



PhD Program in Veterinary Sciences for Animal Health and Food Safety

UNIVERSITÀ DEGLI STUDI DI TORINO

Dipartimento di Scienze Veterinarie

Largo Braccini, 2 10095 Grugliasco (TO)

PhD students are kindly invited to follow this procedure:

Before leaving, please send to the Head of the PhD Program (mariateresa.capucchio@unito.it) the following forms

(available at: <http://dott-scivet.campusnet.unito.it/do/home.pl/View?doc=forms.html;sb=0>)

1.1

1.2 (it must be signed by the Head of the Phd Program)

- If you plan a long stay at a foreign Research Centre, you also must send form n. 1.10, that must be previously signed by your future foreign Tutor at the Centre.
- If you want to ask for reimbursement of costs, you also need to enter the ESCO procedure (<https://esco.unito.it>). For any information about this procedure, please contact Mrs Patrizia Esposito Ferrara (011.670.9095 patrizia.esposito@unito.it).
- If you have a scholarship, missions abroad of any length enable you to get a rise of the scholarship (which will not be paid immediately. Scholarship will be paid regularly also during the period of the mission). To get this rise you have to enter the online procedure at https://fire.rettorato.unito.it/gestione_estensione_borse
- All the procedures need Phd Students UniTo credentials.
- You don't need to attach any forms on this procedure, even if there is the possibility to do so.
- You can find information on the use of the procedure at:
- http://dott-scivet.campusnet.unito.it/documents/vademecum_procedura_maggiorazioni_marzo2013.pdf
- When you finish your mission, you have to:
 - Send to Prof. Laura Tomassone (laura.tomassone@unito.it) copy of the certificate of attendance or stay (in this latter case you need to use form 1.11, signed by your foreign Tutor at the Centre)
 - if you asked for reimbursement, please send to Prof.ssa Maria Teresa Capucchio and to Mrs Patrizia Esposito form n. 1.8. You need to bring all invoices of payment to be reimbursed to Mrs Patrizia Esposito Ferrara.
 - if you asked for a rise of the scholarship, you need to close the mission on the online procedure.

Head of the PhD Program: Prof.ssa Maria Teresa Capucchio – Tel: 0116709035– mariateresa.capucchio@unito.it