



Ph.D. of national interest in Robotics and Intelligent Machines

Student Handbook

Version 1.0, November 2022

Introduction

The Ph.D. course in Robotics and Intelligent Machines (DRIM) brings together all the research and training areas aimed at studying, developing, and constructing innovative robotic systems and intelligent machines. The objective is to form a large community of students who develop their research themes in a shared context, integrated on a geographic, multidisciplinary, and interdisciplinary scale.

This document will provide relevant information on the teaching, training, and research activities offered.

Organization

The Ph.D. program in Robotics and Intelligent Machines (DRIM) has a minimum duration of 36 months and a maximum duration of 54 months, according to the study plan presented by the student at one or more universities and research institutions associated with DRIM.

During the public competition for admission to the Ph.D. program and a research grant award, each candidate can select a certain number of research topics from those proposed in the call for applications, divided into six curricula. Each research topic is assigned to a specific Host Institution associated with DRIM.

If a candidate is awarded a grant on a given topic, they must develop a personal research program under the supervision of one or more supervisors. The supervisors can belong to the Host Institution or other universities, research institutions, or companies. Under the guidance of supervisors, students acquire the analytical and experimental skills necessary to complete the Ph.D. program. The training activities are offered by the various universities and research institutions associated with DRIM through national and international teaching courses, schools, seminars, and supplementary activities proposed by the supervisors.

Given that the Host Institution is the primary location for the research and training activities of the students awarded the Ph.D. grants, the students are encouraged to carry out periods of study and research at the other Universities or Institutions participating in DRIM, subject to exchange and mobility agreements between the subjects involved. In particular, it is usually expected to carry out research activities at institutions abroad. Regarding industrial research grants or scholarships partially financed by companies, the required period of study and research at the company is highlighted in the description of the related research topic in the call for applications.

Curricula

DRIM is organized into six Curricula, and Curriculum Coordinators are designated for each Curriculum who coordinate training and research activities in agreement and collaboration with the Coordinator and the Teaching Board. The Curricula are listed below with the respective Curriculum Coordinators.

Curriculum	Curriculum Coordinators	E-mail
1. Robotics and Intelligent Machines in hostile and unstructured environments	Sgorbissa Antonio, UNIGE Natale Lorenzo, IIT Scaradozzi David, UNIVPM Ognibene Dimitri, UNIMB	antonio.sgorbissa@unige.it lorenzo.natale@iit.it d.scaradozzi@univpm.it dimitri.ognibene@unimib.it
2. Robotics and Intelligent Machines for Industry 4.0	Giovanni Berselli, UNIGE Callegari Massimo, UNIVPM Palopoli Luigi, UNITN	giovanni.berselli@unige.it m.callegari@univpm.it luigi.palopoli@unitn.it
3. Robotics and Intelligent Machines for inspection and maintenance of infrastructures	Simetti Enrico, UNIGE Allotta Benedetto, UNIFI	enrico.simetti@unige.it benedetto.allotta@unifi.it
4. Robotics and Intelligent Machines for agrifood	Viscount Carmen, POLITO Berardinelli Annachiara, UNITN	carmen.visconte@polito.it annachiara.berardinelli@unitn.it
5. Robotics and Intelligent Machines for healthcare and wellness of persons	Casadio Maura, UNIGE Prattichizzo Domenico, UNISI Palagi Stefano, SSSA	maura.casadio@unige.it dprattichizzo@unisi.it stefano.palagi@santannapisa.it
6. Robotics and Intelligent Machines for mobility and autonomous vehicles	Inveri Giovanni, UNIGE Sorrenti Domenico G, UNIMB Fanti Maria Pia, POLIBA	giovanni.indiveri@unige.it domenico.sorrenti@unimib.it mariapia.fanti@poliba.it

The training activities of the DRIM doctorate course are entirely in English to increase the attractiveness of the Ph.D. program and favor the participation of students from all over the world. In addition, universities and research institutions in the DRIM Ph.D. program offer Italian language and culture classes to students from abroad to allow for better integration and inclusion in their daily lives.

The Curriculum Coordinators manage the processes related to the students of the Curriculum. Furthermore, they propose the evaluation board for admission to the Ph.D. course, the evaluation board for the passage to the following year, and support the student supervisors in forming the evaluation board for the final Ph.D. exam.

