**BMCS Doctoral Program
Plan of research visit abroad**

**PURPOSE: This document is meant to help you plan your research visit abroad, work out some details ahead of leaving and minimize some unpleasant risks.**

**INSTRUCTIONS: The secretary can provide information about the remaining research budget upon request. Once completed in all parts, it can be sent to** **bmcs.phd@unipd.it****. If your visit abroad is longer than 6 months, please also ask the BMCS secretary to insert your visit request in the agenda of the nearest Faculty Board meeting since it needs to be approved there, too.**

**OTHER DOCUMENTS: Once this plan is approved, please proceed with submitting your mission request via the usual online platform and the preparation of the mobility abroad authorization form. At the end of your research visit, you need to obtain an end-of-visit declaration letter signed by your supervisor at the hosting institution; this letter states what specific research activities took place and when. A template is available on the BMCS website. The end-of-visit declaration letter testifies to the fulfillment of the visit abroad requirement of this doctoral program. It does not need to be sent separately; it is to be attached to your annual report.**

1. *PhD student’s name*

*……………………………..*

1. *Supervisor(s)’ name(s) at BMCS*

*…………………………….*

1. *Institution (e.g., research center, R&D dept in companies, university) hosting the research visit*

*Name:*

*Address:*

*Country:*

*URL:*

*Supervisor(s) at the hosting institution:*

1. *Overall purpose of the research visit, including its expected contribution to your PhD project*

*…………………………….*

1. *Start/End dates of the research visit*

*…………………………….*

*(Please, justify the proposed duration)*

1. *Details of the collaboration plan*
2. Research **objectives**, **means** to obtain it, **plan** of work (This should show the added value of carrying out those activities *during* the research visit at the host institution, as opposed to before or after it at your home base)
3. Direct **contribution** expected by the foreign institution to the research objectives
4. Direct contribution expected from the visit to the doctoral project; if none, justify.
5. Other research **collaborators** at the foreign institution, if any (names and roles of group supervisor and other members of the hosting research group supervising your activity, to give an impression of the span of interaction opportunities
6. Any other relevant detail to support the visit proposal.
7. *Expected expenses and supporting funds (individual research budget, salary increase, … other additional funds from different sources) –approximate (match anticipated expenses to the funding capacity, to show the financial sustainability of your visit arrangements)*

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| --- | --- | --- |
| **Type of expenditure** | **Approximate amount** | **Funds** **covering the expenditure** (amount and funding source, e.g. your monthly salary, salary increase, residual research budget) |
| **Travel (including cost of visa, if applicable)** |  |  |
| **Lodging** |  |  |
| **Health insurance (In case you do not need one, please explain)** |  |  |
| **Living expenses** |  |  |

*Derogation request*

*For documented, exceptional reasons such as the Covid-19 pandemic, students may request to derogate from the obligation to conduct a research visit to an institution outside of Italy and transform such work into a remote collaboration. Such a remote collaboration will not be considered a mission. The BMCS Teaching Committee shall examine the derogation request and may reject it.*

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| 1. Clearly describe the reasons preventing it from being carried out in person; such reasons must be objective and will be scrutinized
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|  |
| 1. Describe the collaboration form (e.g., synchronous vs. asynchronous contact with whom, scheduled or on-call, with what frequency, etc.) and the contribution to your PhD project objectives.
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|  |

*Student’s signature Supervisors’ signature*

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*Signature for approval (BMCS teaching committee)*

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