



phDRIM

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

Student's Handbook

Edition 2025

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Introduction

The Ph.D. program in Robotics and Intelligent Machines (DRIM) brings together research and training activities focused on the study, development, and construction of innovative robotic systems and intelligent machines. Its objective is to build a large community of students who develop their research within a shared environment that is geographically integrated and multidisciplinary in nature.

This document provides relevant information about 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, in accordance with 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 the awarding of research grants, each candidate may select a number of research topics from those proposed in the call for applications, which are divided into seven curricula. Each research topic is assigned to a specific Host Institution affiliated with DRIM.

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

Since the Host Institution serves as the primary location for the research and training activities of students awarded Ph.D. grants, students are encouraged to undertake periods of study and research at other universities or institutions participating in DRIM, subject to existing exchange and mobility agreements. In particular, as stated in the DRIM regulations, students are required to carry out research activities at highly qualified institutions abroad for a minimum of 6 months and up to a maximum of 18 months.

For industrial research grants or scholarships partially funded by companies, the required period of study and research at the company is specified in the description of the corresponding research topic in the call for applications.

Curricula

DRIM is organized into seven Curricula. A Curriculum Coordinator is appointed for each Curriculum to coordinate training and research activities in agreement and collaboration with the Coordinator and the Teaching Board. The Curricula are listed below, together with their respective Curriculum Coordinators.

Curriculum	Curriculum coordinators
Agrifood	<ul style="list-style-type: none"> ● Visconte Carmen, Politecnico di Torino, carmen.visconte@polito.it ● Matteucci Matteo, Politecnico di Milano, matteo.matteucci@polimi.it
Autonomous Systems	<ul style="list-style-type: none"> ● Dotoli Mariagrazia, Politecnico di Bari, mariagrazia.dotoli@poliba.it ● Pascucci Federica, Università Roma Tre, federica.pascucci@uniroma3.it ● Carli Raffaele, Politecnico di Bari, raffaele.carli@poliba.it
Hostile and unstructured environments	<ul style="list-style-type: none"> ● 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
Healthcare and wellness of persons	<ul style="list-style-type: none"> ● Casadio Maura, Università di Genova, maura.casadio@unige.it ● Salvietti Gionata, Università di Siena, salvietti2@unisi.it ● Ferraguti Federica, Università di Modena e Reggio Emilia, federica.ferraguti@unimore.it
Industry 4.0	<ul style="list-style-type: none"> ● Berselli Giovanni, Università di Genova, giovanni.berselli@unige.it ● Pirozzi Salvatore, Università degli Studi della Campania, salvatore.pirozzi@unicampania.it ● Palpacelli Matteo Claudio, Università Politecnica delle Marche, m.c.palpacelli@staff.univpm.it
Inspection and maintenance of infrastructures	<ul style="list-style-type: none"> ● Simetti Enrico, Università di Genova, enrico.simetti@unige.it ● Allotta Benedetto, Università di Firenze, benedetto.allotta@unifi.it
Mobility and autonomous vehicles	<ul style="list-style-type: none"> ● Indiveri Giovanni, Università di Genova, giovanni.indiveri@unige.it ● Sorrenti Domenico G., Università di Milano-Bicocca, domenico.sorrenti@unimib.it ● Fanti Maria Pia, Politecnico di Bari, mariapia.fanti@poliba.it

The training activities of the DRIM Ph.D. program are conducted entirely in English in order to enhance its attractiveness and encourage the participation of students from all over the world. In addition, the universities and research institutions participating in the DRIM Ph.D. program offer Italian language and culture courses to international students to facilitate their integration into daily life.

Curriculum Coordinators manage processes related to the students within their respective Curricula. They also propose the Evaluation Board for admission to the Ph.D. program and the Evaluation Board for progression to the subsequent year, and they support student supervisors in establishing the Evaluation Board for the final Ph.D. examination.

In collaboration with supervisors, the Curriculum Coordinators periodically monitor the progress of students' research and study activities, identifying any issues that may arise, including those not directly related to research. They also serve as the main point of contact for practical and organizational matters.

Supervision of students

In accordance with the Regulations of the Administrative Headquarters, at the beginning of the study and research activities, the Teaching Board appoints a supervisor for each student and, where necessary, one or more co-supervisors responsible for their scientific and technical training.

The supervisor must be a university professor, a university researcher, or a highly qualified researcher at the Host Institution, and must meet the requirements to serve as a member of the Teaching Board in accordance with current regulations.

