



Università
Ca' Foscari
Venezia

Educational Programmes, Student Administration, Financial Aid and Graduate Students Section
Dorsoduro 3246, 30123 Venezia
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segstud@unive.it
<http://www.unive.it/dottorati>

Doctoral Programme – Academic Year 2010/2011

Main Administrative Procedures

University Tuition and Fees

Amounts Due

The maximum level of university tuition and fees for the academic year 2010/2011 is:

- a) **EUR 1,047.62** for students enrolling in the newly beginning 26th cycle and for students already enrolled in the 25th cycle (begun in the academic year 2009/2010);
- b) **EUR 591.62** for students already enrolled in the 24th cycle (begun in the academic year 2008/2009) and for any of those students who may be enrolled in the 23rd cycle and whose academic career is still valid (having officially suspended their doctoral programme).

The amounts listed above include the **EUR 107.00** regional tax for financial aid and the **EUR 14.62** tax stamp.

Those students who fall into one of the categories listed below are entitled to pay only the regional tax for financial aid of **EUR 107.00** and the **EUR 14.62** tax stamp upon enrolment:

- doctoral scholarship holders;
- research grant holders;
- those disabled students where the invalidity is recognised to be 66% or higher;
- those foreign students who hold a scholarship from the Italian government as part of a development cooperation programme.

 For further information: [Financial Aid Office](#) (see "Relevant university services", p. 10)

Deadlines

- a) Those students who are enrolling in the newly beginning **26th cycle** in the academic year 2010/2011 and those students already enrolled in **25th cycle** begun in the previous academic year are requested to pay the university fees they owe for the academic year 2010/2011 in **two instalments**:
 - the first instalment of **EUR 511.62** upon enrolment for those enrolling in the 26th cycle, or no later than **October 15th, 2010** for those enrolled in 25th cycle;
 - the second instalment of **EUR 536.00** no later than **May 13th, 2011**.
- b) Students enrolled in the **24th cycle**, and any students enrolled in the 23rd cycle whose academic career is still active must pay the entire amount of university fees due in a **single instalment** of **EUR 591.62** no later than **October 15th, 2010**.


Doctoral students who are beneficiaries of or are qualified to receive a regional scholarship in the academic year 2009/2010 and who apply for a scholarship in the academic year 2010/2011 by September 24th, 2010 may pay just the tax stamp and the regional tax for financial aid, whose total amount is EUR 121.62, by and no later than October 15th, 2010. Should the student not be awarded a regional scholarship or no longer be entitled to receive it because his or her income situation is not consistent with income requirements, he or she must pay the rest of the university fees due by May 13th, 2011.

 For further information: [Financial Aid Office](#) (see "Relevant university services", p. 10)

Penalty surcharges for late payment of fees

Fees paid after the deadlines listed above will be accepted but are subject to a late payment penalty surcharge.

- a) For students enrolling in the newly beginning 26th cycle in the academic year 2010/2011 the surcharge is as follows:
 - EUR 50.00 if the second instalment is paid between May 14th, 2011 and the June 15th, 2011;
 - EUR 200.00 if the second instalment is paid on or after the June 16th, 2011.
- b) For students already enrolled in the 25th cycle (started in the academic year 2009/2010) the surcharge is as follows:
 - EUR 50.00 if the first instalment is paid between October 16th, 2010 and December 22nd, 2010;
 - EUR 200.00 if the first instalment is paid on or after December 23rd, 2010;
 - EUR 50.00 if the second instalment is paid between May 14th, 2011 and June 15th, 2011;
 - EUR 200.00 if the second instalment is paid on or after June 16th, 2011.
- c) For students already enrolled in the 24th cycle and any students who may be enrolled in the 23rd cycle whose academic career is still active (having suspended their degree programme) the surcharge is as follows:
 - EUR 50.00 if the single instalment is paid between October 16th, 2010 and December 22nd, 2010;
 - EUR 200.00 if the single instalment is paid on or after December 23rd, 2010.