The Curriculum Coordinators periodically monitor, together with the supervisors, the progress of the research and study activities of the students, highlighting any problems - not necessarily related to the research. They are also the contact person for practical and organizational matters.

Supervision of male and female students

Following the Regulations of the Administrative Headquarters, at the beginning of the study and research activity, the Teaching Board appoints a supervisor for each student and, if necessary, one or more co-supervisors who are responsible for their scientific and technical training

The supervisor must be a university professor, university researcher, or highly qualified researcher at the Host Institution and have the requisites to be a member of the Teaching Board as per current regulations.

The supervisor and co-supervisors ensure that students enrolled in the Ph.D. course become active members of their research group. They support the publication of students' scientific results in international scientific journals or conference proceedings relevant to the research topic and their participation in scientific conferences and schools. In addition, the supervisor and co-supervisors are responsible for making available to their students the resources necessary to develop their research projects.

Credits

During the Ph.D. program, students must acquire a minimum number of training credits (CF in Italy) equal to 180, each corresponding to a predefined number of working hours. CFs are assigned as follows:

- Structured Training Activities (40 CF) ;
- Research activities (120 CF, 40 CF per year, following a positive evaluation of the student at the end of each year);
- Ph.D. thesis writing (20 CF).

Structured Training Activities

The structured training activities include attending classes offered by the Host Institution or other universities and research institutions of DRIM or participating in national or international doctoral schools.

In general, the structured training activities belong to the following types, and the Teaching Board, on the proposal of the Didactic Board, will assign an amount of CFs as illustrated below.

1. Ph.D. courses offered by the Host University or other Universities or research institutions adhering to DRIM.
 - a. The courses usually require passing a final exam;
 - b. DRIM recognizes 1 CF for every 3 hours of lessons
2. Doctoral courses or doctoral schools jointly organized by the institutions adhering to DRIM. The number of CFs assigned to each course is reported in the course list published every year upon the proposal of the Didactic Board.
3. National or international doctoral schools, approved by the Didactic Board upon request presented by the supervisor, who includes the detailed program of the school and its duration.
 - a. The school must provide a certificate of attendance, which the student must present for the assignment of CFs.
 - b. The Didactic Board decides the number of CFs assigned based on the duration of the school.
4. Online courses offered by third parties, the attendance of which and the assignment of CF must be approved in advance by the Teaching Board upon formal request presented by the supervisor.
 - a. The online course must provide a certificate of attendance (issued by the course provider), which the student must present for the assignment of CFs.

- b. The number of CF assigned is agreed upon in advance with the Didactic Board based on the subject of the course (basic/advanced), the reputation of the course provider, and the expected workload.
- c. The Didactic Board may set a maximum number of CFs for online courses

The list of courses offered may vary over the years. For students with a non-technological background or whose research project requires knowledge of topics never addressed before, supervisors may suggest following the basic courses offered by the Master's Degree Programs in engineering, science, or mathematics at the Host Institution.

Participation in conferences, seminars, workshops, etc., does not allow students to acquire CFs.

At the end of each year, the student will send to the Secretariat of the Administrative Headquarters the list of training activities carried out during the year according to the template available on the DRIM website, which the student supervisor and the reference persons at each Host Institution must approve¹.

Training in scientific research and ongoing evaluation

At the beginning of the Ph.D. course, students formulate a research plan with their supervisor and co-supervisors (if any). Research is mainly carried out in the laboratories made available by the Host Institution, except for the mandatory periods abroad and, if expected, at companies.

Following the University Regulations of the Administrative Headquarters, at the end of each year, students must submit to the Curriculum Coordinators to whom they refer:

1. a detailed report of their research activities, including a list of publications (if any);
2. a work plan for the following year.

Students must also report their results in an oral presentation to an evaluation board proposed by the Curriculum Coordinators, specific for each of the six Curricula.

The first-year report includes the formulation of a thesis project that identifies the following:

1. a work plan relevant to robotics and intelligent machines;
2. the preliminary results (if any).

At the end of the following years, students will be required to show substantial progress in their thesis project. The report will then focus on the state of advancement of the work and the results achieved.

