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

**(As part of the student’s teaching obligations)**

**This plan is meant to help you reflect on planning your research visit abroad (that is, to a foreign institution located outside of Italy) in a timely fashion, working out some details of it that should not be postponed, to draw the best benefit out of that opportunity.**

**The minimum duration for such visit is three (3) months.**

**Research visits to a foreign university, of at least six (6) months in duration, preceded by an official agreement between the hosting institution and UNIPD, allow the student to earn a double doctoral degree from both universities.**

**(This arrangement is simpler to put in place with countries whose high-education institutions already have a valid framework agreement with UNIPD: currently, France, Germany, Spain, Switzerland.)**

**Prior to submitting your mission request for your research visit to the prerequisite admin processing, you are requested to fill in fully and accurately the present planning document and forward it to the BMCS Teaching Committee, for them to approve it.**

**Your mission request, complete in all parts, shall then be sent to** [**bmcs.phd@unipd.it**](mailto:bmcs.phd@unipd.it)**.**

**Near the end of your research visit, you shall send** [**bmcs.phd@unipd.it**](mailto:bmcs.phd@unipd.it) **an end-of-visit declaration signed by the supervisor at the hosting institution, describing what specific research activities actually took place in that collaboration, in what specific time period.**

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 collaboration plan*
2. Research **objectives**, **means** to obtain it, **plan** of work (to show the added value of carrying out those activities *during* the research visit as opposed to before or after it)
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 fund from other sources) –approximate (match anticipated expenses to the funding capacity, to show the financial sustainability of your visit arrangements)*

|  |  |
| --- | --- |
| *Expenses* | *Funding source (your monthly salary, salary increase, research budget available)* |
| *Travel* |  |
| *Lodging* |  |
| *…* |  |

*…………………………….*

*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 located outside of Italy, and accordingly transform such work into a remote collaboration. Such a remote collaboration will not be considered a mission, nor will it grant mentions such as the Doctor Europaeus. The derogation request shall be examined by the BMCS Teaching Committee and may be rejected.*

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| 1. Clearly describe the reasons preventing it from being carried out in physical presence; such reasons must objective and will be scrutinized |
|  |
| 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. |
|  |

*Student’s signature Supervisors’ signature.*

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*Signature for approval (BMCS teaching committee)*

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