 For further information: [Financial Aid Office](#) (see "Relevant university services", p. 10)

How to pay

The university fees may be paid:

- **using the MAV** (bank notice of payment) which will be sent to the address the student has registered in the Reserved Area, web section of student data, by April 2011;
- **on line** by accessing the webpage [Online fee payment](#) and using a Visa or Master Card credit card; confirmation of payment will be sent by email. The University does not apply any additional commission or fee for payment via credit card. Maximum security for payments on line is assured and transactions are executed exclusively on the secure server of the receiving bank institute which has a special agreement with Ca' Foscari University.

Only those doctoral students who are enrolling in their first year of study may pay the first instalment **by bank transfer**, following the instructions provided on the enrolment form.

Those doctoral students who have not received or have lost the MAV (bank notice of payment) and cannot make the payment online can go to the Student Administration Office or to Financial Aid Office to get information on other ways to pay the fees due.

 For further information: [Financial Aid Office](#) (see "Relevant university services", p. 10)

Fees reduction based on income situation

University tuition and fees due for the academic year 2010/2011 may be reduced if the student's income situation justifies it, as defined by the ISEE ('Indicatore della Situazione Economica Equivalente', Indicator of the Equivalent Financial Position) certificate.

The ISEE is an instrument used to measure the actual property and income position (financial standing) of citizens who apply for social services under favourable terms and is determined by combining and evaluating three elements: income, property and household composition. To obtain the ISEE certificate the student must submit all of the fiscal documentation required to a CAF (Centro di Assistenza Fiscale) which has an agreement with Ca' Foscari (the list of documents required and CAF centres having an agreement with Ca' Foscari can be found at http://www.unive.it/ngcontent.cfm?a_id=73219). It is the responsibility of the CAF to send all data necessary for granting any benefits allowed to the university.

In order to qualify for reduced university tuition and fees based on the student's income situation, the student must:

- be enrolled for the academic year 2010/2011;
- have requested and obtained the ISEE certificate by and no later than October 15th, 2010 (or by and no

later than December 22nd, 2010 paying the late payment penalty surcharge of EUR 50.00) at one of the CAFs which has a special agreement with Ca' Foscari. ISEE certificates not submitted by the deadlines mentioned above will not be taken into consideration for obtaining a reduction in university fees. In addition, these certificates are nonetheless subject to the payment of EUR 50.00 for the penalty surcharge.

- have an ISEE value that falls within one of the established income level ranges.

 For further information: [Financial Aid Office](#) (see "Relevant university services", p. 10)

Tuition fee levels

Students enrolled in the 24th cycle (and students enrolled in the 23rd whose academic career is still active)

There are three levels of university tuition and fees based on the value established in the ISEE certificate:

Level	ISEE value range	University fees
1	from EUR 0.00 to EUR 17,099.99	EUR 0.00
2	from EUR 17,100.00 to EUR 34,199.99	EUR 194.00
3	EUR 34,200.00 and higher	EUR 470.00

EUR 121,62 (EUR 107.00 for the regional tax for financial aid + EUR 14.62 for the tax stamp) must be added to the fees shown above.

Students enrolled in the 26th or in the 25th cycle

There are eight levels of university tuition and fees based on the ISEE value:

Level	ISEE value range	University fees
1	from EUR 0.00 to EUR 8,499.99	EUR 187,00
2	from EUR 8,500.00 to EUR 13,499.99	EUR 285,00
3	from EUR 13,500.00 to EUR 18,499.99	EUR 390,00
4	from EUR 18,500.00 to EUR 23,499.99	EUR 500,00
5	from EUR 23,500.00 to EUR 28,499.99	EUR 605,00
6	from EUR 28,500.00 to EUR 33,999.99	EUR 710,00
7	from EUR 34,000.00 to EUR 39,999.99	EUR 815,00
8	EUR 40,000.00 and higher	EUR 926,00

EUR 121,62 (EUR 107.00 for the regional tax for financial aid + EUR 14.62 for the tax stamp) must be added to the fees shown above.

