



PhD in Industrial and Information Engineering

Guide for the PhD students' period abroad

1. Identification of the foreign institution

The PhD student must identify a foreign location where to carry out a period of research, typically lasting 6 months, even if not continuous.

Note: It is also possible to organize the stay in several non-continuous periods (e.g. 2-3 months at a time), provided that each period is approved by the PhD Board.

2. Request to the Doctoral Board

Once the location and the proposed dates of the stay or periods have been defined, it is necessary to submit a formal request to the PhD Board, specifying:

- host location
- Expected period or expected periods
- Research activities to be carriedout

3. Increase in the doctoralscholarship

After the approval of the Board, the PhD student must:

- fill in the form for the increase of the scholarship
- Print it and obtain the signature of the Coordinator of the PhD Course
- send it to the Ufficio Dottorati and the Ufficio Compensi

4. Application for Erasmus+ contribution

It is also possible to apply for the Erasmus+ surcharge through the calls for applications of the University of Perugia.

To apply, you must:

- fill in the Learning Agreement

have it signed:

- by the Coordinator of the PhD Course
- by the contact professor of the foreign institution



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5. Mission Request

It is possible to request a mission on doctoral funds (max 179 days)

Procedure:

- fill out the mission form (The cost will be charged to Doctorate Funds – please specify the PhD cycle)
- send it to the Administrative Secretariat
- The secretariat will collect the signatures of:
 - PhD Coordinator
 - Department Director

6. Documents to take abroad

It is mandatory to bring with you:

- the university record book

The professor of the foreign university can sign it to officially certify the completion of the research period.

7. Health insurance

For European countries, the European Health Insurance Card is sufficient.

For non-European countries it is necessary to apply for the University-affiliated insurance policy.

8. End of the period abroad

At the end of the stay or each period it is necessary to:

- have the end of period form signed
- by the reference professor of the foreign institution

You can find the necessary forms at the following links:

<https://www.unipg.it/didattica/percorsi-post-laurea/dottorati-di-ricerca/dottorati-di-ricerca-old/modulistica-per-dottorandi>

<https://www.unipg.it/internazionale/programma-erasmus>

<https://ing.unipg.it/dipartimento/modulistica>