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

Student's Handbook

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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	Visconti 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	Indiveri 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 (on average 1 CFs for 5 hours of activity, for a maximum of 9 CFs per 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 on a per-case basis 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 approve[1].

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.

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[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/ teaching support activities for B.S./M.S. degree students, for a maximum of sixty hours per academic year, and, for a maximum of forty hours per academic year, teaching assistance activities (didattica integrativa).

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 who is going to be the abroad supervisor for the the period of the visit and start and end dates of the period - 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_drim@unige.it)

APPENDIX A: Organization

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COORDINATOR

Prof. Giorgio Cannata, Università di Genova

giorgio.cannata@unige.it

DEPUTY COORDINATOR

Prof. Antonio Sgorbissa, Università di Genova

antonio.sgorbissa@unige.it

SECRETARIAT of the ADMINISTRATIVE OFFICE

Valentina Scanarotti
Emanuele Cannata

phd_drim@unige.it

CURRICULA AND CURRICULA COORDINATORS

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1. Robotics and Intelligent Machines in hostile and unstructured environments	
Sgorbissa Antonio, Università di Genova	antonio.sgorbissa@unige.it
Natale Lorenzo, Istituto Italiano di Tecnologia	lorenzo.natale@iit.it
Scaradozzi David, Università Politecnica delle Marche	d.scaradozzi@univpm.it
Ognibene Dimitri, Università di Milano-Bicocca	dimitri.ognibene@unimib.it

2. Robotics and Intelligent Machines for Industry 4.0	
Berselli Giovanni, Università di Genova	giovanni.berselli@unige.it
Callegari Massimo, Università Politecnica delle Marche	m.callegari@univpm.it
Palopoli Luigi, Università di Trento	luigi.palopoli@unitn.it

3. Robotics and Intelligent Machines for inspection and maintenance of infrastructures	
Simetti Enrico, Università di Genova	enrico.simetti@unige.it
Allotta Benedetto, Università di Firenze	benedetto.allotta@unifi.it

4. Robotics and Intelligent Machines for agrifood	
Visconte Carmen, Politecnico di Torino	carmen.visconte@polito.it
Berardinelli Annachiara, Università di Trento	annachiara.berardinelli@unitn.it

5. Robotics and Intelligent Machines for healthcare and wellness of persons	
Casadio Maura, Università di Genova	maura.casadio@unige.it
Prattichizzo Domenico, Università di Siena	dprattichizzo@unisi.it
Palagi Stefano, Scuola Superiore Sant'Anna di Pisa	stefano.palagi@santannapisa.it

6. Robotics and Intelligent Machines for mobility and autonomous vehicles	
Indiveri Giovanni, Università di Genova Sorrenti Domenico G., Università di Milano-Bicocca Fanti Maria Pia, Politecnico di Bari	giovanni.indiveri@unige.it domenico.sorrenti@unimib.it mariapia.fanti@poliba.it

APPENDIX B: Students, Supervisors and Reference staff at the Hosting Institution

FAMILY NAME	CURRICULUM	HOSTING UNIVERSITY or INSTITUTION	PRINCIPAL SUPERVISOR	HOSTING ADMINISTRATIVE OFFICE/REFERENCE
ADEKOYA Omotoye Shamsudeen	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Università di Genova	Carmine Recchiuto	dottorato@segreterie.unige.it phd_drim@unige.it
BOUANANE Mohamed Sadek	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Chiara Bartolozzi	marta.caracalli@iit.it lucia.betro@iit.it
CHANDRASEKARAN LAKSHMI Sandhya	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Antonio Bicchi	monica.vasco@iit.it ines.cariapinto@iit.it laura.galinta@iit.it
DESSY Giovanni Battista	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Claudio Semini Victor Barasoul	monica.vasco@iit.it ines.cariapinto@iit.it laura.galinta@iit.it
FERRARI Federica Maeli	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Chiara Bartolozzi	marta.caracalli@iit.it lucia.betro@iit.it
FISCHER ABATI Gabriel	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Lorenzo Natale Alessio Del Bue Pietro Morerio	monica.vasco@iit.it ines.cariapinto@iit.it laura.galinta@iit.it
GALLIENA Tommaso	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Claudio Semini Joao Carlos Virgolino Soares	marta.caracalli@iit.it lucia.betro@iit.it sara.curreli@iit.it
GAO Penggang	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Nikhil Deshpande Darwin Caldwell	floriana.sardi@iit.it silvia.ivaldi@iit.it