 For further information: [Financial Aid Office](#) (see "Relevant university services", p. 10)

Reimbursements

Should the doctoral student pay fees in excess of the total amount due, the difference will be reimbursed during the summer period by crediting:

- the student's University Multiservice Card (*Carta Multiservizi*). This card must have the prepaid debit card function already activated and cannot contain in total more than EUR 5,000.00;
- or a bank account owned or co-owned by the student held in a bank with public branch offices in Italy. The doctoral student can register the complete bank account number (IBAN) in the Reserved Area, web section of student data.

 For further information: [Financial Aid Office](#) (see "Relevant university services", p. 10)

Tax Deductions

Expenses paid for enrolment in university programmes can be deducted from the student's income tax return.

Exemptions

Total exemptions from university fees

Those students who are completely exempted from the enrolment fees and universities fees and will be reimbursed for any amounts paid, with the exception of the EUR 14.62 tax stamp, are:

- those students who are beneficiaries of or qualified to receive a regional scholarship;
- those foreign students who hold a scholarship from the Italian government as part of a development cooperation programme.

 For further information: Financial Aid Office (see "Relevant university services", p. 10)


Exemptions for research periods abroad

Those students who conduct research activities, advanced specialisation and training studies at foreign Universities or research centres for a period not exceeding a total of 12 months throughout his or her Research Doctorate and whose period abroad has been authorised by the Doctoral Teaching Committee or from the Doctoral School Board are exempted from having to pay university fees. Such exemption refers only to the time spent abroad, will be calculated in proportion to the amount of time spent abroad, and will be applied in the form of a reimbursement of university fees and paid at the end of the academic year.

To obtain this exemption the student must submit the following documents to the Educational Programmes and Databases Office:

- the Doctorate Coordinator must obtain a written decision issued by the Doctoral Teaching Committee or Doctoral School Board which specifies the months as well as the number of days the scholar is authorised for conducting independent research activities abroad;
- the doctoral student must provide a copy of the documentation regarding his or her travel which attests to the effective duration of the period abroad (airplane tickets, train tickets, etc.). In the case that the doctoral student used his or her own means of transportation, self-certification of the duration of the research period must be supplied.

Requests for reimbursement of fees must be submitted **within 30 days** of the doctoral student's re-entry in Italy.

 For further information: Educational Programmes and Databases Office (see "Relevant university services", p. 10)

Financial Aid Scholarships

Regional financial aid scholarships

Doctoral students who do not hold a doctoral scholarship but who meet the financial requirements established by current legislation can apply for regional financial aid scholarships. These scholarships are awarded through a selection process; the procedures for applying are published in the call (the call can be found at http://www.unive.it/nqcontent.cfm?a_id=10349).

 For further information: Financial Aid Office (see "Relevant university services", p. 10)

Doctoral scholarship

How Doctoral scholarships are awarded

Doctoral scholarships are awarded by a selection process that is outlined in published calls.

The amount of the doctoral scholarship is EUR 13,638.47 per year, net of insurance fees owed by the doctoral scholarship holder. The scholarship is free of both the regional income tax (ILOR) and the income tax on physical persons (IRPEF).

The scholarship payment is distributed in 12 monthly instalments.

 For further information: Educational Programmes and Databases Office (see "Relevant university services", p. 10)

Study Abroad incentives

Doctoral students can conduct their research, training and studies at foreign Universities or foreign research centres, however the maximum amount of time spent abroad cannot exceed a total of 12 months over the course of the Doctoral Programme and must be authorised by the Teaching Committee or the Doctoral School Board. The doctoral scholarship is increased by 50% for the period of time spent abroad.

The increased amount of the scholarship is distributed as follows:

- for stays abroad lasting up to 3 months, the doctoral scholarship holder will receive 90% of this increase in advance;
- for longer stays, the doctoral scholarship holder will receive 75% of this increase in advance.

This advance will be paid at the same time the first instalment of the doctoral scholarship is paid.

In order for the advance to be paid, the Doctorate Coordinator must submit the declaration of the Teaching Committee or the Doctoral School Board specifying the dates and the amount of time (in days) the doctoral student is authorized to study abroad to the Educational Programmes and Databases Office.