The supervisor and any co-supervisors ensure that students enrolled in the Ph.D. program become active members of their research group. They support the publication of students' scientific results in international journals and conference proceedings relevant to the research topic, as well as their participation in scientific conferences and schools. In addition, the supervisor and co-supervisors are responsible for providing students with the resources necessary to carry out their research projects.

Credits requirements and allocation

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

1. Structured Training Activities (40 CF);
2. Research Activities (120 CF, corresponding to 40 CF per year, subject to a positive evaluation at the end of each year);
3. Ph.D. Thesis Writing (20 CF).

Structured training activities

Structured training activities include attending courses offered by the Host Institution or by other universities and research institutions participating in DRIM, as well as participating in national or international doctoral schools.

In general, structured training activities fall into the categories listed below. The Teaching Board, upon proposal of the Didactic Board, assigns the corresponding number of CFs as specified.

1. Ph.D. courses offered by the Host University or by other universities or research institutions participating in DRIM (<https://drim.i-rim.it/en/training-activities-and-thesis/>)
 - a) These courses usually require passing a final examination.
 - b) DRIM awards 1 CF for every 3 hours of lectures.

Only courses that include a final examination are eligible for automatic credit recognition. Credits are awarded only if the student passes the final examination.

The Ph.D. Board may also grant credits for courses without a final examination if the course content addresses innovative and original topics not covered by existing doctoral courses. In such cases, students who provide a certificate of attendance (covering at least 80% of the lectures) may be awarded a maximum of 3 CFs, subject to approval by the Ph.D. Board.

Ph.D. courses not listed in the official syllabus (i.e., the updated list of classes for the current academic year, which can be found on the DRIM website) but offered by an institution participating in DRIM are automatically recognized for credit only if they include a final examination. For such courses, the number of credits awarded is 1 CF for every 3 hours of lectures. If the course does not include a final examination, the student must request prior accreditation by sending an email to the Coordinator (with phd_drim@unige.it in cc). In this case, a maximum of 3 CFs may be awarded.

2. The DRIMS Doctoral school (<https://phdrims.com/>) or other 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 issue a certificate of attendance, which the student must submit in order to obtain the assignment of CFs.
 - b) The Didactic Board determines the number of CFs to be awarded based on the duration of the school (on average, 1 CF for every 5 hours of activity, up to a maximum of 9 CFs per school).
3. 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 from year to year. For students with a non-technological background, or whose research project requires knowledge of topics not previously studied, supervisors may recommend attending foundational courses offered within the Master's degree programs in Engineering, Science, or Mathematics at the Host Institution.

Master's degree courses offered by institutions affiliated with DRIM must be approved in advance by sending an email to the Coordinator (with phd_drim@unige.it in cc). The number of credits assigned to these courses corresponds to the number indicated in the official educational offer of the institution.

In order to receive credits for courses and doctoral schools, students must upload the relevant certificate to their intranet profile, accessible using their Unigepass credentials at the address <https://intranetphd.dibris.unige.it/index.php>

Important: Add the letter “S” before your Student ID when logging in.

After logging in, you will access your personal page containing your information. At the bottom of the page, you will find sections for uploading Annual Reports, the Abstract, and other required documents.

Certificates for schools attended or courses successfully completed must be uploaded in your intranet area under the section “Courses and Schools,” see the picture below.



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. program, students develop a research plan in collaboration with their supervisor and any co-supervisors. Research activities are primarily carried out in the laboratories made available by the Host Institution, except during the mandatory periods abroad and, where applicable, at partner companies.

In accordance with the Regulations of the Administrative Headquarters, at the end of each year students must submit the following documents to their respective Curriculum Coordinators:

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

Students are also required to present their results in an oral presentation before an Evaluation Board, proposed by the Curriculum Coordinators, and specific to each of the seven Curricula.

The first-year report must include the formulation of a thesis project identifying the following:

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

At the end of each subsequent year, students are required to demonstrate substantial progress in their thesis project. The report will therefore focus on the current state of advancement of the work and the results achieved.

Each year, following the presentations, students receive feedback on how to proceed, and the Evaluation Board prepares a written assessment. Based on this assessment, as well as the recommendations of the supervisor and any co-supervisors, the Teaching Board may approve or

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

deny admission to the following year, decide to extend the study period within the maximum time limits allowed, or admit the student to the thesis defense.

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.

In accordance with the Regulations of the Administrative Headquarters, candidates admitted to the final examination must submit a thesis written in English.