Each year, following the presentations, the students receive suggestions on how to proceed, and the evaluation board formulates a written evaluation. Based on this evaluation and the recommendations of the supervisor and co-supervisors, the Teaching Board approves or rejects admission to the following year, may decide to extend the study period within the maximum time limits allowed, or admit the student to defend the thesis.

Final exam and defense of the thesis

At the end of the studies, which have a minimum duration of 36 months and a maximum of 54 months, the Teaching Board decides on admission to the final exam.

¹ See the Table with Reference Faculties and Researchers at each Host Institution in appendix C.

The requirements for admission to the final exam are summarized as follows:

1. Fulfillment of training requirements;
2. Positive evaluation by the supervisor;
3. Positive evaluation by the evaluation board and approval of the Didactic Board.

Following the University Regulations of the Administrative Headquarters, the candidates admitted to the final exam must submit a thesis written in English. In addition, the Teaching Board appoints, for each candidate and on the supervisor's proposal, at least two external reviewers with international expertise in the research field of DRIM. The reviewers evaluate the quality and scientific relevance of the thesis work and provide a written evaluation report within 30 days. Reviewers can propose that candidates be admitted to the final exam or, in the case significant changes are requested, that the exam be postponed for up to 6 months. During this time, candidates will be required to review their work. The reviewers then provide an up-to-date written assessment that considers the revisions. After six months, the thesis is admitted to public discussion.

The final exam consists of a public discussion of the thesis. For each Curriculum, the Teaching Board appoints, after consultation with the Curriculum Coordinators, an evaluation board made up of three members, of whom at least two-thirds are from an academic background. Of such board, no more than one member may belong to the Administrative Headquarter, and no more than one member may belong to the Host Institution whose candidates are evaluated in that Curriculum.

At the end of the discussion, the evaluation board expresses a written and motivated judgment on the thesis. When it unanimously recognizes a particular scientific importance, it can award honors.

Research Staff Fund

Students have a personal research fund of €3,300 per year. The fund can be used for sporadic mobility (participation in conferences, workshops, doctoral schools, and visits to other universities or laboratories) and the purchase of instrumentation, equipment, books, and consumables related to the research project.

The fund is available at the Host Institutions. Students must refer to their supervisor and follow the Host Institutions' rules for managing the research funds (including the traveling procedures) to use it.

Tutoring activity

As part of the educational project, students can carry out tutoring activities for B.S./M.S. degree students and, for a maximum of forty hours per academic year, teaching assistance.

The previous activities must be previously authorized by the Teaching Board and do not involve any increase in the scholarship.

International dimension

The Doctorate course ordinarily provides for all students to carry out research activities at institutions abroad. The scholarship is increased by 50% of the nominal value during the period spent abroad.

The authorization to carry out the research activity for a specific period and in a specific foreign institution must be requested from the Coordinator and approved by the Teaching Board, subject to a

formal letter of invitation from the foreign institution to the student and authorization from the supervisor.

The procedure is as follows:

1. The foreign institution must prepare a formal letter of invitation to the student, clearly indicating the period of the visit (start and end dates).
2. The supervisor must write a letter authorizing the visit to the foreign institution indicating the period of the visit (start and end dates - which must correspond to those shown in the invitation letter). The supervisor can request an increase of up to 50% of the scholarship for the period of the visit.
3. The letters must be sent to the Coordinator (phd.biorob@dibris.unige.it)

APPENDIX A: Organization

COORDINATOR

Prof. Giorgio Cannata, University of Genoa
giorgio.canata@unige.it

DEPUTY COORDINATOR

Prof. Antonio Sgorbissa, University of Genoa

SECRETARIAT of the ADMINISTRATIVE OFFICE

Valentina Scanarotti
phd_drim@unige.it

CURRICULA AND CURRICULA COORDINATORS

1. Robotics and Intelligent Machines in hostile and unstructured environments

Sgorbissa Antonio, University of Genoa Natale Lorenzo, Italian Institute of Technology Scaradozzi David, Polytechnic University of the Marches Ognibene Dimitri, University of Milano-Bicocca	antonio.sgorbissa@unige.it lorenzo.natale@iit.it d.scaradozzi@univpm.it dimitri.ognibene@unimib.it
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2. Robotics and Intelligent Machines for Industry 4.0

