

UNIVERSITÀ
DEGLI STUDI
DI PADOVA

PhD WELCOME DAY
A.A. 2023/2024 – 39° series

Ufficio Dottorato di ricerca

Scholarship, Research Budget, 50% increase of the
scholarship for periods abroad



What you need to know about your scholarship



The **annual amount** of the grant is
€ 16.243 gross percipient



The scholarship is subject to **social security contribution (INPS)** and benefits the tax relief. This is why we asked you to enroll in the so-called **GESTIONE SEPARATA**



The social security contribution is currently equal to 35,03%:

- 11,677 % is charged to the PhD student;
- 23,353 % is charged to the Administration



The **monthly net amount** of the scholarship is about **€ 1.195,48**



It is credited in **monthly installments**, paid on day 20th using the bank account provided of any PhD student's Uniweb personal profile

It's payment is **deferred** by one month with respect to competence
(e.g. these days you should receive the installment referring to October)



BANK ACCOUNT

Should your bank account change, you have to provide the new bank data (IBAN code)

HOW?

By updating the information straight from your Uniweb personal profile

PLEASE REMIND THAT

Changes provided within the first week of the month are effective on the installment paid that month



CONDITIONS TO RECEIVE THE SCHOLARSHIP

To have a gross annual income lower than € 16.243

In this calculation you don't have to include incomes from occasional work and neither the amount of the doctoral scholarship

REFERENCE PERIOD

The fiscal years of predominant use of the scholarship, during the PhD programme



WARNING

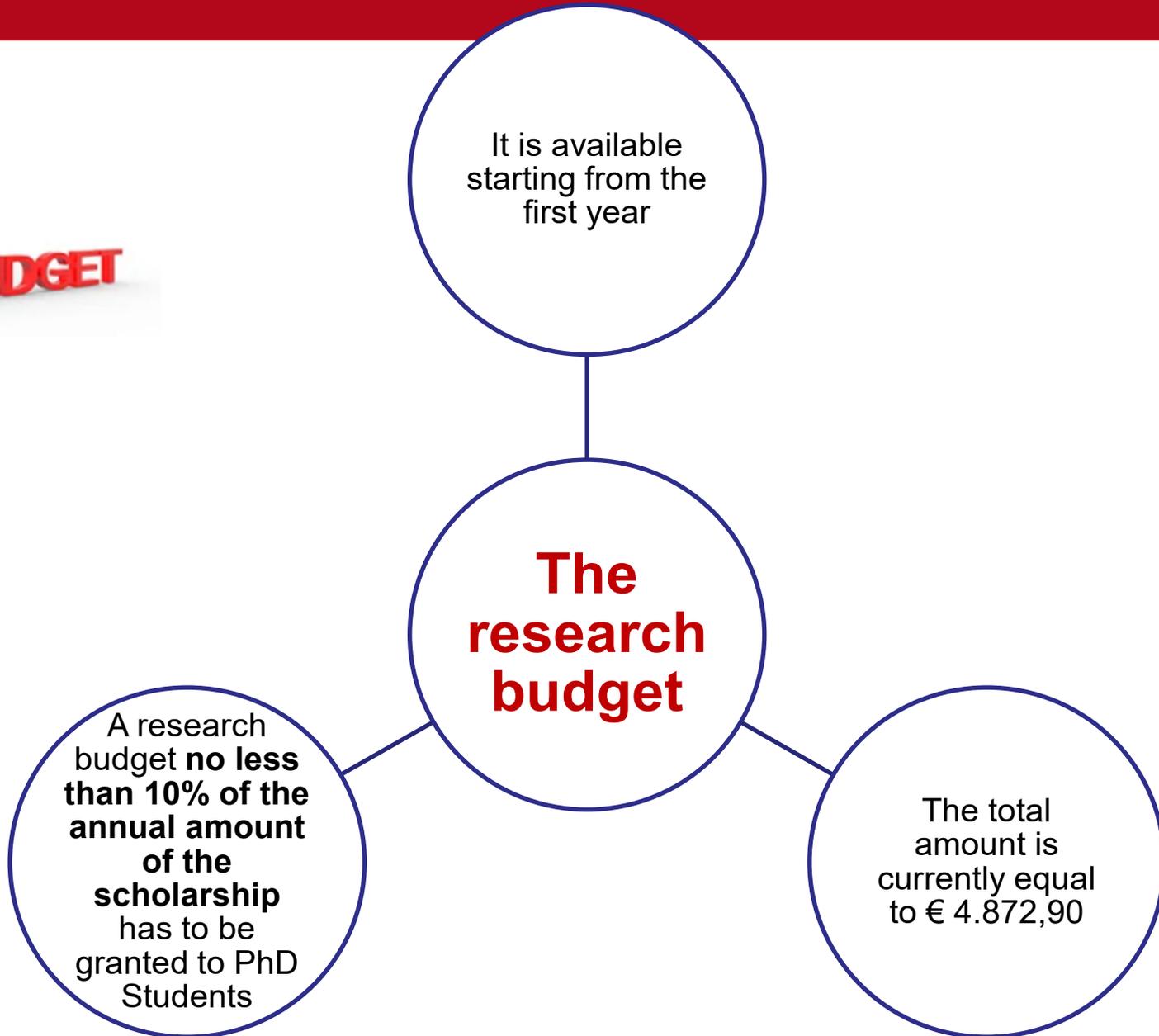
The scholarship cannot be combined with other scholarships regardless of the type

