

Research, Innovation and Internationalization Division
PhD Office

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

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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 three months, the grant increase can be paid every two months (this is an optional choice);
- to **extend** the research period.

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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>

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-fine 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 Organization*, *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**

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.

UniTO - Borse Dottorato - Windows Internet Explorer

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

Richieste [3]

Richiedi Autorizzazione Salva Esci

Il sottoscritto, **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

*Ente Organizzatore

*Natura Ente >> Selezione <<

*Tipologia Ente >> Selezione <<

*Località

*Stato

Struttura Ente

Tipologia Attività >> Selezione <<

Specifiche Attività

Supervisore c/o Ente

*Data Partenza Prevista Giorni Concessi: 548gg Giorni Utilizzati: 383gg Giorni Rimanenti: **165gg**

*Data Ritorno Previsto

*Tipo Pagamento Nov 2012

Documentazione

Note

Lu	Ma	Me	Gi	Ve	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

>> Riferimenti Utente

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

Struttura di appartenenza: - - - - -

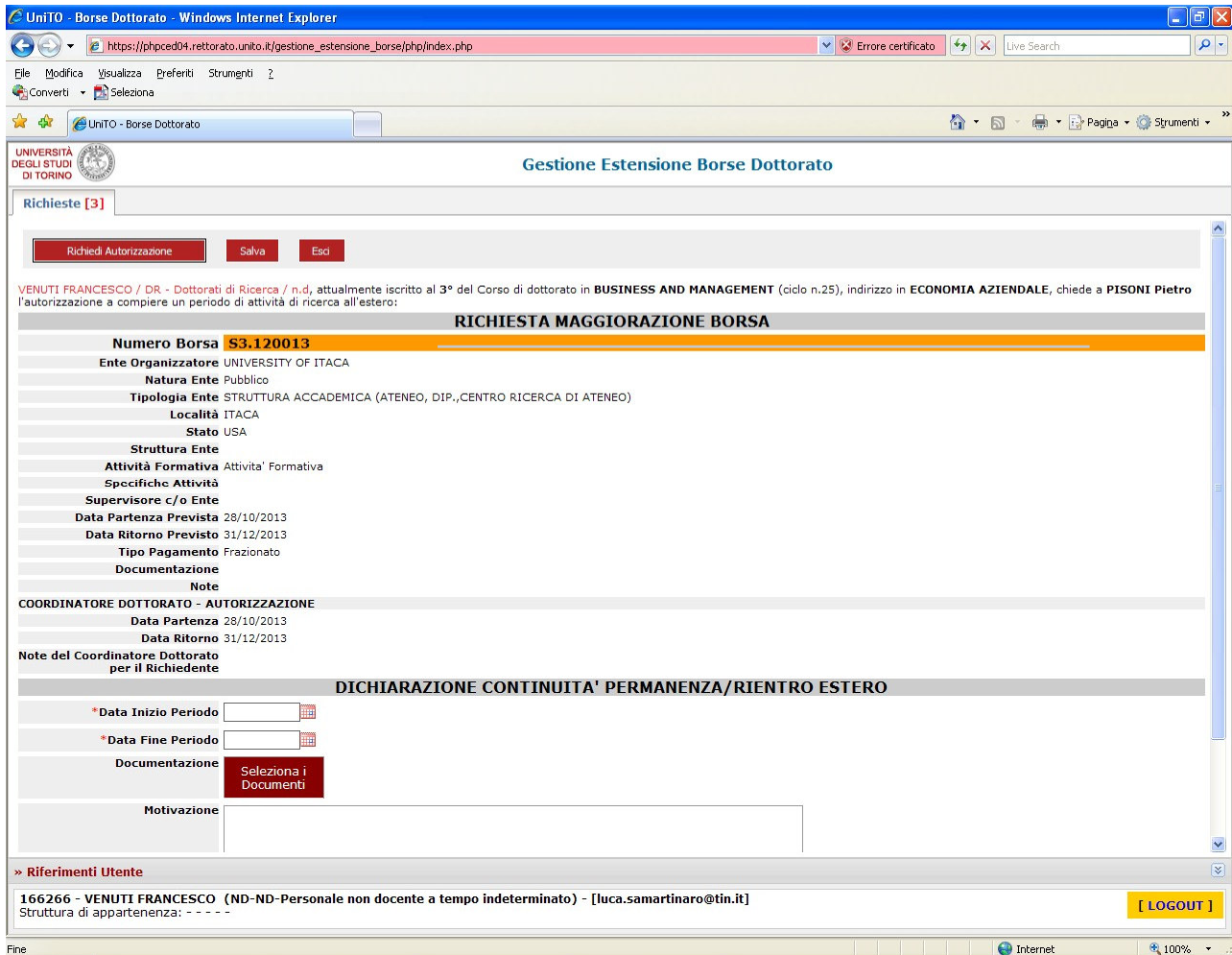
[LOGOUT]

- 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- /nstalment 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.