The doctoral student must submit the following documents to the Educational Programmes and Databases Office:

- form A (see attached), filled out in full, indicating the dates of the period to be spent abroad;
- signed copies of the return ticket, or self-certification form if the doctoral student intends to provide his or her own transportation or if the ticket for coming back has not been obtained yet.

The required documentation may be submitted as follows:

- hand delivered to the Educational Programmes and Databases Office;
- sent by fax, together with a copy of the student's identity card to: +39 041 234 7547;
- mailed by post, together with a copy of the student's identity document to: Ca' Foscari University Venice, Educational Programmes, Student Administration, Financial Aid and Graduate Students Section - Educational Programmes and Databases Office, Dorsoduro 3246, 30123 Venice.

The doctoral student must retain all travel documents (return tickets, boarding cards, receipts for expenses incurred in the country where the research, study, etc. was completed) until the end of the doctoral programme for any possible audits.

The balance of the scholarship increase will be paid after the doctoral student has submitted form B (see attached). This form must be filled out in full and submitted within 30 days of the doctoral student's re-entry in Italy.

If the period to be spent abroad is prolonged, the doctoral student must also submit form C (see attached).

 [For further information: Educational Programmes and Databases Office](#) (see "Relevant university services", p. 10)

Doctoral student's career

Final Examination

By the end of the third year of the doctoral programme the doctoral student must apply for admission to the final examination. This application may be submitted by:

- submitting it in person to Student Administration Office - Humanistic and Linguistic Areas or Economic and Scientific Areas (depending on the area the thesis topic belongs to), Ca' Foscari (ground floor), Dorsoduro 3246, by reservation to be made for the hours the office is open to the public.
- sending it by fax, together with a copy of the student's identity document to: +39 041 234 7526 for Doctorates under the Humanistic and Linguistic Areas; or +39 041 234 7915 for Doctorates under the Economic and Scientific Areas.

At the time the application for admission to the final examination is made, the doctoral student must be in good standing having paid all fees owed to the university for all three years of the programme.

By the deadline the Doctoral Programme School Board sets, the doctoral student must file a digital version of his or her thesis electronically using the established telecommunications procedure for electronic filing and must submit to the relevant Doctoral Administration Office:

- a paper copy of the thesis for the University's archives;
- an abstract (bound together with the thesis), in Italian and in English and/or another foreign language as specified by the Doctoral Teaching Committee;
- the '*liberatoria*': the declaration (bound together with the thesis) of having deposited the thesis electronically;
- the documentation of having filed the digital copy of the thesis (attached but not bound to the thesis).

The **electronic filing procedure** also complies with obligation of having to register the thesis at the Central National Libraries; for this reason the doctoral student must also include the documentation of having filed the thesis electronically with the paper based version of his or her thesis.

With the authorisation of the Doctoral Teaching Committee, the final version of the thesis may also be published in a foreign language. All of the copies of the thesis must be signed by the thesis Tutor and by the Head of the Doctoral School.

As soon as the names of the members of the Examination Committee have been announced, **the doctoral student must send a copy of the thesis to each member of the committee.**

Doctoral students will be notified personally, at least twenty days in advance, of the date and place of the examination.

Doctoral students who have completed the doctoral programme but have yet to take the final examination are considered doctoral students until they have passed the final examination and have the same status as 'doctoral students with thesis deferred' (however they are exempted from enrolment fees for the new academic year).

At the time when the final examination has been passed (Doctoral Thesis discussion), the title of 'Doctor of Philosophy' (*Dottore di ricerca*) is conferred and it is awarded by the University Rector. If the doctoral student does not pass the final examination, or does not take the examination in the year planned, the student may repeat the examination only once in the subsequent academic year.

 For further information: [Student Administration Office](#) (see "Relevant university services", p. 10)

Doctoral students with thesis deferred

Doctoral students, who are not able to submit their thesis within the timeframe established by the programme for motives that are inherent to the research can ask the Doctoral Teaching Committee to be admitted to the final examination sessions established for the subsequent academic year. This request must be made **before the end of the third year of the doctoral programme.**

Doctoral students who request an extension for submitting their thesis must pay a fee of EUR 100.00.