Furthermore, upon proposal of the supervisor, the Teaching Board appoints for each candidate at least two external reviewers with internationally recognized expertise in the relevant research field of DRIM. The reviewers evaluate the quality and scientific relevance of the thesis and provide a written assessment within 30 days. They may recommend admission to the final examination or, if substantial revisions are required, propose postponing the examination for up to six months. During this period, candidates are required to revise their work accordingly. The reviewers then submit an updated written assessment taking into account the revisions. After this period, the thesis is admitted to public discussion.

The final examination consists of a public defense of the thesis. For each Curriculum, the Teaching Board, after consultation with the Curriculum Coordinators, appoints an Evaluation Board composed of three members, at least two-thirds of whom must have an academic affiliation. No more than one member may belong to the Administrative Headquarters, and no more than one member may belong to the Host Institution whose candidates are being evaluated within that Curriculum.

At the conclusion of the defense, the Evaluation Board issues a written and reasoned judgment on the thesis. When the Board unanimously recognizes the thesis as being of exceptional scientific significance, it may award honors.

Detailed information on the rules for submitting the final Ph.D. dissertation and for graduation can be found on the DRIM website: <https://drim.i-rim.it/en/rule-book/>. Please make sure to read them well in advance of your planned graduation date.

Personal Research Budget

Students are allocated a personal research fund equal to 20% of their annual scholarship. For students enrolled in the 38th and 39th cycles, the amount is €3,300 per year. Starting from the 40th cycle, the amount varies depending on the total annual value of the scholarship.

The fund may be used to support short-term mobility (such as participation in conferences, workshops, doctoral schools, and visits to other universities or laboratories), as well as for the purchase of instrumentation, equipment, books, and research-related consumables.

The funds are generally managed by the Host Institutions. Students must consult their supervisor and comply with the Host Institution's regulations governing the use of research funds, including travel procedures.

Only for the 40th cycle, the personal research budget will be managed directly by the University of Genoa, in accordance with its regulations, for students hosted by the following institutions:

1. Scuola Superiore Sant'Anna
2. Università degli Studi di Padova
3. Università degli Studi di Trento
4. Politecnico delle Marche
5. Università della Campania

Tutoring activity

As part of the educational project, students may carry out tutoring and teaching support activities for B.S. and M.S. degree students for up to 60 hours per academic year. In addition, they may perform teaching assistance activities (*didattica integrativa* in Italian) for up to 40 hours per academic year.

These activities must be authorized in advance by the Teaching Board and do not entail any increase in the scholarship.

Administrative duties

As part of their duties, students are required 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 aimed at assessing the quality of the Ph.D. program and providing suggestions for its improvement.

Finally, each year all Ph.D. students elect their representatives to the Ph.D. Board.

Permit of Stay (Permesso di soggiorno) – Fast Procedure

There is a specific path, designed to speed up the issuance or renewal of the resident permit of PhD Students (ONLY IN QUESTURA OF GENOVA).

Those interested in requesting an advance, from the date indicated on the postal receipt, should request it by completing the online form available at: <https://forms.office.com/e/X1XfJ7tatY> by logging in with their **Unige Microsoft Office 365 credentials**. The form should be filled out as carefully as possible, following the instructions provided within the form itself.

The form can be filled out as long as at least twenty days have passed since the submission of the application for the issuance/renewal of the residence permit at the post offices, which is the time needed for Questura to receive the kit (it should be noted that any delays in the receipt of the paperwork by the Questura could affect the request for advance appointment).

A maximum of ten appointments may be scheduled each week, which will always be on Wednesday mornings between 8:30 a.m. and 10:45 a.m. Appointment allocation will go in chronological order based on the form completion. Depending on the number of applications received, the appointment may be scheduled in the week following the completion or in the subsequent weeks.

A couple of days before the day of the appointment, the applicant will receive an email from the Welcome Office with the date and time when he/she should appear at the Questura with the

originals of the required documents. It is specified that applicants are directly responsible for their own paperwork, so if a PhD student show up for the appointment without the specific required documents or with non-compliant documents, the Immigration Office will not proceed with the procedures, so the form will have to be recompiled.

The office in charge of organizing appointments is Settore welcome office

<https://rubrica.unige.it/strutture/struttura/100322>

International dimension

The Ph.D. program ordinarily requires all students to carry out research activities at institutions abroad. If a student is unable to spend at least six months abroad, this must be fully justified by the student and their supervisor on scientific grounds or due to force majeure and approved by the Teaching Board.

During the period spent abroad, the scholarship is increased by 50% of its nominal value.

Authorization to conduct research activities for a specified period at a designated foreign institution must be requested from the Coordinator and approved by the Teaching Board. The request must include a formal letter of invitation from the host institution and the authorization of the supervisor.

