**Condensed financial statement of compliance for the conferment of a scholarship increase**

In accordance with article 20 paragraph 3 of the University Statutes and Regulations for Ph. D. all Candidates with scholarship – previously authorized – can be eligible to an increase and spend up to 540 days abroad, which can be split according to the best necessities of the research project, or consecutive.

The increase for periods up to 2 months is conferred upon submission of the final certification; for periods greater than 2 months, instalments are issued underway.

This is an articulate administrative procedure; in order to request an increase for periods greater than 2 months it is necessary to apply at least 1 month before departure date.

The required documents are the following:

* Deliberation of authorization by the Faculty Board/by the Coordinator of the research project, indicating the exact dates of beginning and end, location and activities of the stay.
* Invitation letter of the foreign host structure, on headed paper, indicating the same dates of beginning and end of the stay as in the authorization.
* Confirmation e-mail of arrival in the destination city, indicating the date of arrival, by the Candidate.
* Final certification by the host structure, on headed paper and signed by a representative, indicating the dates of beginning and end of the stay, date-stamped on the last day of the stay, or a later day (to be written at the end of the stay).   
  THIS DOCUMENT HAS TO BE HANDED IN BY THE FIFTEENTH DAY FROM THE END OF THE PERIOD OF STUDY AND RESEARCH ABROAD.   
  A delay in providing the certification will be reported to the Coordinator of the research project and to the Faculty Board.

NOTE

All of the above-required documents can be handed in:

* Directly to the “Alta Formazione” (post-graduate) Department, in Via Bensa 1, 2nd floor, during opening times, personally or by a delegate.
* By e-mail, as scanned documents, to [altaformazione@unige.it](mailto:altaformazione@unige.it).
* By fax at +39 010 209 9539.
* Using the internal mail service of the Candidate’s Department.