



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

Student's Handbook

Edition 2024

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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, as stated in the DRIM rules, it is mandatory to carry out research activities at highly qualified institutions abroad for a minimum of 6 months and up to a maximum of 18 months. 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 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

Credited courses, or those which can be granted for accreditation, are those including a final examination.

Credits can be awarded only if the student passes the final examination.

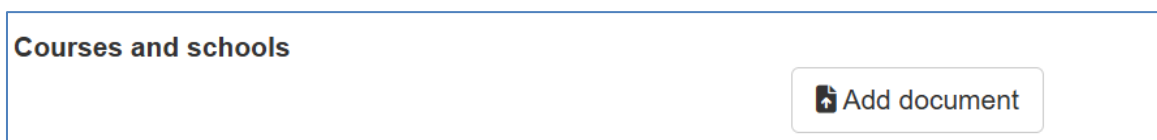
The PhD Board may grant credits for courses without a final examination, in case the course content addresses innovative and original topics that are not covered by existing doctorate courses. In such cases, students who provide a certificate of attendance (covering at least 80% of the course lectures) may receive a maximum of 3 credits, upon PhD Board approval.

PhD courses not listed in the syllabus and offered by an institution participating in DRIM, are automatically credited only if they include a final exam; for such courses the number of credits awarded is equal to 1 CF for every 3 hours of lectures. If the course does not have a final examination the student must apply for accreditation in advance by writing an email to the Coordinator (putting in cc phd_drim@unige.it). In this case the maximum number of credits that can be awarded is 3.

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 online course must have a final exam
 - c. 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.
 - d. 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. Master's degree courses offered by institutions affiliated to DRIM must be approved in advance by writing an email to the Coordinator (putting in cc phd_drim@unige.it). The number of credits assigned for these courses is the one indicated in the educational offer of the institution.

In order to receive credits for courses and schools a certificate must be uploaded on your intranet profile, accessible by using your Unigepass credentials <https://intranetphd.dibris.unige.it/index.php>. After logging in you are going to visualize your personal page with your information. Down below there are sections to upload your Annual Reports, Abstract, etc. You can upload by yourself certificates from schools you've attended or courses you've passed in your intranet area, under the section "Courses and schools".



In the "Document heading" please write the title of the course/school that the certificate refers to.

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

At the end of each year, students will upload on their Intranet profile the Annual report, a 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.

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

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

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.

Personal Research Budget

Students have a personal research fund equal to 20% of their scholarship for each year. For students in the 38th and 39th cycles, the amount is €3,300 per year. Starting with the 40th cycle, the amount varies based on the total yearly value of the scholarship. 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 funds are usually managed by the Host Institutions. Students must refer to their supervisor and follow the Host Institutions' rules for managing the research funds (including the travel procedures) to use it.

From the 40th cycle the personal research budget will be managed directly by Unige according to its rules, for the following Host Institutions:

- Scuola Superiore Sant'Anna
- Università degli Studi di Padova
- Università degli Studi di Trento
- Politecnico delle Marche
- Università della Campania
- Università degli Studi di Palermo

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.

Administrative duties

As part of the student's duties you are requested to complete the Doctoral Booklet (<https://servizionline.unige.it/web-studenti2/en/#/v2/libretto/5001>), prepare the Annual Reports (as specified in the previous section) and, upon request of the Coordinator, complete questionnaires or

other documents to assess the quality of the doctorate and providing hints for its improvement. Finally, each year all the doctorate students will elect their representatives in the PhD Board.

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 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

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

1. Robotics and Intelligent Machines in hostile and unstructured environments

Sgorbissa Antonio, Università di Genova Natale Lorenzo, Istituto Italiano di Tecnologia Scaradozzi David, Università Politecnica delle Marche Ognibene Dimitri, Università di 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, Università di Genova Callegari Massimo, Università Politecnica delle Marche Palopoli Luigi, Università di 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, Università di Genova Allotta Benedetto, Università di Firenze	enrico.simetti@unige.it benedetto.allotta@unifi.it
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4. Robotics and Intelligent Machines for agrifood

Visconte Carmen, Politecnico di Torino Berardinelli Annachiara, Università di 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, Università di Genova Prattichizzo Domenico, Università di Siena Palagi Stefano, Scuola Superiore Sant'Anna di Pisa	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, 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
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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
ATTIA Youssef Mohsen Mahmoud	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Università di Genova in collaboration with Graal Tech Srl	Andrea Caffaz Enrico Simetti Giovanni Indiveri	dottorato@segreteria.unige.it phd_drim@unige.it
GAYATRI INDUKUMAR Gayatri Indukumar	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Lucia Beccai	sara.mucedero@iit.it
GIOIELLO Flavia	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Politecnico delle Marche	David Scaradozzi	dottorato@sm.univpm.it
GRAVINA Giovanbattista	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Nikos Tsagarakis	silvia.ivaldi@iit.it
HAJI EBRAHIM ZARGAR Ali	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Chiara Bartolozzi	Lucia.betro@iit.it
JIN Yanzhou	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Nikos Tsagarakis	silvia.ivaldi@iit.it
MARRA Pasquale	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Lorenzo Natale	Lucia.betro@iit.it
MINELLI Giovanni	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Giulio Turrisi Claudio Semini	Monica.vasco@iit.it