The procedure is as follows:

1. The host institution must issue a formal letter of invitation to the student, clearly indicating the start and end dates of the visit.
2. The supervisor must provide a letter authorizing the visit to the foreign institution, specifying the name of the supervisor at the host institution for the duration of the visit, as well as the start and end dates of the period, which must correspond to those indicated in the invitation letter. The supervisor may also request an increase of up to 50% of the scholarship for the duration of the visit.
3. Both letters must be sent to the Coordinator at phd_drim@unige.it

APPENDIX A: Organization

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

Agrifood	
Matteucci Matteo, Politecnico di Milano	matteo.matteucci@polimi.it
Visconte Carmen, Politecnico di Torino	carmen.visconte@polito.it

Autonomous Systems	
Carli Raffaele, Politecnico di Bari	raffaele.carli@poliba.it
Dotoli Mariagrazia, Politecnico di Bari	mariagrazia.dotoli@poliba.it
Pascucci Federica, Università Roma Tre	federica.pascucci@uniroma3.it

Hostile and unstructured environments	
Natale Lorenzo, Istituto Italiano di Tecnologia	lorenzo.natale@iit.it
Ognibene Dimitri, Università di Milano – Bicocca	dimitri.ognibene@unimib.it
Scaradozzi David, Università Politecnica delle Marche	d.scaradozzi@univpm.it

Healthcare and wellness of persons	
Casadio Maura, Università di Genova	maura.casadio@unige.it
Ferraguti Federica, Università di Modena e Reggio Emilia	federica.ferraguti@unimore.it
Salvietti Gionata, Università di Siena	salvietti2@unisi.it

Industry 4.0	
Berselli Giovanni, Università di Genova	giovanni.berselli@unige.it

Palpacelli Matteo Claudio, Università Politecnica delle Marche Pirozzi Salvatore, Università degli Studi della Campania	m.c.palpacelli@staff.univpm.it salvatore.pirozzi@unicampania.it
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Inspection and maintenance of infrastructures

Allotta Benedetto, Università di Firenze Simetti Enrico, Università di Genova	benedetto.allotta@unifi.it enrico.simetti@unige.it
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Mobility and autonomous vehicles

Fanti Maria Pia, Politecnico di Bari Indiveri Giovanni, Università di Genova Sorrenti Domenico G., Università di Milano-Bicocca	mariapia.fanti@poliba.it giovanni.indiveri@unige.it domenico.sorrenti@unimib.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
CUZZOCREA Emanuele	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Nikos Tsagarakis	Monica.vasco@iit.it Laura.galinta@iit.it
DONATO Francesco	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Lorenzo Natale	Lucia.betro@iit.it Ines.pinto@iit.it
DUDDU Sai Sriram	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Nikos Tsagarakis	Monica.vasco@iit.it Laura.galinta@iit.it
ENRICO Davide	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Lorenzo Natale	Lucia.betro@iit.it Ines.pinto@iit.it
LANGELLA Antonio	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Giulio Turrisi Victor Barasoul Claudio Semini	Monica.vasco@iit.it Laura.galinta@iit.it
MORONI Claudio	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	AI4I – The Italian Institute of Artificial Intelligence for Industry	Leonel Rozo	teresa.vittorino@ai4i.it
HELLING Nikolas	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Antonio Bicchi Manuel G. Catalano Giorgio Grioli	Monica.vasco@iit.it Laura.galinta@iit.it
KHIALI Erfan	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Antonio Bicchi Manuel G. Catalano Giorgio Grioli	Monica.vasco@iit.it Laura.galinta@iit.it
ROCCA Giovanni	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Università degli Studi di Genova	Antonio Sgorbissa	dottorato@segreteria.unige.it phd_drim@unige.it