WITH THE EXCEPTION

for those assigned by national or international institutions for the purpose of integrating the research activities of the PhD student with periods spent abroad

Scholarships:

- have a **one-year duration**
- are **renewed prior admission to the following year** by the Academic Board



What expenses are admitted?



Travel

Study/research
travels
expenses*

Consumables

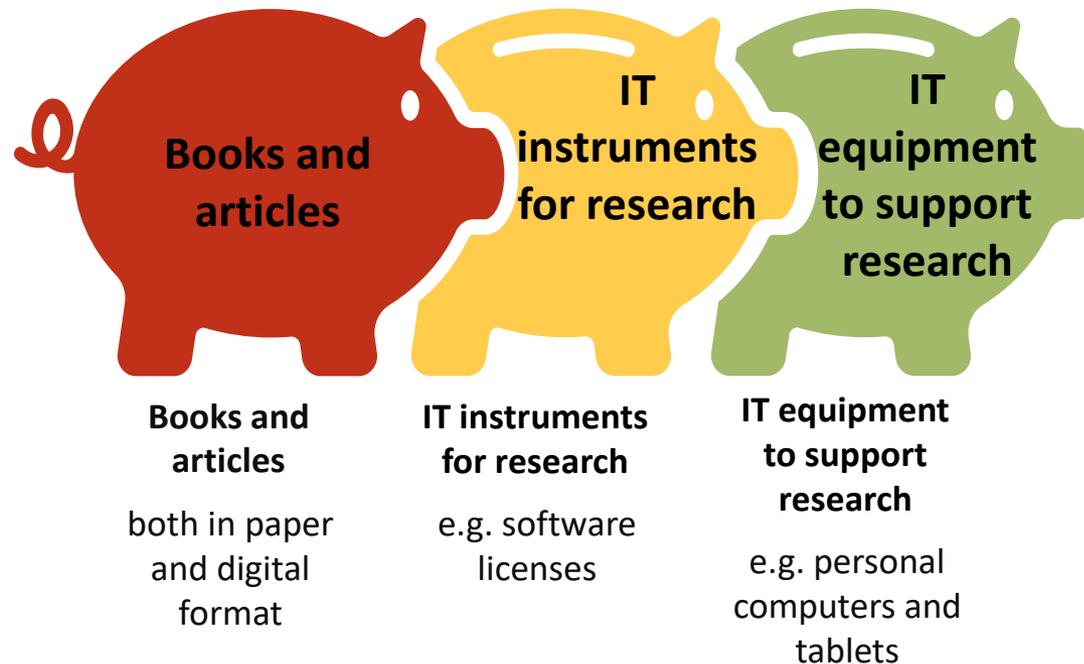
- Chemical reagents;
- Audio-visual media;
- Photocopies...