FAMILY NAME	CURRICULUM	HOSTING UNIVERSITY or INSTITUTION	PRINCIPAL SUPERVISOR	HOSTING ADMINISTRATIVE OFFICE/REFERENCE
IOTTI Francesco	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Università di Pisa	Manolo Garabini	dottorato@segreterie.unige.it phd_drim@unige.it
PALMAS Matteo	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Università di Genova in collaboration with Bosch Gmbh	Armando Tacchella	dottorato@segreterie.unige.it phd_drim@unige.it
PUANG En Yen	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Alessandra Sciutti	marta.caracalli@iit.it lucia.betro@iit.it
QUADRELLI Debora	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia in collaboration with Istituto Nazionale Assicurazione Infortuni sul Lavoro	Michele Canepa Nicolò Boccardo Matteo Laffranchi	sabrina.lui@iit.it
TARASI Luca	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Università di Genova	Enrico Simetti Francesca Odone	dottorato@segreterie.unige.it phd_drim@unige.it
YOUSEFI Ali	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Università di Genova	Antonio Sgorbissa	dottorato@segreterie.unige.it phd_drim@unige.it
CARAMIA Donato	INDUSTRY 4.0	Politecnico di Bari	David Naso	post-lauream@poliba.it
DALLE VEDOVE Matteo	INDUSTRY 4.0	Università di Trento	Daniele Fontanelli Matteo Saveriano Luigi Palopoli	phd.office-st@unitn.it
FATIMA Adyan	INDUSTRY 4.0	Università di Genova	Giovanni Berselli	dottorato@segreterie.unige.it phd_drim@unige.it

FAMILY NAME	CURRICULUM	HOSTING UNIVERSITY or INSTITUTION	PRINCIPAL SUPERVISOR	HOSTING ADMINISTRATIVE OFFICE/REFERENCE
GARGANI Leonardo	INDUSTRY 4.0	Politecnico di Milano	Matteo Matteucci	dottorati@unimib.it
MANZARDO Matteo	INDUSTRY 4.0	Libera Università di Bolzano	Renato Vidoni	phd@unibz.it
MOROCUTTI Lorenzo	INDUSTRY 4.0	Istituto Italiano di Tecnologia	Alessandra Sciutti	anastasia.bruzzone@iit.it
OZCELIK Ilkay Turac	INDUSTRY 4.0	Università di Bologna	Rocco Vertechy	aform.udottricerca@unibo.it
SANSALONE Alice	INDUSTRY 4.0	Università di Genova in collaboration with Magic Leap Inc.	Silvio Sabatini	dottorato@segreterie.unige.it phd_drim@unige.it
TRENTADUE Andrea	INDUSTRY 4.0	Università di Modena e Reggio Emilia	Marcello Pellicciari	segr.dottorati@unimore.it
DENG Bouyan	INSPECTION AND MAINTENANCE OF INFRASTRUCTURES	Istituto Italiano di Tecnologia	Nikolaos Tsagarakis	monica.vasco@iit.it ines.cariapinto@iit.it laura.galinta@iit.it
PASTI Francesco	AGRIFOOD	Università di Padova	Nicola Bellotto	phd@unipd.it
AL DREAY Mohammed Najie	HEALTHCARE AND WELLNESS OF PERSONS	Università di Genova	Maura Casadio Camilla Pierella	dottorato@segreterie.unige.it phd_drim@unige.it
BASTIANELLI Elena	HEALTHCARE AND WELLNESS OF PERSONS	Università degli Studi di Siena	Domenico Prattichizzo	ufficiodottorato@unisi.it
BEBER Luca	HEALTHCARE AND WELLNESS OF PERSONS	Università di Trento	Luigi Palopoli	phd.office-st@unitn.it