Berselli Giovanni, University of Genoa Callegari Massimo, Polytechnic University of the Marches Palopoli Luigi, University of Trento	giovanni.berselli@unige.it m.callegari@univpm.it luigi.palopoli@unitn.it
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3. Robotics and Intelligent Machines for inspection and maintenance of infrastructures

Simetti Enrico, University of Genoa Allotta Benedetto, University of Florence	enrico.simetti@unige.it benedetto.allotta@unifi.it
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4. Robotics and Intelligent Machines for agrifood

Viscount Carmen, Turin Polytechnic Berardinelli Annachiara, University of Trento	carmen.visconte@polito.it annachiara.berardinelli@unitn.it
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5. Robotics and Intelligent Machines for healthcare and wellness of persons

Casadio Maura, University of Genoa Prattichizzo Domenico, University of Siena Palagi Stefano, Sant'Anna High School	maura.casadio@unige.it dprattichizzo@unisi.it stefano.palagi@santannapisa.it
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6. Robotics and Intelligent Machines for mobility and autonomous vehicles

Indiveri Giovanni, University of Genoa Sorrenti Domenico G., University of Milan-Bicocca Fanti Maria Pia, Bari Polytechnic	giovanni.indiveri@unige.it domenico.sorrenti@unimib.it mariapia.fanti@poliba.it
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APPENDIX B: Students, Supervisors and Reference staff at the Hosting Institution

FAMILY NAME	CURRICULUM	HOSTING UNIVERSITY or INSTITUTION	PRINCIPAL SUPERVISOR	HOSTING ADMINISTRATIVE OFFICE/REFERENCE
ABDELMOTTALEB Yara Alaaeldin Abdelaziz	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Universita' di Genova	SIMETTI Enrico	dottorato@segreteria.unige.it ilaria.mantegazza@unige.it
ALHOMSI Mohammad	HEALTHCARE AND WELLNESS OF PERSONS	Universita' di Palermo	CHELLA Antonio FAGIOLINI Adriano	dottorati@unipa.it carmelo.priolo@unipa.it
BAJRAMI Albin	INDUSTRY 4.0	Universita' Politecnica delle Marche	PALPACELLI Matteo	dottorato@sm.univpm.it
BALUGANI Federico	INDUSTRY 4.0	Universita' di Genova in collaboration with Borghi S.p.A.	BERSELLI Giovanni	dottorato@segreteria.unige.it ilaria.mantegazza@unige.it
BETTA Zoe	INSPECTION AND MAINTENANCE OF INFRASTRUCTURES	Universita' di Genova	SGORBISSA Antonio	dottorato@segreteria.unige.it ilaria.mantegazza@unige.it
BROGI Bernardo	HEALTHCARE AND WELLNESS OF PERSONS	Universita' di Siena	PRATICHIZZO Domenico	ufficiodottorato@unisi.it
BRUNO Marco	HEALTHCARE AND WELLNESS OF PERSONS	Universita' del Salento	SCARAGGI Michele	master.dottorati@unisalento.it andrea.cuna@unisalento.it
CANESCHI Alessio	INDUSTRY 4.0	Universita' di Padova	ROSATI Giulio	phd@unipd.it elena.pavan@unipd.it

