the page:

DICHIAVARAZIONE CONTINUITÀ PERMANENZA/RIENTRO ESTERO/Declaration of continuity of stay/Return

- To fill out the Data Inizio Periodo e Data Fine Periodo/Start date and end date fields, click on the calendar to the right of the respective box.
- The number of remaining days to which you are entitled to a scholarship increase during your PhD program can be seen to the right of the Data di Partenza/Departure Date field.
- the Documentazione section /Documents section: here you must upload the files of the documents certifying the completion of your period abroad (e.g., statements from the host organisation, certificates of attendance at workshops, lectures, summer schools, etc.).

PLEASE NOTE: the closing date cannot be entered in advance, you must wait for the closing day itself or enter it later.

When you have finished, you can click on the Salva/Save button to save the application as a draft (editable if necessary) on your page. To send it to your PhD Coordinator click on Richiedi Autorizzazione/Request authorisation (top left). After applying you will receive a confirmation email in your institutional inbox.

- To the right of the Data di Partenza/Departure Date field, you can see the number of days remaining to which you are eligible for a scholarship increase during your PhD program.
- the Documentazione section /Documents section: here you must upload the files of the documents certifying the completion of your research period abroad (for example, declarations from the host organisation, certificates of attendance at workshops, lectures, summer schools, etc.).
PLEASE NOTE: You can submit the Dichiarazione di Ritorno/Declaration of return only starting from the day of your return to Italy or in the following days (the procedure does not allow you to enter this date in advance).

At the end you can click on the Salva/Save button to save the application as a draft (editable if necessary) on your page. To send it to your PhD Coordinator click on Richiedi Autorizzazione/Request Authorisation (top left). You will receive a confirmation email in your institutional inbox.

Clicking ESCI/Logout you go back to the Homepage where all your uploaded research periods abroad requests, and their status, are indicated. Your application is now awaiting approval by your PhD Coordinator.
1.5_ DICHIARAZIONE CONTINUITÀ PERMANENZA /REQUEST FOR INSTALLMENT PAYMENT

The increase in the grant is paid according to the exact period spent abroad. For research periods longer than two months, you may (optionally) request the payment in instalments - every two months - instead of having to wait until the end of the return for full payment.

if you choose that option:

- when you insert the request you have to tick Tipo Pagamento/Payment type: Frazionato/Fractionated
- at the end of the first two months of the period abroad (and at the end of each subsequent two-month period) enter the online procedure;
- Fill in the field DICHIARAZIONE CONTINUITÀ PERMANENZA/Declaration of stay abroad with the dates of only the two months period for which you are requesting to receive the grant.
- by clicking the Salva/Save button, you can save the request as a draft (in editing) on your page.

- To send it to your PhD Coordinator, click on Richiedi Autorizzazione/Request for authorization (top left): a confirmation email will be sent to your institutional mailbox.
- Click on Exit/Logout to return to the Homepage where all uploaded research periods abroad and their status are listed. Your application must now be authorised by your Coordinator.

- NOTE: All applications for grant increase must be submitted online before the legal deadline of your PhD programme.

(carmen giordano - last update: june , 2022)