The doctoral student who has deferred his or her thesis:

- is not considered a student of the University but is considered the equivalent of 'an external visitor';
- has the right to use the University laboratories and libraries until he or she has taken the final examination;
- is covered by accident and injury insurance under the University;
- has the right to use the services of the ESU according to the regional limits and rules established for 'external visitors'.

 For further information: [Student Administration Office](#) (see "Relevant university services", p. 10)

Suspending enrolment in the Doctoral Programme

The doctoral student may request to suspend his or her doctoral programme for one academic year. The student must submit a formal request for the following reasons:

- a) military service;
- b) serious illness;

- c) serious and verifiable family reasons;
- d) maternity or paternity leave.

Doctoral students who have deferred their thesis may also request to suspend their Doctoral programme.

Suspension for reasons of maternity or paternity

The reason for suspending the Doctoral programme because of maternity or paternity leave can be due to pregnancy and/or infant care. In the second case, the suspension may be requested only if the child is less than nine months old by November 1st of the year of the doctoral programme for which the suspension is requested. The doctoral scholarship is paid during the period the programme is suspended, however, the scholarship only covers the period of time legally recognised for the doctoral programme. If the doctoral student does not complete the three years of the doctoral programme, the amount of the scholarship paid during the year studies were suspended must be repaid to the University.

With or without requesting a suspension of the doctoral programme, the expecting mother has the right to undertake alternative educational activities should the activities foreseen by the doctoral programme place her or her unborn child at risk. These alternative activities will be decided by the Teaching Committee or the School Board.

The application for suspension, together with the required documentation, **must be submitted by December 17th, 2010** to the Student Administration Office (justified exceptions will be considered).

Maternity Indemnity

The women doctoral students who hold a doctoral scholarship and are enrolled in the '*gestione separata del lavoro autonomo*' (Italian contribution system for self-employment) and are not covered by other forms of required insurance are entitled to receive maternity indemnity by INPS (Italian initials for National Social Security Institute). Further information on how to request such indemnity and the documentation it requires can be obtained directly from INPS.

 [For further information: Student Administration Office](#) (see "Relevant university services", p. 10)

Other administrative procedures

Reserved Area of the University website and email box

Upon enrolment in his or her first year of the programme, the doctoral student shall receive:

- a **student matriculation number**: this number is personal, identifies the student and cannot be substituted, and is used in all contacts with the University administrative offices;
- a **user ID** and **password**: for accessing the Reserved Area of the University website. The password is personal and is active within twenty-four hours of the time it is assigned. For those doctoral students who have already been students of Ca' Foscari the ID number assigned is the same as the most recent matriculation number the student held and the password is the same as the one connected to that number. Using these identifiers the student can access the student's personal Reserved Area on the University website, including being able to see the records of his/her previous degree achieved at Ca' Foscari.

Once the student has entered the Reserved Area, he or she can also use several online services. Among these services are:

- **Online Student Services - ESSE 3**, to print out certificates, make changes to personal data and addresses;
- the opportunity to complete **forms on line**.

The electronic mail box is 7 GB, is personal and free of charge. It makes exchanging information and documents between the University and the doctoral student easy. The address contains the student number, for example, *123456@stud.unive.it*. It is automatically activated within 24 hours of completing the enrolment process. **This is the only email address the University will use and it is used for all official and institutional communications.** The doctoral student must also use this address for contacting university professors and the University offices.

Students who have an existing email address and for whom it is difficult to frequently check their University email box may activate a mail forwarding function from the University email address to the personal address the student habitually uses.

Each account *123456@stud.unive.it* can have a personal alias, chosen by the doctoral student (for example: Mario Rossi, student number 123456 will have an account: *123456@stud.unive.it*, but may also create an alias for that account such as: *mario.rossi@stud.unive.it*)

 For further information: [Welcome and Enrolment Office](#) (see "Relevant university services", p. 10)

Obtaining certificates

Student certificates can be requested:

- through the University website, accessing the Reserved Area > Online Student Services - Esse 3 > Certificates, by using the personal matriculation number and password;
- making a personal request at the Student Administration Office - Humanistic and Linguistic Areas or Economic and Scientific Areas, depending on which area the Doctoral Programme falls under; the doctoral student must submit a tax stamp of EUR 14.62 for each certificate requested;
- by mail indicating the certificate requested and the address where it should be sent to. The student must also attach a tax stamp of EUR 14.62 EUR for each certificate requested.

