**BMCS Doctoral Program
Plan of research visit abroad (updated in April 2025)**

**PURPOSE: This document is meant to help you plan your research visit abroad, work out some details before leaving, and minimize 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. *Start/End dates of the research visit
(if broken into a set of visits occurring at different times and/or places, please prepare a plan inclusive of all visits))*

*…………………………….*

1. *Details of the collaboration plan*
* Research **objectives**, **means** to obtain it, **plan** of work
(Clarify the goals, action plan, and related schedule of your proposed research visit. Explain how all that contributes to your doctoral project.)
Explain 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)
* **Contribution** expected by the host institution to the research objectives
(Explain what for local assets and who for local figures at the host institution will help you achieve your research visit objectives)
* Any other relevant detail to support the visit proposal.

***Please be sure that the expenses connected to the visit and stay abroad (travel, visa, lodging, health insurance, living expenses) are covered, considering the cost of living at the destination.***

***Take into account the safety map illustrated*** [***here***](https://www.viaggiaresicuri.it/home) ***and related safety recommendations.***

***Discuss the plan with your supervisor before submitting it.***

*PhD Student’s signature Supervisor’s signature*

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*Signature for approval (BMCS teaching committee)*

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