FAMILY NAME	CURRICULUM	HOSTING UNIVERSITY or INSTITUTION	PRINCIPAL SUPERVISOR	HOSTING ADMINISTRATIVE OFFICE/REFERENCE
CARRIERO Graziano	INDUSTRY 4.0	Universita' della Basilicata	CACCAVALE Fabrizio	postlauream-dottorati@unibas.it luciana.letterelli@unibas.it
CURNIS Giovanni	MOBILITY AND AUTONOMOUS VEHICLES	Universita' di Milano-Bicocca	SORRENTI Domenico	dottorati@unimib.it
FAUSTI Roberto	INDUSTRY 4.0	STIIMA - Consiglio Nazionale delle Ricerche	PEDROCCHI Nicola	marta.rapallini@cnr.it
FAZAL Tanzeel Ahmad	AGRIFOOD	Universita' della Campania	PIROZZI Salvatore	ufficio.formazionericerca@unicampania.it
FURNARI Gabriele	HEALTHCARE AND WELLNESS OF PERSONS	Universita' di Modena e Reggio Emilia	FERRAGUTI Federica	sgr.dottorati@unimore.it
GIGOLA Monica	HEALTHCARE AND WELLNESS OF PERSONS	Universita' di Genova	DI GREGORIO Valentina	dottorato@segreteria.unige.it ilaria.mantegazza@unige.it
HAKDIYEN Aydin	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Universita' di Milano Bicocca	OGNIBENE Dimitri	dottorati@unimib.it
HAMEED Rana Umair	AGRIFOOD	Universita' di Trento	FONTANELLI Daniele	phd.office-cssh@unitn.it phd.office-st@unitn.it
INFANTONE Giuseppe	INSPECTION AND MAINTENANCE OF INFRASTRUCTURES	Istituto Italiano di Tecnologia	BICCHI Antonio	laura.galinta@iit.it silvia.matti@iit.it
JABARI Mohammad	HEALTHCARE AND WELLNESS OF PERSONS	Politecnico di Torino	QUAGLIA Giuseppe	scudo@polito.it

FAMILY NAME	CURRICULUM	HOSTING UNIVERSITY or INSTITUTION	PRINCIPAL SUPERVISOR	HOSTING ADMINISTRATIVE OFFICE/REFERENCE
KARGAR Seyyed Masoud	AGRIFOOD	Universita' di Genova	BERSELLI Giovanni	dottorato@segreteria.unige.it ilaria.mantegazza@unige.it
KHALIL Muhammad Adnan	HEALTHCARE AND WELLNESS OF PERSONS	Scuola Superiore S. Anna - Pisa	MENCIASSI Arianna	silvia.giovarruscio@santannapisa.it carlotta.brullo@santannapisa.it
KHANMEH Juri	INSPECTION AND MAINTENANCE OF INFRASTRUCTURES	Universita' di Genova	INDIVERI Giovanni	dottorato@segreteria.unige.it ilaria.mantegazza@unige.it
LAGO Francesco	HEALTHCARE AND WELLNESS OF PERSONS	Universita' della Calabria	CARBONE Giuseppe	dottorati@unical.it
LAGOMARSINO Beatrice	HEALTHCARE AND WELLNESS OF PERSONS	Universita' di Genova in collaboration with Movendo Technology S.r.l.	CASADIO Maura	dottorato@segreteria.unige.it ilaria.mantegazza@unige.it
LISO Adriano	INSPECTION AND MAINTENANCE OF INFRASTRUCTURES	STIIMA - Consiglio Nazionale delle Ricerche	RENO Vito	marta.rapallini@cnr.it
LOZER Federico	INDUSTRY 4.0	Universita' di Udine	GASPARETTO Alessandro	sandra.salvador@uniud.it
MILAZZO Giuseppe	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	BICCHI Antonio	laura.galinta@iit.it silvia.matti@iit.it
MISLEY Elisa	HEALTHCARE AND WELLNESS OF PERSONS	Universita' di Genova in collaboration with Movendo Technology S.r.l.	CASADIO Maura	dottorato@segreteria.unige.it ilaria.mantegazza@unige.it
MORADI Mohammad	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Universita' di Catania	MUSCATO Giovanni	dottorati@unict.it

