

Details for authorization for period abroad equal/longer than 1 month (students with and without fellowship)

- 1st phase (mandatory) – **get the prior authorization for the period abroad:**
 - fill out the form “*AUTHORIZATION FOR PERIOD ABROAD EQUAL / LONGER THAN 1 MONTH*” (see next page) and have it signed by the mentor or advisor (if already assigned) and by the Curriculum Coordinator (in case of PhD with curricula)
 - send it by e-mail in PDF format to PhD administrative Center
(phdadministrativecenter@unibocconi.it)
 - upon PhD Administrative Center validation (via e-mail), upload the signed form on the “PhD authorizations and funding request” IT tool (together with the invitation letter)
- 2nd phase (mandatory) – **get the statement of the hosting institution regarding the actual period abroad:**
 - + *Students with fellowship*: at the end of the period abroad (at least one month and full months only) or at the end of each bimester / month¹,
 - + *Students without fellowship*: at the end of the period abroad (at least one month and full months only)

get a statement, on letterhead, issued and signed by the hosting university/institution stating:

 - > the actual and uninterrupted² period abroad (from dd/mm/yyyy to dd/mm/yyyy)
 - > the activities carried out (research activities and, if any, attended courses/exams passed)
 - send it by e-mail in PDF format to PhD administrative Center.
 - + *Students with fellowship*: the payment of the increase will be made at the end of the following month
- 3rd phase (only if needed) - **Get the authorization for an extension of the period abroad:**
 - fill out the form (same form and same steps as in 1st phase)
 - then go on with the 2nd phase
- 4th phase (only if needed) - **Inform about early end of the period abroad:**
 - send a prompt e-mail to PhD administrative Center to inform about the early end of the period abroad (with motivation)
 - at the end of the period abroad: go on with the 2nd phase

¹ N.B: the payment of the increase will be made at the end of the month which follows the receiving of the statement by the PhD Administrative Center

² As a general rule, periods must be uninterrupted. Any exceptions (e.g. conferences attendance) is subject to PhD Administrative Center approval and, in any case, must be less than 7 calendar days