# Doctoral Program in Cognitive and Brain Sciences

## Research Period Abroad Request Procedure

There are two steps to the Period Abroad request procedure. The first is mostly for internal administrative purposes. The second is in case you are eligible for the 50% salary increase because you are away for more than one month. In this case you will need the PA’s approval along with the documents requested by the Trento Doctorate Office.

1. Send a message to the Program Administrator (PA) requesting authorization to spend a research period abroad for at least 1 month (should it be for more than 6 months DPC approval is required). The email should have 2 attachments:
   * 1. Tutor support letter, stating why the research cannot be conducted at CIMeC.
     2. Student request letter, complete with [Gantt chart](http://en.wikipedia.org/wiki/Gantt_chart) detailing the schedule and objectives for the period abroad.

The request will be included in the agenda at the next possible DPC or EC meeting, whichever comes first.

1. Should you take advantage of the 50% salary increase you can visit this webpage <http://www.unitn.it/en/ateneo/2004/scholarship-increase> and follow the instructions there. In order to get the Head of the Doctoral Program’s authorization you must download the form from this webpage, and attach the pre-filled out form to the email in point 1). If the period abroad is authorized then the PA will send this document to the Trento Doctorate office. However, the pre-filled “grant increase request form” has to be sent directly by you to the Humanities and Cognitive Sciences Area - PhD Office, Via Verdi, 26 - 38122 Trento, Ph. +39 0461 282188 -1753 - 2193 – 2377, Fax +39 0461 282191 [phd.office-cssh@unitn.it](mailto:phd.office-cssh@unitn.it) and not to the PA. *PhD candidates in their 4th year are not eligible for the 50% increase.*
2. Upon trip completion Student must email a comparative Gantt chart to Tutor, PA and Head of the School as well as the Certificate of participation to the Trento Doctorate Office.