FAMILY NAME	CURRICULUM	HOSTING UNIVERSITY or INSTITUTION	PRINCIPAL SUPERVISOR	HOSTING ADMINISTRATIVE OFFICE/REFERENCE
BIXIO Anna Allegra	HEALTHCARE AND WELLNESS OF PERSONS	Università di Genova	Antonio Sgorbissa	dottorato@segreterie.unige.it phd_drim@unige.it
CASTELLANI Chiara	HEALTHCARE AND WELLNESS OF PERSONS	Istituto Italiano di Tecnologia	Domenico Prattichizzo	floriana.sardi@iit.it silvia.ivaldi@iit.it
CATALANO Alice Maria	HEALTHCARE AND WELLNESS OF PERSONS	Università di Genova	Maura Casadio	dottorato@segreterie.unige.it phd_drim@unige.it
CRUCIANI Laura	HEALTHCARE AND WELLNESS OF PERSONS	Politecnico di Milano	Elena De Momi	dottorati@unimib.it
GRAZIOSO Andrea	HEALTHCARE AND WELLNESS OF PERSONS	Politecnico di Bari	Giulio Reina	post-lauream@poliba.it
HALIMI Takieddine	HEALTHCARE AND WELLNESS OF PERSONS	Università di Palermo	Antonio Chella	dottorati@unipa.it
MASSONE Valentina	HEALTHCARE AND WELLNESS OF PERSONS	Università di Genova in collaboration with Rewing S.r.l.	Maura Casadio	dottorato@segreterie.unige.it phd_drim@unige.it
MOGLIA Daniele	HEALTHCARE AND WELLNESS OF PERSONS	Scuola Superiore Sant'Anna di Pisa	Maria Calogero Oddo	chiara.magini@santannapisa.it
TONTINI Lucia	HEALTHCARE AND WELLNESS OF PERSONS	Università Campus Bio-Medico Roma	Loredana Zollo Nevio Luigi Tagliamonte	cir@unicampus.it
MOSLEMI Mohammadmahdi	MOBILITY AND AUTONOMOUS VEHICLES	Università Sapienza di Roma (DIAG)	Giuseppe Oriolo	ufficio.dottorato@uniroma1.it

APPENDIX C: Reference Faculties and Researchers at each Hosting Institution

COGNOME	NOME	EMAIL	HOSTING INSTITUTION
Allotta	Benedetto	benedetto.allotta@unifi.it	Università 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	Università 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	Università di Modena e Reggio Emilia
Sorrenti	Domenico Giorgio	domenico.sorrenti@unimib.it	Università degli Studi di Milano - Bicocca
Vertechy	Rocco	rocco.vertechy@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)
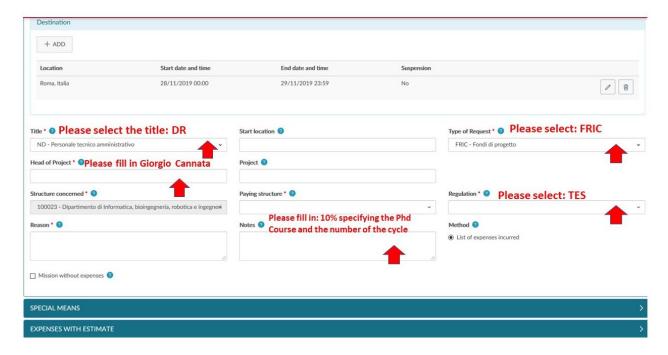
U_WEB Missions

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 credentials[2]
- 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:

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

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[2]In 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 <u>only</u> the following means of transportation:

1.   Train, plane, suburban bus (eg FlixBus), and all public urban transportations.
2.   Taxi: <u>only</u> 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 during 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. Exceptionally it is possible to ask for an advance payment of the possible expenditures for the mission, this when the quote is equal or higher than €250.00. In case of a mission it is possible to have an anticipation of 75% of all expenses (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 LOCATED/WORKING 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 has 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 directly by the Hosting Institution, this applies to payment of registration fees for conference, summer/winter school…

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