



Politecnico
di Torino

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Scuola di Dottorato ~ Doctoral School

WHAT YOU ARE, TAKES YOU FAR

International Mobility Incentives: operational guidelines for PhD Candidates

Any PhD candidate who intends to carry out a research period abroad of at least six months may submit, through the dashboard, an “**internationalization project**”, in agreement with their Supervisor and one or more host institutions. This initiative provides access to an additional financial contribution funded by the University.

Features and beneficiaries of the incentive

The incentive consists of three types of financial contribution, granted according to the conditions in the table below:

Condition	Beneficiaries	Amount
Basic contribution for research periods abroad of at least six cumulative months	PhD candidates from the 39th cycle onwards	€ 2.000
Additional contribution for joint supervision (cotutelle)	PhD candidates from the 39th cycle onwards	€ 1.000
Additional contribution for mobility to China, Japan, or the United States (minimum six months per country)	PhD candidates from the 40th cycle onwards, subject to budget availability	€ 1.500

Exclusions

The initiative does not apply to:

- PhD candidates whose home university is not Politecnico di Torino (incoming cotutelle);
- PhD candidates admitted under Marie Skłodowska-Curie Actions projects;
- Mobility to China for PhD candidates funded by the China Scholarship Council, in accordance with the organization’s policies. These candidates may still benefit from this measure for mobility to all other countries.

Important! Additional funds for the three countries considered strategic by the University (China, Japan, United States) **are limited and will be allocated on a first-come, first-served basis**. The available budget for 2026 is: €24,000 for China, €36,000 for Japan, and €24,000 for the United States. Even in the case of mobility periods longer than six months in each of these countries, the contribution cannot exceed €1,500.



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Project requirements

- The internationalization project must have a total duration of **at least 180 days**, even if non-consecutive.
- Each mobility period included must last **at least 30 days**. The project must not include sporadic mobility (e.g., conferences, summer schools) but only stays consistent with the development of research activities at host institutions.
- **Previously completed** research mobility periods (longer than 30 days) may also be included to meet the total duration requirements.
- The project must be approved by the **Supervisor** and the **Coordinator**.
- The project can be submitted **only once** during the PhD and **cannot** be modified after submission.

Timeline for submitting the Internationalization Project

There are no fixed deadlines. It is recommended to submit it by the end of the second year of activity in order to allow the regular completion of periods spent abroad by the end of the doctoral program.

Submission and approval of the Internationalization Project

To submit the Internationalization Project, you must:

- access the **Dashboard** page;
- select the **“Internationalization incentives”** tab;
- enter the following information:
 - host institution and mobility period, indicating the expected start and end dates (or the actual dates if the mobility is ongoing or already completed). It is possible to indicate multiple periods and multiple foreign institutions;
 - description of the activity to be carried out (or already carried out) during mobility (max 500 characters);
 - added value and impact of the mobility on your training project (including a brief description of each host institution, max 500 characters);
 - estimate of the costs still to be incurred, with explicit justification and description of the related expenses (max 500 characters). Refer to the Mission Regulations for eligible expense types and related limits.
- upload a **communication from the host institution** in PDF format (invitation letter, hosting agreement, email, etc.) confirming their availability to host you, in the case of ongoing or not yet started mobility periods.

Important! Submitting the form is only for the approval of the request for contribution and does not constitute authorization for the mission, which must in any case be carried out through the official University procedures. In particular:

- for mission authorization (including insurance coverage), advance/final expense documentation, and reimbursement, it will be necessary to submit a request on U-WEB Missioni;
- for the recognition of mobility periods in one’s academic career, it will be necessary to complete the “Off-site activities” section of the dashboard.



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Management and conditions of the assigned contribution

- Each internationalization project entered in the dashboard must subsequently be approved by the Supervisor and validated by the Coordinator. These scientific validation steps also take place through the dashboard.
- By approving the project, the Supervisor also confirms their willingness to cover, with their own funds, the amount assigned by the University if the promised mobility period exceeding six months is not fulfilled (except in documented cases of force majeure).
- Once the Supervisor's and Coordinator's approval has been obtained and compliance with the requirements has been verified, the Doctoral Office assigns the due contribution and informs the PhD candidate's Department.
- The Department assigns the PhD candidate a specific fund (which, for accounting reasons, must be different from those already available for research and mission expenses), from which expenses can be charged immediately.
- The assigned contribution may be used exclusively to cover **mission expenses related to international mobility** included in the internationalization project, in compliance with the University's mission regulations. Expenses incurred by PhD candidates will always be reimbursed at the end of each mission.
- If the cost of a mission exceeds the assigned budget, it will be necessary to submit two separate requests on U-WEB for the same mission, each associated with a single fund, appropriately distributing the costs. Only one of these requests must be imported/entered in the "external activities" section of the dashboard.
- If the approved internationalization project includes mobility periods already completed (partially or entirely) and for which expenses have already been incurred or reimbursed, the assigned contribution may be used for **additional mobility periods or missions** (also shorter than 30 days), provided that the verification of the minimum six-month requirement is based only on mobility periods longer than one month.

Example 1: A PhD student from cycle 39 has completed 5 months at a foreign research institution at the time of submitting the project; the mission has already been closed and reimbursed; the submitted internationalization project includes an additional two-month period abroad to complement the previous one; after completing this additional mobility, there is still a remaining balance in the incentive fund; since the minimum duration requirement has already been met, this balance may be used to participate in a conference or Summer School, even in Italy, provided the mission is completed before the end of the doctoral program.

Example 2: A PhD student receives €2000 as an incentive for international mobility; at a certain date, they have completed two mobility periods of two months each at a foreign university; having not spent the full contribution, they decide to attend a conference abroad and reimburse a 7-day mission from the incentive fund; they do not undertake further mobility and complete their PhD; since the minimum duration requirements are not met, the Doctoral Office does not cover the previously assigned €2000; this amount must be covered by the supervisor or the department.

- The final deadline for carrying out missions related to the incentive project is the end date of the doctoral cycle, even if extended. If the mobilities carried out do not ultimately match those initially



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declared in the project (due to unexpected changes in schedule, either in dates or destinations), the incentive contribution will still be granted provided that the minimum requirements are met (actual international mobility of at least 180 days, with periods lasting at least 30 days).

Important! The contribution can be combined with other initiatives supporting international mobility such as Erasmus+ or University internationalization research projects.

End of mobility periods and reporting of the contribution

At the end of the mobility period, the PhD candidate must:

- finalize the “off-site activity” on the dashboard, indicating the actual number of days and providing supporting documentation in accordance with current regulations and procedures; the Coordinator gives final approval of the external activity, as per standard practice;
- close the mission on U-WEB by documenting all expenses incurred;
- in the case of mobility split into multiple trips (possibly at different locations), each trip must be recorded on the dashboard and have a corresponding mission on U-WEB (repeat steps 1–2 for each individual mobility).

Important! If, at the end of the year in which the last mobility useful for completing the required six months took place, the total period is less than 180 days, the Supervisor will be responsible for covering the expenses already incurred by the PhD candidate (except in documented cases of force majeure).

Contacts

For clarification or support, you may contact the Doctoral Office through the ticket service and/or consult the FAQs published on [SharePoint](#).