



UNIVERSITÀ DEGLI STUDI DI TORINO

Direzione Ricerca
Area Dottorati di Ricerca

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

PhD STUDENTSh

1.1_HOW TO ACCESS THE ONLINE PROCEDURE	page 2
1.2_APPLICATION FOR RESEARCH PERIODS ABROAD	page 2
1.3 EXTENSION OF ASSIGNED TIME.....	page 6
1.4_ATTENDANCE STATEMENT (NECESSARY TO OBTAIN THE INCREASE AT THE END OF YOUR FOREIGN RESEARCH PERIOD)	page 6
1.5_REQUEST FOR INSTALMENT PAYMENT	page 7

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 frazionato/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.



UNIVERSITÀ DEGLI STUDI DI TORINO

Direzione Ricerca
Area Dottorati di Ricerca

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:

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

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



UNIVERSITÀ DEGLI STUDI DI TORINO

Direzione Ricerca
Area Dottorati di Ricerca

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**.



UNIVERSITÀ DEGLI STUDI DI TORINO

Direzione Ricerca
Area Dottorati di Ricerca

UniTO - Borse Dottorato - Windows Internet Explorer

https://chpcedi4.rectorato.unito.it/gestione_estensione_borse.php/index.php

File Modifica Visualizza Preferiti Strumenti ?

Converti Selezione

UnTO - Borse Dottorato

UNIVERSITÀ DEGLI STUDI DI TORINO

Gestione Estensione Borse Dottorato

Richieste [3]

Richiedi Autorizzazione Salva Esci

Il sottoscritto, **VENUTI FRANCESCO / DK - Dottorati di Ricerca / n.d.**, attualmente iscritto al 3° del Corso di dottorato in **BUSINESS AND MANAGEMENT** (ciclo 1,25), indirizzo in **ECONOMIA AZIENDALE**, chiede a **PISONI Pietro** l'autorizzazione a compiere un periodo di attività di ricerca all'estero:

RICHIESTA MAGGIORAZIONE BORSA

*Ente Organizzatore

*Natura Ente >> Selezione <<

*Tipologia Ente >> Selezione <<

*Località

*Stato

Struttura Ente

Tipologia Attività >> Selezione <<

Specifiche Attività

Supervisione r/a Ente

*Data Partenza Prevista Giorni Concessi: 543gg Giorni Utilizzati: 383gg Giorni Rimanti: **165gg**

*Data Ritorno Previsto

*Tipo Pagamento

Documentazione

Lu	Ma	Me	Gi	Va	Sa	Do
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Note

» Riferimenti Utente

166266 VENUTI FRANCESCO (ND ND Personale non docente a tempo indeterminato) [luca.samartinaro@tin.it]

Struttura di appartenenza: - - - - -

[LOGOUT]

Time Internet 100%

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.



UNIVERSITÀ DEGLI STUDI DI TORINO

Direzione Ricerca
Area Dottorati di Ricerca

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).

UniTO - Borse Dottorato - Windows Internet Explorer

https://phpced04.rettorato.unito.it/gestione_estensione_borse/php/index.php

File Modifica Visualizza Preferiti Strumenti ?

Converti Selezione

UniTO - Borse Dottorato

UNIVERSITÀ DEGLI STUDI DI TORINO

Gestione Estensione Borse Dottorato

Richieste [2]