Specific training

e.g. language
courses

*Exception: During a cotutele the possible tuition fees required for the enrollment at the partner university cannot be paid through the research budget

Also covered expenses



- They are subject to inventory according to the procedures in use at the University
- They will remain at the disposal of the Department of the PhD Course



Ph.D Students enrolled WITH scholarship

The research budget is provided directly by the Department organizing and hosting the PhD Course or the Department/Center funding the scholarship.

Who provides the research budget?

Ph.D Students enrolled WITHOUT scholarship

The research budget is granted:

- by the Department of the PhD student's Supervisor;
- by the Department organizing and hosting the PhD programme in the case of supervisor belonging to another University.

Please note that...

...such provision is not applicable for Ph.D. students enrolled with grant funded by foreign countries or beneficiaries of financial support under specific mobility programs such as:

- Marie Curie;
- CSC Fellows;
- BSE;

In the framework of the agreements concerning each specific programme a specific budget is provided.



50% increase of the amount of the scholarship for periods abroad



A 50% increase in the scholarship amount is granted for stays abroad.

UNDER WHICH CONDITIONS?

- The mobility must last **no less than 15 days**
- It must be **authorized by the Coordinator or by the Academic Board**

HOW TO SUBMIT THE REQUEST

Periods up to a total of 6 months

must be authorized by the **PhD Course Coordinator**

PhD students must provide the PhD Office with a proper **“Authorization document”** by using the **authorization request form** available at the following link

<https://www.unipd.it/dottorato/modulistica-dottorati>

Any further period abroad

must be authorized by the **PhD Course Academic Board**



The authorization request form is divided into n. 3 sections:

PhD student

Enrollment
information
and contact
data

Host institution

General
information
Supervisor at
host institution
Starting and
ending date of
the period
abroad

Authorization section

Signature of.
- Home
Supervisor
- PhD Course
Coordinator or
PhD
Academic
Board
authorization



Steps to request the “increase” payment



The **50% increase** of the amount of the scholarship is **credited monthly** together with the installment of the grant.

(The payment is deferred by one month with respect to competence).

STEP 1

DECLARATION OF BEGINNING

- You have to submit it after arriving at the host institution;
- It must indicate the actual starting date of the research/study period;
- It has to be signed by the supervisor abroad.

STEP 2

FINAL DECLARATION

- It must be submitted to the Ph.D Office;
- Signed by the supervisor abroad;
- It has to confirm the activity carried out, with explicit indication of actual beginning and ending date of the collaboration.



Authorization
Before living

**Starting declaration
document**

*within the end of the month
in which the period started
or
by day 5th on the month in
which the first payment is
expected*

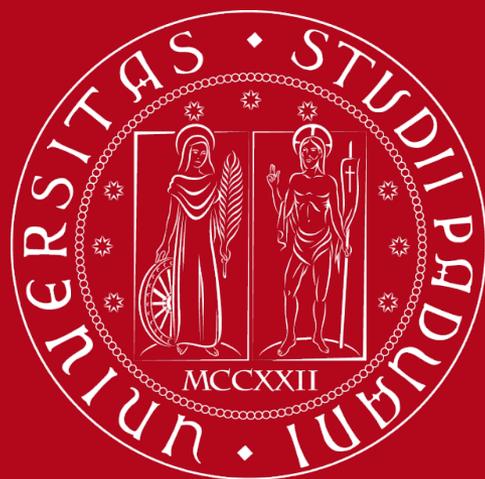
**Final declaration
document:**

*within the end of the month
in which the period ended
or
by day 5th on the month in
which the final payment is
expected*

All the documents can be provided to the
PhD Office in **.pdf format** by e-mail to:
phd@unipd.it



AUTHORIZATION FORM, BEGINNING AND FINAL DECLARATION DOCUMENTS have to be provided to the PhD Office by PhD students enrolled without scholarship too, in order to register the period in the PhD student career management application.



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