

PERIOD ABROAD – PROCEDURES AND INFORMATION

Before Departure:

- Fill in the *PhD Mobility Agreement* and send it via email to the Coordinator of your PhD program and to the following addresses:
 - doctorate@cerm.unifi.it
 - phd@chim.unifi.it
 - internazionalizzazione@chim.unifi.it
- Complete the *Authorization Form for the Period Abroad* and send it via email to your course Coordinator and to the following addresses:
 - doctorate@cerm.unifi.it
 - phd@chim.unifi.it
- Open the mission on the portal: <https://unifi.u-web.cineca.it/>

During the Period Abroad:

In order to receive the monthly increase of the PhD fellowship, you must submit the *Confirmation of Period Abroad Form* every month by following these instructions:

- Send the form via email to your course Coordinator and to:
 - doctorate@cerm.unifi.it
 - phd@chim.unifi.it
- The request must always:
 - Be sent as a PDF file, written in block capitals and already signed by you and your supervisor
 - Be named as follows: SURNAME_NAME INITIAL_MONTH_ESTERO (e.g., ROSSI_M_MARCH_ESTERO)
 - Use the same format (SURNAME_NAME INITIAL_MONTH_ESTERO) as the email subject, avoiding generic subject lines.
- You must personally send the email, no earlier than the end of the month for which you are requesting the scholarship increase, and no later than the 4th of the following month. If your stay ends before the end of the month, the signed form must be sent no earlier than your return date.
- The form must include only the actual days you were abroad. If you return to Italy during the stay, those days must be excluded.

Important:

The increase will be paid at the end of the following month.

(e.g. If you apply for the scholarship increase for the month of March, it will be added to your April stipend.)

Upon Return:

- Fill in the final part of the *Learning Agreement* “After mobility” as indicated and send it via email to the Coordinator of your PhD program and to the following addresses:
 - doctorate@cerm.unifi.it
 - phd@chim.unifi.it
 - internazionalizzazione@chim.unifi.it

Funding:

To know whether your PhD research funds can be used to cover expenses (e.g., travel, accommodation), write to:

- phd@chim.unifi.it

For additional funding opportunities, consider the following organizations. For more information, please consult your supervisor.

- EMBO: <https://www.embo.org/funding/fellowships-grants-and-career-support/>
- Instruct Internship: <https://instruct-eric.org/internships>
- COST: <https://www.cost.eu/what-do-we-fund/>
- UniFi Internationalization Funds: <https://ifund.unifi.it/>