

**Unofficial translation of the document “PROCEDURA PER RICHIEDERE LA
MAGGIORAZIONE DELLA BORSA PER SOGGIORNI ALL’ESTERO”**

Link to the Original Document: [here](#)

**PROCEDURE TO APPLY FOR THE SCHOLARSHIP SURCHARGE FOR STAYS ABROAD
INSTRUCTIONS**

The procedure is available at the link https://fire.rettorato.unito.it/gestione_estensione_borse and can be accessed by entering your SCU credentials (the credentials assigned upon registration to the PhD course).

Always at the same address is available on-line a *vademecum* (click on "documentation" at the top right) that is highly recommended to consult before "operating" in the procedure.

PhD students will use exclusively the online procedure for the following operations:

1. **REQUEST FOR AUTHORIZATION** to complete the training period abroad (to be completed at least 48 hours before departure);
2. **A DECLARATION OF CONTINUITY** (= BIMONTHLY PRIORITY) to be used every 2 months, if the study period abroad is continuous and equal to or greater than 60 days. This splits the payment for the period abroad (authorized by the Coordinator) into several bimonthly installments;
3. **A DECLARATION OF RETURN TO ITALY** (essential to obtain the payment of the scholarship surcharge) and to be completed within 2 weeks of return to Italy;
4. **MONITOR** the "status" of your study stays abroad.

For **periods** abroad **longer than 6 months**, you also need the authorization of the Doctoral Teachers' College (through a special resolution to be attached in pdf file to the online procedure).

PLEASE NOTE: The access to the online procedure for surcharges is allowed until the date of the legal term of the Doctorate.

MAXIMUM ATTENTION: If the foreign period already authorized by the Coordinator needs a **FOREIGN EXTERNAL EXTENSION**, it is necessary to **fill in** and **request a NEW AUTHORIZATION** to the Coordinator by inserting, in the on-line procedure, a request for a surcharge in which to report the dates of the period only. The "foreign extension" request must be completed at least 48 hours before the start date of the extension.

The PhD Coordinator will authorize/validate, through the IT procedure, the periods of training abroad, entered online, for the purpose of paying the scholarship surcharge.

Please note that the doctoral grant surcharge is a fixed daily fee paid for the number of days spent abroad. This fee is equivalent to 50% of the daily amount of the scholarship. Please note that the payment of the continuity/return statements at the beginning of the month is made in the following month.

MAXIMUM ATTENTION: when entering / declaring the departure dates, any **CONTINUITY** (for the sole purpose of the bimonthly accrual for the payment of the surcharge) or of RETURN in Italy, in particular in the following cases:

1) The **CONTINUITY REQUEST** is used for periods abroad longer than 2 months and consists in reporting in the online procedure (in the foreign request already authorized by the Coordinator) the dates of the bimonthly period just carried out, in order to pay the surcharge in installments. The "End Date" of the two months period cannot be later than the date of the request itself.

Example: if you are abroad on 13/02/2018, entering the on-line procedure on 13/02/2018, the following dates must be declared as dates of continuity ("Period Start Date" and "Period End Date"): the bimonthly start day and the bimonthly end day itself (i.e. 13/02/2018) or an earlier date.

The request for continuity (installment of two months already performed) must be submitted/ compiled every 60 days from the start date of the foreign period.

2) When you fill in a **REQUEST FOR RETURN** to Italy you can enter / declare the return only from the day of actual conclusion of the stay abroad.

Example: if the return to Italy takes place on 13/02/2018, this can be inserted in the procedure only from 13/02/2018 onwards.

ATTENTION! The procedure records, without possibility of correction, the data already validated. **Any inconsistent or false statements will block the issuance of the payment decree.**

When entering the text (e.g. host institution, specific activities, location, etc.) avoid the use of the "copy-paste" function, especially in the presence of special characters, symbols or diacritical signs (e.g. tilde, dieresis, cedilla, eyelet and the like), because it could create malfunctions in the issuance of the payment decree.