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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 authorized by the PhD Coordinator.

Authorization 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 authorized by your PhD Coordinator).

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Richieste (21)

~~MIW&MM~~ ~~MI@SMM~~ ~~MWM#@M~~ ~~M@ds&M~~

<input type="checkbox"/>	Numero Maggiorazione Borsa	Data Richiesta	Ente	Località	Stato	Data Partenza	Data Ritorno	Stato	In Carico
<input type="checkbox"/>	53.120013		UNIVERSITY OF ITACA	ITACA/USA		28/10/2013	31/12/2013	AUT. RIENTRO/CONT	COORD. DOTT.
<input type="checkbox"/>	53.120012	<u>07/11/2012</u>	UNIVERSITAT HAMBURG	AMBURGO/GERMANIA		13/11/2012	15/11/2012	CHI USA	
<input checked="" type="checkbox"/>	53.120011	<u>07/11/2012</u>	COLUMBIA UNIVERSITY	NEW YORK/USA	GUADALUPE/	01/01/2013	02/01/2013	BOZZA	RICHIEDENTE
<input checked="" type="checkbox"/>	53.120009	<u>07/11/2012</u>	GUADALUPE	GUADALUPE/GINEV		04/01/2013	18/10/2013	AUTORIZZATA	RICHIEDENTE
<input type="checkbox"/>	53.120008	<u>07/11/2012</u>	CERN	RA/SVIZZERA		25/11/2012	30/11/2012	AUT. RIENTRO/CONT	COORD. DOTT.
<input type="checkbox"/>	53.120010	<u>07/11/2012</u>	CERN	GINEVRA/SVIZZERA		08/12/2012	14/12/2012	NON AUTORIZZATA	
<input type="checkbox"/>	0007/2012	<u>29/10/2012</u>	CERN	GINEVRA/SVIZZERA		05/11/2012	12/11/2012	CHIUSA	'11
<input type="checkbox"/>	0007/2012	<u>25/10/2012</u>	CERN	GINEVRA/SVIZZERA		01/11/2012	04/11/2012	CHIUSA	'11

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.samarinaro@tin.it]
Struttura di appartenenza: -----

LOGOUT

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 period 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 authorized by the PhD Coordinator.

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1.3 EXTENSION OF ASSIGNED TIME

If you need to extend the research period abroad already authorized, or already in progress, you must submit a **new** request for authorization, in which you will write 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 organization, 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 authorization** (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 organization, certificates of attendance at workshops, lectures,*



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summer schools, etc.).

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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 Authorization** (top left). You will receive a confirmation email in your institutional inbox.

The screenshot shows a web browser window with the URL https://phdpcedo4.nittorato.unito.it/gestione/estensione_borse/phi/index.php. The page title is "Gestione Estensione Borse Dottorato".

At the top, there is a navigation bar with "Richieste [3]" and a "Richiedi" button. Below this, a red banner displays "1111 lii".

The main content area shows a form for "RICHIESTA MAGGIORAZIONE BORSA" for VENUPI FRANCESCO / DA. The form includes the following details:

- Numero Borsa:** S3.120013
- Ente Organizzatore:** UNIVERSITY OF ITALY
- Natura Ente:** Pubblico
- Tipologia Ente:** STRUTTURA ACCADEMICA (ATENEO, DIPARTIMENTO, CENTRO RICERCA DI ATENEO)
- Località:** ITACA
- Stato:** USA
- Struttura Ente:** (blank)
- Attività Formativa:** Attività Formativa a Specifiche Attività
- Supervisore:** (blank)
- Data Partenza Prevista:** 28/10/2013
- Data Ritorno Previsto:** 31/12/2013
- Pagamento Frazionato Documento:** (blank)

Below the form, there is a section for "Note" with the text: "COORDINATORE DOTTORATO - AUTORIZZAZIONE".

At the bottom of the form, there is a field for "DICHIAZIONE CONTINUITA' PERMANENZA/RIENTRO ESTERO" with a value of "111111".

The footer of the page includes the text: "166266 - VENUPI FRANCESCO (NO-NO-Personale non docente a tempo indeterminato) - [luca.samartinaro@t.unito.it]" and a "LOGOUT" button.

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.

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1.5 REQUEST FOR INSTALLMENT PAYMENT [DICHIARAZIONE CONTINUITA' PERMANENZA]

The increase in the grant is paid according to the exact period spent abroad. For research periods longer than three 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 authorized by your Coordinator.*
- **NOTE: All applications for grant increase must be submitted online before the legal deadline of your PhD programme. Applications submitted have to be closed within the 15 days after your finishing of PhD programme.**

(last update: May, 2025)