



Guidelines for research periods abroad

PhD students can carry out research and/or training stays at universities, research institutes, research centers and/or laboratories abroad for a stay **not exceeding the duration of 12 months** (This period may be extended up to a maximum total of 18 months for joint PhD program).

The amount of the scholarship is increased, for any periods of stay abroad longer than 15 days each, by 50%.

- **periods abroad of up to six months – authorisation from the Coordinator**

at least two months before the planned date of departure, PhD students must submit the request to the PhD Coordinator (in copy dottorati@iulm.it and the supervisor).

After approval, send to dottorati@iulm.it and risorse.umane@iulm.it:

- 1) Introduction letter from their tutor to the foreign host institution
- 2) Acceptance letter received from the foreign host institution

The acceptance letter must specify the exact dates of the period abroad, a brief description of the activities that will be carried out and specify whether the Phd student will carry out training activities, research activities or both.

The doctoral student must simultaneously contact the Human Resources Office for administrative aspects related to the increase of the scholarship.

- **periods abroad longer than six months – authorisation from the Doctorate Board**

at least two months before the planned date of departure, PhD students must submit the request to dottorati@iulm.it addressed to the Doctorate Board and to the PhD Coordinator.

After the Doctorate Board approval, please follow the same procedure for period up to six months.

AFTER RETURNING:

Please send to dottorati@iulm.it a declaration confirming the period abroad completion signed by the host institution, containing a short description of your activities.