Nuova Richiesta Elimina Richiesta Duplica Richiesta Annulla Richiesta

☐	Numero Maggiorazione Borsa	Data Richiesta	Ente	Località/Stato	Data Partenza	Data Ritorno	Stato	In Carico	
☐	S3.120013	07/11/2012	UNIVERSITY OF ITACA	ITACA/USA	28/10/2013	31/12/2013	AUT. RIENTRO/CONT	COORD. DOTT.	
☐	S3.120012	07/11/2012	UNIVERSITÄT HAMBURG	AMBURGO/GERMANIA	13/11/2012	15/11/2012	CHIUSA	-	
☒	S3.120011	07/11/2012	COLUMBIA UNIVERSITY	NEW YORK/USA	01/01/2013	02/01/2013	BOZZA	RICHIEDENTE	
☒	S3.120009	07/11/2012	GUADALUPE	GUADALUPE/GUADALUPE	04/01/2013	18/10/2013	AUTORIZZATA	RICHIEDENTE	
☐	S3.120008	07/11/2012	CERN	GINEVRA/SVIZZERA	25/11/2012	30/11/2012	AUT. RIENTRO/CONT	COORD. DOTT.	
☐	S3.120010	07/11/2012	CERN	GINEVRA/SVIZZERA	08/12/2012	14/12/2012	NON AUTORIZZATA	-	
☐	0007/2012	29/10/2012	CERN	GINEVRA/SVIZZERA	05/11/2012	12/11/2012	CHIUSA	-	
☐	0006/2012	25/10/2012	CERN	GINEVRA/SVIZZERA	01/11/2012	04/11/2012	CHIUSA	-	

10 Page 1 of 1 Displaying 1 to 8 of 8 items

» Riferimenti Utente

166266 - VENUTI FRANCESCO (ND-ND-Personale non docente a tempo indeterminato) - [luca.samartinaro@tin.it]

Struttura di appartenenza: - - - -

[LOGOUT]

Fine Internet 100%

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.



UNIVERSITÀ DEGLI STUDI DI TORINO

Direzione Ricerca
Area Dottorati di Ricerca

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:

DICHIARAZIONE CONTINUITA' 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.*).



UNIVERSITÀ DEGLI STUDI DI TORINO

Direzione Ricerca
Area Dottorati di Ricerca

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.

UniTO - Borse Dottorato - Windows Internet Explorer

https://phpced04.rettorato.unito.it/gestione_estensione_borse/php/index.php

File Modifica Visualizza Preferiti Strumenti ?

Converti Seleziona

UniTO - Borse Dottorato

UNIVERSITÀ DEGLI STUDI DI TORINO

Gestione Estensione Borse Dottorato

Richieste [3]

Richiedi Autorizzazione Salva Esci

VENUTI FRANCESCO / DR - Dottorati di Ricerca / n.d., attualmente iscritto al 3° del Corso di dottorato in **BUSINESS AND MANAGEMENT** (ciclo n.25), indirizzo in **ECONOMIA AZIENDALE**, chiede a **PISONI Pietro** l'autorizzazione a compiere un periodo di attività di ricerca all'estero;

RICHIESTA MAGGIORAZIONE BORSA

Numero Borsa **S3.120013**

Ente Organizzatore UNIVERSITY OF ITALY

Natura Ente Pubblico

Tipologia Ente STRUTTURA ACCADEMICA (ATENEIO, DIP.,CENTRO RICERCA DI ATENEIO)

Località ITALIA

Stato USA

Struttura Ente

Attività Formativa Attività Formativa

Specifiche Attività

Supervisore c/o Ente

Data Partenza Prevista 28/10/2013

Data Ritorno Previsto 31/12/2013

Tipo Pagamento Frazionato

Documentazione

Note

COORDINATORE DOTTORATO - AUTORIZZAZIONE

Data Partenza 28/10/2013

Data Ritorno 31/12/2013

Note del Coordinatore Dottorato per il Richiedente

DICHIARAZIONE CONTINUITA' PERMANENZA/RIENTRO ESTERO

*Data Inizio Periodo

*Data Fine Periodo

Documentazione

Seleziona i Documenti

Motivazione

» Riferimenti Utente

166266 - VENUTI FRANCESCO (ND-ND-Personale non docente a tempo indeterminato) - [luca.samartinaro@tin.it]

[LOGOUT]

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.



UNIVERSITÀ DEGLI STUDI DI TORINO

Direzione Ricerca
Area Dottorati di Ricerca

1.5_ DICHIARAZIONE CONTINUITA' 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 CONTINUITA' 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)