FAMILY NAME	CURRICULUM	HOSTING UNIVERSITY or INSTITUTION	PRINCIPAL SUPERVISOR	HOSTING ADMINISTRATIVE OFFICE/REFERENCE
SÁNCHEZ DELGADO Carlos Alberto	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Victor Barasuol Joao Soares Claudio Semini	Monica.vasco@iit.it
TABITA Marco	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Università di Genova	Antonio Sgorbissa	dottorato@segreteria.unige.it phd_drim@unige.it
CASTELMARE Mattia	INDUSTRY 4.0	Università Sapienza di Roma (DIAG)	Alessandro De Luca	ufficio.dottorato@uniroma1.it
FIGUEROA SAIRE Pedro Luis	INDUSTRY 4.0	Università di Genova	Giorgio Cannata	dottorato@segreteria.unige.it phd_drim@unige.it
IMPROTA Riccardo	INDUSTRY 4.0	Università di Trento	Massimo Stella	phd.office-st@unitn.it
LONG Youyuan	INDUSTRY 4.0	Istituto Italiano di Tecnologia	Arash Ajoudani	Monica.vasco@iit.it
TONG Qiyi	INDUSTRY 4.0	Istituto Italiano di Tecnologia	Arash Ajoudani	Monica.vasco@iit.it
YANABE Daisuke	INDUSTRY 4.0	Università di Genova	Fulvio Mastrogiovanni	dottorato@segreteria.unige.it phd_drim@unige.it
MIRJALILI Amir Saman	INDUSTRY 4.0	Università di Genova in collaboration with Leonardo SpA	Giorgio Cannata Navvab Kashiri	dottorato@segreteria.unige.it phd_drim@unige.it
DU Zhengyin	AGRIFOOD	Istituto Italiano di Tecnologia	Lucia Beccai	sara.mucedero@iit.it

FAMILY NAME	CURRICULUM	HOSTING UNIVERSITY or INSTITUTION	PRINCIPAL SUPERVISOR	HOSTING ADMINISTRATIVE OFFICE/REFERENCE
BARBATO Mario	HEALTHCARE AND WELLNESS OF PERSONS	Università di Napoli	Silvia Rossi	renataalessandra.casale@unina.it
BERETTIERI Giulia	HEALTHCARE AND WELLNESS OF PERSONS	Università di Genova	Antonio Sgorbissa	dottorato@segreteria.unige.it phd_drim@unige.it
BERNARDO Lisa Aurora	HEALTHCARE AND WELLNESS OF PERSONS	Scuola Superiore Sant'Anna di Pisa in collaboration with ST Microelectronics	Maria Calogero Oddo Giuseppe Desoli	chiara.magini@santannapisa.it
COLUMBARO Martina	HEALTHCARE AND WELLNESS OF PERSONS	Istituto Italiano di Tecnologia	Lorenzo Natale Nicolò Boccardo	Lucia.betro@iit.it sabrina.lui@iit.it
CORRAO Francesca	HEALTHCARE AND WELLNESS OF PERSONS	Università di Genova	Carmine Recchiuto	dottorato@segreteria.unige.it phd_drim@unige.it
FANI Rozhin	HEALTHCARE AND WELLNESS OF PERSONS	Libera Università di Bolzano	Angelika Peer	phd@unibz.it
FRECCERO Aurora	HEALTHCARE AND WELLNESS OF PERSONS	Università di Genova in collaboration with Rewing S.r.l.	Maura Casadio Matteo Moro Jacopo Zenzeri	dottorato@segreteria.unige.it phd_drim@unige.it
MAZZA Raffaele	HEALTHCARE AND WELLNESS OF PERSONS	Università della Campania	Salvatore Pirozzi Marco Costanzo	ufficio.formazionericerca@unicampania.it
QAZI Zaryab	HEALTHCARE AND WELLNESS OF PERSONS	Istituto Italiano di Tecnologia	Antonio Bicchi Manuel G. Catalano Giorgio Grioli	Monica.vasco@iit.it

FAMILY NAME	CURRICULUM	HOSTING UNIVERSITY or INSTITUTION	PRINCIPAL SUPERVISOR	HOSTING ADMINISTRATIVE OFFICE/REFERENCE
CIRESOLA Federico	MOBILITY AND AUTONOMOUS VEHICLES	Università di Padova	Angelo Cenedese Giulia Michieletto	phd@unipd.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.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:

The screenshot shows the 'Destination' form in the UNIGE U_WEB AUTMIS system. The form is divided into several sections with red arrows pointing to specific fields:

