

### **Details on increase of fellowship for period abroad (students with fellowship)**

- 1<sup>st</sup> step (mandatory) – **get the authorization for the period abroad:**
  - fill out the form “*AUTHORIZATION FOR PERIOD ABROAD (or extension of period abroad)*” and have it signed by the advisor (if already assigned) and the Program Director
  - send it by e-mail in PDF format to PhD administrative Center  
([gualtierio.valsecchi@unibocconi.it](mailto:gualtierio.valsecchi@unibocconi.it) and [barbara.contaldo@unibocconi.it](mailto:barbara.contaldo@unibocconi.it))
- 2<sup>nd</sup> step (mandatory) – **get the statement of the hosting institution:**
  - At the end of the period abroad (at least one month and full months only) or, at the end of each bimester, get a statement, on letterhead, issued and signed by the hosting university/institution stating:
    - > the actual and uninterrupted period abroad (from dd/mm/yyyy to dd/mm/yyyy)
    - > the activities carried out
  - send it by e-mail in PDF format to PhD administrative Center
- 3<sup>rd</sup> step (only if needed) - **Get the authorization for an extension of the period abroad:**
  - fill out the form (same form as step 1) and have it signed by the advisor (if already assigned) and the Program Director
  - send it by e-mail in PDF format to PhD administrative Center
  - at the end of the period abroad: step 2
- 4<sup>th</sup> step (only if needed) - **Inform about early end of the period abroad:**
  - send a prompt e-mail to PhD administrative Center to inform about the early end of the period abroad (with motivation)
  - at the end of the period abroad: step 2