In order to obtain any kind of certificate, the student must be in good standing having paid all University fees due at the time of the request.

To have certificates translated into a foreign language the doctoral student must use sworn translators who are members of the appropriate roll and registered with the court or they should consult the Italian Consulate or Embassy in the country where the certificate will be submitted. The University issues some certificates (certificate of enrolment, certificate of having been awarded a qualification/degree) in English.

According to the general rules, regarding the simplification of administrative activities (DPR/Presidential Decree No 445/2000), to document his/her educational activities the student can always use the self-certification procedure.

 For further information: [Student Administration Office](#) (see "Relevant university services", p. 10)

The Multiservice Card (*Carta Multiservizi*)

All doctoral students will be given a Multiservice Card (*Carta Multiservizi*) which serves as identification card, granting access to University canteens and libraries. If the student expressly activates the function, the card can also serve as a prepaid, rechargeable, debit card which is recognised by the international and national MasterCard circuit.

The Banco San Marco will send the card free of charge to the student's residential address in Italy. If the student's address is in a foreign country the student can pick up the card directly at the University's Public Relations Office **after** having received the email communication which will be sent by:

- September/October 2010, for students enrolling by August 2010;
- December 2010, for students enrolling by October 15th, 2010;
- February 2011, for students enrolling by December 2010.

The prepaid function of the card can be activated free of charge at the bank by all students including those who do not hold an account in the bank. The minimum amount that can be put on the card is EUR 25.00 and it can hold a maximum balance of EUR 5,000.00.

The card can be used for a variety of payments:

- making online payments, including those for University fees;
- receiving long distance deposits and money transfers;
- making purchases at shops and sales points connected with MasterCard;
- making internet purchases;
- making cash withdrawals from the ATMs having special agreements with MasterCard, in Italy and abroad.

The prepaid debit card has a life span of five years from the date it is distributed and remains valid even if the student changes his or her course of studies within the University.


Moreover, if the debit function is activated, the card can be used to receive the instalments of regional financial aid scholarships paid to beneficiary students or to receive any reimbursement due for overpayment of University fees.

Until the student has received the Multiservice Card, or if the card is lost or stolen, the student can still gain access to the University canteens and other services by exhibiting his or her badge showing taxpayer code or magnetic health card.

If the card is lost, stolen or damaged, the student can request a new card by submitting the following documentation to the Welcome and Enrolment Office:

- application for duplicate completed in full and having a tax stamp of EUR 14.62;
- Police Authority's report of the card being lost or in case it has been destroyed, a substitute declaration of the affidavit will be required according to DPR/Presidential Decree No 445/2000;
- payment of EUR 11.00 by bank transfer.

If the card is activated as a prepaid debit card it is necessary to block the card following the instructions supplied by the bank.

 For further information: Welcome and Enrolment Office (see "Relevant university services", p. 10)

Relevant university services

Educational Programmes, Student Administration, Financial Aid and Graduate Students Section

Ca' Foscari, Dorsoduro 3246 - 30123 Venezia

Call Center

segstud@unive.it

041 234 7575

From Monday to Friday from 9.00am to 14.00pm; Wednesday to 16.30pm.

Educational Programmes and Databases Office

scuoledottorato@unive.it

Fax: 041 234 7547

Tuesday, Wednesday and Friday, from 9.30am to 12.30pm; Wednesday also from 2.30pm to 4.30pm

Free admittance.

Welcome and Enrolment Office

immatricolazionidottorato@unive.it

Fax: 041 234 7969

Tuesday, Wednesday and Friday, from 9.30am to 12.30pm; Wednesday also from 2.30pm to 4.30pm

From 1st September to 31st December, also Monday and Thursday from 9.30am to 12.30pm.