FAMILY NAME	CURRICULUM	HOSTING UNIVERSITY or INSTITUTION	PRINCIPAL SUPERVISOR	HOSTING ADMINISTRATIVE OFFICE/REFERENCE
PAROSI Riccardo	MOBILITY AND AUTONOMOUS VEHICLES	Universita' di Genova jointly with LEONARDO S.p.A.	BAGLIETTO Marco	dottorato@segreteria.unige.it ilaria.mantegazza@unige.it
PASQUALI Alex	INDUSTRY 4.0	Universita' di Bologna	PALLI Gianluca	aform.udottricerca@unibo.it
PENTAKOTA Lohit Kumar	INDUSTRY 4.0	STIIMA - Consiglio Nazionale delle Ricerche	BIANCHI Giacomo	marta.rapallini@cnr.it
POMPILIO Michele	HEALTHCARE AND WELLNESS OF PERSONS	Universita' di Siena	PRATICHIZZO Domenico	ufficiodottorato@unisi.it
PRESICCI Claudia	HEALTHCARE AND WELLNESS OF PERSONS	Universita' di Genova in collaboration with SWHARD S.r.l.	CASADIO Maura	dottorato@segreteria.unige.it ilaria.mantegazza@unige.it
SAETTONE Lorenza	HEALTHCARE AND WELLNESS OF PERSONS	Universita' di Genova in collaboration with Movendo Technology S.r.l.	RECCHIUTO Carmine	dottorato@segreteria.unige.it ilaria.mantegazza@unige.it
SIMONINI Giorgio	INDUSTRY 4.0	Universita' di Pisa	SALARIS Paolo	dottorato.ricerca@adm.unipi.it licia.delcorso@unipi.it
SONCINI Jacopo Ciro	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	MAZZOLAI Barbara	lucia.francini@iit.it emma.cappelleri@iit.it
STAIANO Marco	INDUSTRY 4.0	Universita' di Genova	CANNATA Giorgio	dottorato@segreteria.unige.it ilaria.mantegazza@unige.it
USAMA Syed Ali	HEALTHCARE AND WELLNESS OF PERSONS	Universita' di Trento	FONTANELLI Daniele	phd.office-cssh@unitn.it phd.office-st@unitn.it

FAMILY NAME	CURRICULUM	HOSTING UNIVERSITY or INSTITUTION	PRINCIPAL SUPERVISOR	HOSTING ADMINISTRATIVE OFFICE/REFERENCE
VANGI Mirco	INSPECTION AND MAINTENANCE OF INFRASTRUCTURES	Universita' di Firenze	ALLOTTA Benedetto	dottorat@unifi.it sabrina.pazzagli@unifi.it
ZHANG Heng	INDUSTRY 4.0	Istituto Italiano di Tecnologia	AJOUDANI Arash	laura.galinta@iit.it silvia.matti@iit.it

APPENDIX C: Reference Faculties and Researchers at each Hosting Institution

COGNOME	NOME	EMAIL	HOSTING INSTITUTION
Allotta	Benedetto	benedetto.allotta@unifi.it	Universita' di Firenze
Bicchi	Antonio	antonio.bicchi@unipi.it	Università di Pisa
Callegari	Massimo	m.callegari@univpm.it	Università Politecnica delle Marche
Cannata	Giorgio	giorgio.cannata@unige.it	Università degli Studi di Genova
Carbone	Giuseppe	giuseppe.carbone@unical.it	Università della Calabria
De Luca	Alessandro	deluca@diag.uniroma1.it	Sapienza Università di Roma
Fagiolini	Adriano	adriano.fagiolini@unipa.it	Università degli Studi di Palermo
Fanti	Maria Pia	mariapia.fanti@poliba.it	Politecnico di Bari
Fontanelli	Daniele	daniele.fontanelli@unitn.it	Università degli Studi di Trento
Gasparetto	Alessandro	alessandro.gasparetto@uniud.it	Università degli Studi di Udine
Menciassi	Arianna	arianna.menciassi@santannapisa.it	The BioRobotics Institute
Muscato	Giovanni	giovanni.muscato@unict.it	Universita' di Catania
Peer	Angelika	angelika.peer@unibz.it	Libera Università di Bolzano
Pierri	Francesco	francesco.pierri@unibas.it	Università degli Studi della Basilicata
Pirozzi	Salvatore	salvatore.pirozzi@unicampania.it	Università degli Studi della Campania
Prattichizzo	Domenico	dprattichizzo@unisi.it	Università di Siena
Quaglia	Giuseppe	giuseppe.quaglia@polito.it	Politecnico di Torino
Rosati	Giulio	giulio.rosati@unipd.it	Università degli Studi di Padova
Rossi	Silvia	silvia.rossi@unina.it	Università degli Studi di Napoli Federico II
Scaraggi	Michele	michele.scaraggi@unisalento.it	Università del Salento

