ON-LINE APPLICATION USER GUIDE
HOW TO APPLY FOR THE 50% PHD SCHOLARSHIP INCREASE
https://fire.rettorato.unito.it/gestione_estensione_borse/php/login.php

From April 2013 all applications for the 50% PhD grant increase must be submitted on-line. The new electronic application is now replacing the paper application. Instructions on this page give a detailed overview to all PhD coordinators and PhD students of the step-by-step on-line application. PhD students can now monitor at any time the status of their application (research abroad authorization, continuing abroad authorization and payment). Payments will be made in accordance to the administrative calendar.

PhD STUDENTS
PhD students have to use the on-line application in the following cases:
a) apply for the research abroad authorization;
b) apply for return registration. It should be provided to obtain a grant increase upon re-entry from the research period abroad;
c) extension of the research period abroad. In case of extension of the period of study and research abroad PhD students have to submit an on-line application form and specify the period of extension. For research periods exceeding 60 days the grant increase will be paid every two months.

The on-line submission is available at the following address
https://fire.rettorato.unito.it/gestione_estensione_borse/php/login.php
To access the on-line application all PhD students have to use their SCU account given to them at the beginning of the PhD course.

PLEASE NOTE: All applications for the grant increase must be submitted on-line by the legal deadline of the PhD course.

A) REQUEST FOR AUTHORIZATION FOR RESEARCH PERIODS ABROAD
The application must be submitted not less than 48 hours before your departure date. Once you have successfully logged in, you can view the form “Gestione maggiorazione borse Dottorato/on-line applications for grant increase”. You can both submit a new request and monitor the status of your previous request for authorization.
To apply for a research period abroad please click on the red button on the top left side “Nuova Richiesta/New Request” and fill in the form. Required fields are marked with a red asterisks in the left.
A list of organizations (Enti) containing the expression “ente ospitante”/host organizations/ is provided by the on-line procedure. If you fill in the field “Ente” the fields Natura Ente, Tipologia...
Ente, Località, Stato and, when available, Struttura Ente, are automatically populated. It is not possible to modify Natura Ente (characteristics of the organization) and Tipologia Ente (kind of organization) whereas it is possible to modify Località (place) and Stato (country). The conference website has to be specified in the Explanatory Notes.

A calendar is available on the right to help you select your travel dates. The number of remaining days to which you are entitled for your grant increase during your PhD program –calculated by the on-line procedure- is visible on the right of the field Departure Date. Data are updated after filling in the attendance statement form or the extension request for research periods abroad. In addition, you have the option to save your form and completing/sending it later without generating an authorization request. If you click on “Richiedi Autorizzazione” your request will be sent to your
PhD coordinator. In this case a confirmation email will be instantly sent out to your institutional email address obtained after your immatriculation. Click on the log out button to go back to the initial page with the list of all your requests for authorization and their status. Requests for authorization highlighted by the blue squares are still to be completed to get the due payment. Therefore, you have to fill in the form named Attendance Statement which has to be confirmed by your PhD coordinator.

Please note: If the already authorized research period abroad has to be extended, a new authorization request has to be submitted, specifying the start and finish dates of this new period abroad.
B) ATTENDANCE STATEMENT (NECESSARY TO OBTAIN THE GRANT INCREASE
AT THE END OF THE RESEARCH PERIOD ABROAD)

At the end of your research period abroad you have to fill in the attendance statement. After accessing with your SCU account the on-line service *Gestione maggiorazione borse Dottorato* click on the research period abroad for which your grant increase is requested. To select the research period abroad you have to click under the date of your request appearing underlined in blue. A new field will be visible *DICHIARAZIONE CONTINUITA’ PERMANENZA/RIENTRO ESTERO/
APPLICATION FOR EXTENSION/END OF THE PERIOD ABROAD.*

The above mentioned section has to be filled in.

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To fill in the fields **Start Date** and **End Date**, click the calendar on the right of the corresponding box.

The section named DOCUMENTAZIONE/DOCUMENTS SECTION allows to attach your file in case of workshops, conferences, summer schools. When finished you can click on the button “Save” to save as a draft in your personal page (without sending it to your PhD coordinator) or send it to your PhD coordinator by clicking “request for authorization”.

After your request is submitted, a confirmation email will be sent to your official mailbox. By clicking ESCI/logout you go back to the initial page with all your uploaded research periods abroad as well as their status. Your request has now to be authorized by your PhD coordinator.

**PLEASE NOTE:** If the already authorized research period abroad has to be extended, a **new authorization request has to be submitted**, specifying the start and finish dates of this new period abroad.

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C) APPLICATION FOR EXTENSION

The increase of the grant is paid considering the exact period spent abroad. For periods exceeding two months you can receive a partial refund. In this case you have to

1) Access to the on-line form *gestione maggiorazione borse di dottorato* with your SCU account,
2) select the period abroad you want to be refunded for;
3) fill in the page DICHIAZIONE CONTINUITÀ PERMANENZA/ APPLICATION FOR EXTENSION/ END OF THE PERIOD ABROAD.

4) You can either save your application for extension without sending it to your PhD coordinator or send it to your PhD coordinator. In this case you will then receive a confirmation email. Please bear in mind that if you only SAVE your form, your PhD coordinator will not receive it. This function only permits you to save a request and modify it, if necessary, before sending it.

5) By clicking ESCI you go back to the initial page showing the list of all your uploaded research periods abroad and their status. Your mission now has to be authorized by your PhD coordinator.

(last update: 16th December 2015)