The office is open by appointment: <http://www.unive.it/student-services-reservation>

Student Administration Office

Economic and Scientific Areas:

carriere.stud.economia.scienze@unive.it

Fax 041 234 7915

Humanistic and Linguistic Areas

carriere.stud.lettere.lingue@unive.it

Fax: 041 234 7526

Tuesday, Wednesday and Friday, from 9.30am to 12.30pm; Wednesday also from 2.30pm to 4.30pm

From 1st September to 31st December, also Monday and Thursday from 9.30am to 12.30pm.

The office is open by appointment: <http://www.unive.it/student-services-reservation>

Financial Aid Office

dirittoallostudio@unive.it

Fax: 041 234 7579

Tuesday, Wednesday and Friday, from 9.30am to 12.30pm; Wednesday also from 2.30pm to 4.30pm

The office is open by appointment: <http://www.unive.it/student-services-reservation>

Enclosures

- Form A - Request for increasing the amount of the doctoral scholarship by 50%
- Form B - Declaration of Re-entry from the Stay Abroad
- Form C - Extension of the Stay Abroad

Form A - Request for increasing the amount of the doctoral scholarship by 50%

For the attention of:

Director of Educational Programmes, Student Administration, Financial Aid and Graduate Students Section

Educational Programmes and Databases Office

Ca' Foscari University of Venice

Dorsoduro 3246

30123 Venice

Fax +39 041 234 7547

Re: Request for increasing the amount of the doctoral scholarship by 50%

The undersigned _____, matriculation number _____

enrolled in the ____ cycle of the Doctoral Programme in _____

requests that the amount of doctoral scholarship be increased by 50% as contemplated in the case studies are conducted abroad. The stay abroad will be undertaken at:

from _____ to _____

The following documentation is attached to this request:

- Signed copies of return tickets (self-certification form if the ticket for coming back has not been obtained yet);
- Self-certification form if personal transportation was used.

The undersigned declares that the period of stay indicated above is dedicated to activities that are part of the Doctoral Programme.

The undersigned is aware that, according to articles. 75 and 76 of the DPR of the 28th of December 2000, No 445, should this declaration be false, all benefits conferred will be withdrawn and he or she is subject to persecution by the law according to the criminal code and any current specific legislation.

Venice, _____

Signature: _____

Form B - Declaration of Re-entry from the Stay Abroad

For the attention of:

Director of Educational Programmes, Student Administration, Financial Aid and Graduate Students Section

Educational Programmes and Databases Office

Ca' Foscari University of Venice

Dorsoduro 3246

30123 Venice

Fax +39 041 234 754

Re: Declaration of Re-entry from the Stay Abroad

The undersigned _____, matriculation number _____

enrolled in the ____ cycle of the Doctoral Programme in _____

declares by his or her own responsibility to have conducted doctoral research activities abroad and terminated his or her stay abroad at:

(Country) _____ and re-entered Italy on (Date) _____

The following documentation is attached to this declaration:

- Original travel document of the return trip;
- Self-certification if personal transportation was used.

The undersigned is aware that, according to articles. 75 and 76 of the DPR of the 28th of December 2000, No 445, should this declaration be false, all benefits conferred will be withdrawn and he or she is subject to persecution by the law according to the criminal code and any current specific legislation.

Venice, _____

Signature: _____

Form C - Extension of the Stay Abroad

For the attention of:

Director of Educational Programmes, Student Administration, Financial Aid and Graduate Students Section

Educational Programmes and Databases Office

Ca' Foscari University of Venice

Dorsoduro 3246

30123 Venice

Fax +39 041 234 7547

Re: Extension of the Stay Abroad

The undersigned _____, matriculation number _____
enrolled in the ____ cycle of the Doctoral Programme in _____
states that he or she is currently abroad at _____

(Country) _____ and intends, if approved by the Teaching
Committee, to extend the period of stay until _____.

The documentation submitted together with the **Declaration of Re-entry from the Stay Abroad** will validate the
date of re-entry.

The undersigned is aware that, according to articles. 75 and 76 of the DPR of the 28th of December 2000, No 445,
should this declaration be false, all benefits conferred will be withdrawn and he or she is subject to persecution by
the law according to the criminal code and any current specific legislation.

Venice, _____

Signature: _____