

Doctoral Program in Cognitive and Brain Sciences

Research Period Abroad Procedure

- 1) Send a message to the Program Administrator (PA), CC'ing the PhD Director requesting authorization to spend a research period abroad of at least 1 month (should it be for more than 6 months DPC approval is required. DPC meetings occur on a bi-monthly basis)
 - a. The email should have 2 attachments:
 - i. Supervisor support letter, stating why the research cannot be conducted at UNITN.
 - ii. Student request letter, complete with a [Gantt chart](#) detailing the schedule and objectives for the period abroad.
- 2) Should you want to take advantage of the 50% salary increase you can visit the UNITN webpage on doctorate scholarships and click on "Scholarship increase" and follow the instructions there. To get the PhD Director's authorization please fill out and attach the "Head of the PhD Authorization" form to the email in point 1). If the period abroad is authorized then the PA will send this document to the CSSH - PhD Office. However, your request for increase in pay has to be sent directly to the CSSH office and not to the PA. *Once PhD candidates complete their regular 4-year program they are not eligible for this increase while abroad.*
- 3) Upon completion of the research period abroad Student must:
 - a. Email a comparative Gantt chart to Supervisor, PA and PhD Director.
 - b. Email the certificate of participation to the PhD CSSH office so that it is possible to pay the scholarship increase to the student.