***AUTHORIZATION FORM***

***RESEARCH DOCTORS: REQUEST AUTHORIZATION STAY ABROAD / ITALY AND FUND USE***

**RESEARCH AREA**

**U.O. RESEARCH DOCTORS**

**TO THE DIRECTOR OF THE SCHOOL OF DOCTORATE**

**TO THE COORDINATOR OF THE RESEARCH DOCTORATE**

The / The undersigned / a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ M  F  (Sex)

Fiscal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member of the Doctoral School of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

first  second  Third year of Phd Course in

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coordinator Prof. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PhD scholarship holder:  yes  no (if you do not have a scholarship fill the follow part with your bank Account)

**ASK**

***authorization for a stay in Italy / abroad and use of funds.***

***For scholarship holders, the authorization also includes the authorization to grant the surcharge for stays abroad***

as required by the Regulations of the Research Doctorate at the University of Verona, the authorization to carry out off-site training activities  in Italy  abroad for a period

less than six months and precisely from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at (full name institution / institute / university and place) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

as required by the Regulations of the Research Doctorate at the University of Verona, the authorization to carry out off-site training activities in 0 Italy or abroad for a period of more than six months, specifically from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at (full name institution / institute / university and place): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

extension of out-of-home training activities in 0 Italy 0 abroad and specifically from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at (full name institution / institute / university and place) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Given the need for flexibility, efficiency, durability and economy, the mission can start in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and finish in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ask**

the authorization for the use of the funds for the purposes of reimbursement of mission expenses incurred as per appropriate documentation proving the performance of the same (certificate of participation in the conference, certificate of residence, reports, program, poster, etc.) that will be filed upon return, together with the original expenses and the settlement table.

**And**[[1]](#footnote-1)

the use of the own funds of the budget of 10% equal to € **1.491,71**

The undersigned acknowledges that the Legislative Decree 30/06/03 n. 196 provides for the protection of persons and other subjects regarding the processing of personal data. According to the legislative decree indicated, this treatment will be based on principles of correctness, lawfulness and transparency and protection of your privacy and your rights. Pursuant to art. 13 of the aforementioned decree, we inform you that the treatment we intend to carry out:

a) has the purpose of allowing the settlement, ordering and payment in favor of the fees due and the application of the obligations required by current legislation;

b) will be carried out using mainly computerized methods;

c) the data held by the University may be provided to other public entities for the performance of their respective institutional functions, within the limits established by law

**AGREES**

1. in addition to promptly communicate any changes related to the above data, relieving the University of Verona from any responsibility in this regard;

2. to file at the end of the mission the originals of the attestations relative to the expenses incurred (travel tickets, lodging expenses, etc.)

Verona \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Supervisor

Prof. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Director of Phd School

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Only for those enrolled in the II and III Year. Those enrolled in the first year have available 1000 euros per year made available by the Doctoral School. For those who have exhausted the personal fund will be the responsibility of the Director of the School or Course Coordinator to decide whether to use the funds of their responsibility to cover or not the expenses of the mission reimbursement. [↑](#footnote-ref-1)