- Destination Table:** A table with columns: Location, Start date and time, End date and time, Suspension. One row is visible: Roma, Italia | 28/11/2019 00:00 | 29/11/2019 23:59 | No.
- Title:** A dropdown menu with the selected value 'ND - Personale tecnico amministrativo'. A red arrow points to the dropdown arrow.
- Head of Project:** A text input field containing 'Giorgio Cannata'. A red arrow points to the text.
- Structure concerned:** A dropdown menu with the selected value '100023 - Dipartimento di Informatica, bioingegneria, robotica e ingegneri'. A red arrow points to the dropdown arrow.
- Start location:** An empty text input field.
- Project:** An empty text input field.
- Type of Request:** A dropdown menu with the selected value 'FRIC - Fondi di progetto'. A red arrow points to the dropdown arrow.
- Paying structure:** A dropdown menu.
- Regulation:** A dropdown menu with the selected value 'TES'. A red arrow points to the dropdown arrow.
- Reason:** An empty text input field.
- Notes:** A text input field containing the text 'Please fill in: 10% specifying the Phd Course and the number of the cycle'. A red arrow points to the text.
- Method:** A dropdown menu with the selected value 'List of expenses incurred'. A red arrow points to the dropdown arrow.
- Mission without expenses:** A checkbox that is currently unchecked.

At the bottom of the form, there are two expandable sections: 'SPECIAL MEANS' and 'EXPENSES WITH ESTIMATE', both with right-pointing arrows.

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:

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 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.**

ADDITIONAL INFORMATION

- All personnel are required to depart from their official work location (NOT their place of residence), unless they can demonstrate cost savings.
- Flights should depart from Genoa airport; otherwise, it must be demonstrated that there are cost savings (the cost of a flight from Genoa – EVEN IF IT'S NOT DIRECT – must be higher than the cost from another airport, including travel expenses to reach it). Please take a SCREENSHOT OF THE RESEARCH also in order to prove the absence of flights departing from Genoa. If your host institution is not the University of Genova you don't have to depart from Genoa airport
- You are allowed to be reimbursed for travel/meal/accommodation expenses you've incurred up to 2 days before the trip, only for INTERCONTINENTAL destinations.

For all other destinations, you can be reimbursed for only 1 day prior to the conference.

If the departure occurs earlier than the permitted days, you will be reimbursed ONLY for travel expenses and ONLY the accommodation for the night before the conference. It is still necessary to demonstrate the cost-effectiveness of the flight.

- If it is not possible to return the same day, the cost of one night after the conference and travel expenses for the return journey are reimbursable
- Demonstrating cost-effectiveness allows you to travel and to obtain reimbursement for travel expenses only, NOT for the reimbursement of other expenses (such as accommodation and meals) on different days than those of the conference.
- If you decide to stay beyond the end of the conference, the mission is considered concluded at the end of the conference. Only travel expenses for the return trip and, if the program shows that it was impossible to leave immediately, the additional night will be reimbursed.
- If the airline ticket is electronic, it is necessary to self-certify that it is not being reimbursed by any other party (see attached self-certification form).
- Only 2 meals are allowed: lunch and dinner, and breakfast if it is not included in the hotel cost (NO SNACKS – SMALL MEALS).
- According to the regulations, only one meal per day can be reimbursed, using the daily budget. If lunch is included in the conference fee, you are only entitled to one other meal.
- Meal receipts MUST include an itemized list of expenses (food and drinks), the vendor, and, if possible, the number of people dining. In the case of shared receipts, unless there is also a receipt for the amount actually paid by each one, the cost should be divided by the number of diners. A copy of the cumulative receipt must be presented, along with a self-certification stating that is a true copy of the original and indicating the person presenting it.
- When staying in an apartment, it is possible to claim reimbursement ONLY for food purchases (not for cleaning products, plates, etc.), but these expenses must fall within the daily budget; otherwise, the system will automatically deduct the exceeding amount.
- If the cost of a social dinner is invoiced separately from the registration fee, it should be listed as a meal and thus is subject to the applicable limits established by the regulations.
- The cost of a room/apartment should be divided by the number of occupants (providing proof of the cost of a single room and requesting the equivalent amount is NOT ACCEPTABLE). • When presenting expenses charged to your bank account, the statement must show the account owner's name and the last few digits of the card.
- Doctoral students going on missions where they use their personal 10% budget cannot use a personal vehicle/special transport.
- Documentation related to the event must always be attached to the mission request: certificate of attendance/program/agenda (ESPECIALLY FOR REIMBURSABLE MISSIONS)
- Original copies of documents related to the mission must be submitted at the same time as the reimbursement request on U-web missioni.

- Missions where you've required an advanced payment must be closed within 15 days after the end date.
- Other missions must be closed within 9 months after the end date.

FOR STUDENTS LOCATED/WORKING IN OTHER HOSTING INSTITUTIONS (if Unige doesn't manage your budget)

In case your travel is reimbursed by other institutions, 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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