Secchi	Cristian	cristian.secchi@unimore.it	Universita' di Modena e Reggio Emilia
Sorrenti	Domenico Giorgio	domenico.sorrenti@unimib.it	Università degli Studi di Milano - Bicocca
Vertechy	Rocco	rocco.vertchy@unibo.it	Alma Mater Studiorum - Università di Bologna
Zollo	Loredana	l.zollo@unicampus.it	Università Campus Bio-Medico di Roma
Natale	Lorenzo	lorenzo.natale@iit.it	IIT
Orlandini	Andrea	andrea.orlandini@istc.cnr.it	CNR-ISTC
Pedrocchi	Nicola	nicola.pedrocchi@stiima.cnr.it	CNR-STIIMA

Appendix D: Procedure for Travel Authorization from UNIGE (MANDATORY also for students not working at UNIGE for travel Insurance)

U_WEB Missions

Authorization Mission Instructions:

Before traveling (no less than 2 weeks before planned travel time)

- Go to <https://unige.u-web.cineca.it/appautmis> and log in using your UNIGE credentials²
- Please check the following link for the correct procedure to insert the mission request https://unige.u-web.cineca.it/appautmis/resources/Manual_U_WEB_AUTMIS_Request_en.pdf

Once you have logged in, click on the “new mission” tab and fill in the form as show below:

Destination

+ ADD

Location	Start date and time	End date and time	Suspension
Roma, Italia	28/11/2019 00:00	29/11/2019 23:59	No

Title * **Please select the title: DR**

ND - Personale tecnico amministrativo

Head of Project * **Please fill in Giorgio Cannata**

Structure concerned * **100023 - Dipartimento di Informatica, bioingegneria, robotica e ingegneri**

Reason *

Start location

Project

Paying structure *

Notes **Please fill in: 10% specifying the Phd Course and the number of the cycle**

Type of Request * **Please select: FRIC**

FRIC - Fondi di progetto

Regulation * **Please select: TES**

Method

Mission without expenses

SPECIAL MEANS >

EXPENSES WITH ESTIMATE >

The Department Administration will activate the procedures to authorize your travel/mission. We warmly recommend PhD students to read carefully the University rules for travels and reimbursements reported at this link:

²In case of technical problem, send an e-mail to roberta.usari@unige.it

<https://unige.it/sites/contenuti.unige.it/files/imported/regolamenti/finanza/documents/DR4530-RegolamentoMissioniUnige.pdf>

Phd students can travel using only the following means of transportation:

1. Train, plane, suburban bus (eg FlixBus), and all public urban transportations.
2. Taxi: only for transfers from and to airports-/train stations/hotel/conference or meeting venue).

If you leave from an airport other than Genoa you have to show that this option is cheaper. When you book the flight, you must print from the web the flight offers from Genoa airport and your selected airport. The printout must be attached to the documentation at the time of the refund request.

You are authorized to leave from Genoa one day before the beginning of the event to attend and to come back one day after the end (two days before/after if the destination is out of Europe for technical reasons, for example time zone, flights stop ...). If you leave more days before and come back more days after, you have to demonstrate that this option is not more expensive than a travel in the right days

The Department can directly pay the registration to conference/workshop or Winter/summer schools when the bank transfer is available as method of payment. It is exceptionally possible to ask for an advance payment of the possible expenditures for the mission when the quote is equal or higher than €250.00. For missions an anticipation of the 75% of the all expenses is possible (follow the instructions in the Manual).

The PhD student has to pay in advance all of the expenses and collect all the original receipts (train/flight tickets, meals, public transportation, certificate of attendance) therefore when you will come back you have to deliver the original receipts to the Department Administration , Villa Bonino Viale Causa 13, 1st floor **Monday 2.00-4.00 pm; Tuesday 9.00-11.00 am and Friday 10.00-12.00 am**

FOR STUDENTS WORKIN IN OTHER HOSTING INSTITUTIONS

In case your travel is reimbursed by other institution, since you are UNIGE Phd students you have to be authorized by UNIGE. The procedure is the same as above. When you came back you have to close the procedure with the option “mission done without expenditures”.

For insurance reasons, you still have to ask for the authorization of the Coordinator Prof. Cannata following the procedure indicated above.

The amount to be indicated will be 0 (zero) because it is only an authorization . Then the mission have to be closed choosing between “mission done no refund or mission not done” (“ mission carried out , no refund / mission not carried out”).

The budget for travels is managed by the Hosting Institution directly also for the payment of the registration fees for conference, summer/winter school...

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