

Research Period Abroad Authorization

Guide and attachment templates for the STIET PhD Programme

How to use this guide

This document is a practical guide based on the example package provided. It does not replace current University of Genova, Department or PhD Programme rules. Always follow the current internal deadlines, forms and submission channels.

1. Purpose of the authorization request

The authorization request is used to ask the STIET Teaching Board to approve a PhD research period abroad. The request package should clearly identify the PhD student, the host institution, the host supervisor, the exact period abroad and the research activity to be carried out.

The example package on which this guide is based includes three supporting documents: the PhD student request letter, the host institution invitation letter and the PhD tutor support letter.

2. Information to collect before preparing the documents

Field	Information to enter
PhD student	[Full name] - [Student ID if applicable]
PhD cycle	[Cycle, e.g. XL cycle / 40th cycle]
PhD tutor	[Title and full name] - [institution/department]
Host institution	[Full official name]
Host department/lab	[Full official name]
Host supervisor	[Title and full name]
Host location	[City, Country]
Research period	from [Start date] to [End date]
Research topic	[Exact title of the research topic]
Activity description	[One or two sentences describing the planned research activity]

3. Steps to request authorization

- Agree on the research plan.** Define the research topic, dates and expected activities with your PhD tutor and the host supervisor.
- Prepare the three attachments.** Use the templates included in this package: student request letter, host invitation letter and PhD tutor support letter.
- Check consistency.** Make sure names, dates, host institution, host supervisor and research topic are identical in all documents.
- Collect signatures.** The student request must be signed by the PhD student. The invitation letter must be signed by the host supervisor. The support letter must be signed by the PhD tutor.
- Submit the request package.** Send the signed documents to the STIET Teaching Board, Coordinator or PhD administrative contact according to the internal procedure currently in use.
- Keep the authorization.** Keep a copy of the authorization or urgency decree and the approved documents. Communicate any change of dates, host institution or supervisor as soon as possible.

4. Documents to attach

No.	Document	Required content
1	PhD student request letter	Signed by the student. It states the request, host institution, dates, host supervisor and research topic.
2	Host institution invitation letter	Signed by the host supervisor, preferably on official letterhead. It confirms invitation, supervision, dates and topic.
3	PhD tutor support letter	Signed by the PhD tutor. It confirms that the period abroad is coherent with and functional to the PhD research plan.

5. Consistency checklist before submission

Check before submission	Done
Student name, student ID and PhD cycle are correct and consistent.	<input type="checkbox"/>
Host institution, department/lab, city and country are written consistently.	<input type="checkbox"/>
Host supervisor name and title are correct and consistent.	<input type="checkbox"/>
Start date and end date are exactly the same in all documents.	<input type="checkbox"/>
Research topic title is exactly the same in all documents.	<input type="checkbox"/>
Student request letter is dated and signed.	<input type="checkbox"/>
Host invitation letter is on official letterhead if possible, dated and signed.	<input type="checkbox"/>
Tutor support letter is dated and signed.	<input type="checkbox"/>
All attachments are saved as readable signed PDF files.	<input type="checkbox"/>

6. Suggested email for submission

Email template

Subject: Authorization request for research period abroad - [Full Name] - [PhD cycle]

Dear Professor / Dear Secretariat,

I am submitting my request for authorization to carry out a research period abroad from [Start date] to [End date] at [Host Institution], under the supervision of [Host Supervisor].

Please find attached the signed request letter, the invitation letter from the host institution and the support letter from my PhD tutor.

Kind regards,

[Full Name]

Template 1 - PhD student request letter

Instructions

Replace all text in square brackets. Delete this box before signing.

The dates, host institution, host supervisor and research topic must match the other two attachments.

[Place], [Date]

To the STIET Teaching Board

Science and Technology for Electronic and Telecommunication Engineering PhD Programme

University of Genova

Subject: Request for authorization for a research period abroad - [Full Name] - [PhD cycle]

Dear Members of the Teaching Board,

I am writing to request authorization for a research period abroad as part of my PhD programme in Science and Technology for Electronic and Telecommunication Engineering.

I have been invited to carry out a research stay at [Host Department / Laboratory], [Host Institution], [City, Country], under the supervision of [Host Supervisor Title and Full Name].

The research stay is planned from [Start date] to [End date].

During this period, I will work on the research topic "[Research topic title]", with a focus on [brief description of the planned activity].

This activity is part of my PhD research plan at the University of Genova and will be carried out in collaboration with my PhD tutor, [Tutor Title and Full Name], [Tutor Institution / Department].

I kindly request your authorization for this research period abroad.

Thank you for your consideration.

Sincerely,

[Full Name]

PhD Student, [Student ID if applicable]

[Institution / Affiliation]

[Email address]

PhD cycle: [Cycle]

Template 2 - Host institution invitation letter

Instructions for the host supervisor

Use official host institution letterhead whenever possible.

Replace all text in square brackets. Delete this box before signing.

The letter should be dated and signed by the host supervisor or authorized host representative.

[Host Institution Letterhead]

[Place], [Date]

To whom it may concern

Subject: Invitation of [PhD Student Full Name] for a research stay

Dear Sir or Madam,

It is my pleasure to invite [PhD Student Full Name] to [Host Department / Laboratory], [Host Institution], [City, Country], for a research stay.

I will provide supervision for [his/her/their] PhD research activities during the stay. Where applicable, [Host Department / Laboratory] will also provide [office space / access to facilities / access to equipment / other resources].

The stay is planned from [Start date] to [End date].

During this period, [he/she/they] will work on the research topic "[Research topic title]", with a focus on [brief description of the planned activity].

The research stay will be carried out in collaboration with [Tutor Title and Full Name], [Tutor Institution / Department], within the framework of [PhD Student Full Name]'s PhD programme at the University of Genova.

I look forward to the collaboration.

Sincerely,

[Host Supervisor Title and Full Name]

[Position / Role]

[Institution / Affiliation]

[Email address]

Template 3 - PhD tutor support letter

Instructions for the PhD tutor

Use institutional letterhead whenever possible.

Replace all text in square brackets. Delete this box before signing.

The letter should confirm that the period abroad is functional to the PhD research and coherent with the thesis plan.

[Tutor Institution / Department Letterhead]

[Place], [Date]

To the STIET Teaching Board

Science and Technology for Electronic and Telecommunication Engineering PhD Programme

University of Genova

Subject: Support letter for [PhD Student Full Name] - research period abroad

Dear Members of the Teaching Board,

I hereby confirm my support for the proposed research period abroad of [PhD Student Full Name], PhD student in the [PhD cycle] cycle of the Science and Technology for Electronic and Telecommunication Engineering PhD Programme.

The student is expected to carry out the research stay at [Host Department / Laboratory], [Host Institution], [City, Country], under the supervision of [Host Supervisor Title and Full Name], from [Start date] to [End date].

During the stay, [he/she/they] will work on the research topic "[Research topic title]", with a focus on [brief description of the planned activity].

The proposed research period abroad is functional to the student's PhD research activity and is coherent with the objectives of [his/her/their] doctoral thesis.

I therefore support the request for authorization of this research period abroad.

Sincerely,

[Tutor Title and Full Name]

[Position / Role]

[Institution / Affiliation]

[Email address]