FAMILY NAME	CURRICULUM	HOSTING UNIVERSITY or INSTITUTION	PRINCIPAL SUPERVISOR	HOSTING ADMINISTRATIVE OFFICE/REFERENCE
ROJAS RODRIGUEZ Miguel	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	AI4I – The Italian Institute of Artificial Intelligence for Industry	Leonel Rozo	teresa.vittorino@ai4i.it
SEVILLANO COLINA Kimberly Grace	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Università degli Studi di Genova in collaboration with Fincantieri S.p.A	Fulvio Mastrogiovanni Giorgio Cannata Carlo Dentesano Emma Romagnoli	dottorato@segreteria.unige.it phd_drim@unige.it
SORGE Marcello	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Università degli Studi di Genova	Giovanni Indiveri	dottorato@segreteria.unige.it phd_drim@unige.it
YANG Peyu	HOSTILE AND UNSTRUCTURED ENVIRONMENTS	Istituto Italiano di Tecnologia	Giulio Turrisi Victor Barasoul Claudio Semini Barbara Mazzolai	Monica.vasco@iit.it Laura.galinta@iit.it Sara.mucedero@iit.it
CAMPOBASSO Maria	AUTONOMOUS SYSTEMS	Politecnico di Bari	Mariagrazia Dotoli	post-lauream@poliba.it
CARIDDI Cesare	AUTONOMOUS SYSTEMS	Politecnico di Bari (Project ROBOFLUID ERC)	Vito Cacucciolo	post-lauream@poliba.it
DENG Qin	AUTONOMOUS SYSTEMS	Università degli Studi di Cagliari	Alessandro Giua Carla Seatzu Mauro Franceschelli	dottoratiemaster@unica.it
DI LEO Stefano	AUTONOMOUS SYSTEMS	Politecnico di Bari	Saverio Mascolo	post-lauream@poliba.it

FAMILY NAME	CURRICULUM	HOSTING UNIVERSITY or INSTITUTION	PRINCIPAL SUPERVISOR	HOSTING ADMINISTRATIVE OFFICE/REFERENCE
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CALEFFI Anna	HEALTHCARE AND WELLNESS OF PERSONS	Università degli Studi di Genova	Serena Ricci Maura Casadio	dottorato@segreteria.unige.it phd_drim@unige.it
CORSENTINO Carlo Rosario	HEALTHCARE AND WELLNESS OF PERSONS	Università di Palermo	Arianna Pipitone Adriano Fagiolini Valeria Seidita Antonio Chella	dottorati@unipa.it
DE BONIS Emanuele	HEALTHCARE AND WELLNESS OF PERSONS	Istituto Italiano di Tecnologia	Antonio Bicchi Manuel G. Catalano Giorgio Grioli	Monica.vasco@iit.it Laura.galinta@iit.it
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GRIMALDI Carmine	HEALTHCARE AND WELLNESS OF PERSONS	Università degli Studi di Napoli Federico II	Silvia Rossi	renataalessandra.casale@unina.it

FAMILY NAME	CURRICULUM	HOSTING UNIVERSITY or INSTITUTION	PRINCIPAL SUPERVISOR	HOSTING ADMINISTRATIVE OFFICE/REFERENCE
LI Youhan	HEALTHCARE AND WELLNESS OF PERSONS	Università degli Studi di Genova in collaboration with DIBRIS Progetto ARIA	Carmine Tommaso Recchiuto	dottorato@segreteria.unige.it phd_drim@unige.it
ASHRAF Ehtisham	INDUSTRY 4.0	Università della Campania Luigi Vanvitelli	Ciro Natale Marco Costanzo	ufficio.formazionericerca@unicampania.it
BENKREDDA Roumaissa	INDUSTRY 4.0	RINA S.P.A.	Alessandro Galvani Carmine Tommaso Recchiuto	dottorato@segreteria.unige.it phd_drim@unige.it
DI DONNA Alberto	INDUSTRY 4.0	Regione Liguria e Leonardo S.p.A.	Navvab Kashiri Fulvio Mastrogiovanni	dottorato@segreteria.unige.it phd_drim@unige.it
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GBAGBE Koffivi Fidele	INDUSTRY 4.0	Università degli Studi di Genova	Fulvio Mastrogiovanni	dottorato@segreteria.unige.it phd_drim@unige.it
LACAGNINA Graziano Maria	INDUSTRY 4.0	Università di Catania - Nerosicilia Group	Alessandro Cammarata Rosario Sinatra	dottorati@unict.it
LUCCHESI Francesco	INDUSTRY 4.0	Università degli Studi di Genova	Giorgio Cannata	dottorato@segreteria.unige.it phd_drim@unige.it
LIU Xinyu	INDUSTRY 4.0	Istituto Italiano di Tecnologia	Arash Ajoudani	Monica.vasco@iit.it Laura.galinta@iit.it

FAMILY NAME	CURRICULUM	HOSTING UNIVERSITY or INSTITUTION	PRINCIPAL SUPERVISOR	HOSTING ADMINISTRATIVE OFFICE/REFERENCE
ZANETTI Luca	INDUSTRY 4.0	Istituto Italiano di Tecnologia	Arash Ajoudani	Monica.vasco@iit.it Laura.galinta@iit.it
IANNOTTI Giuseppina	MOBILITY AND AUTONOMOUS VEHICLES	Istituto Italiano di Tecnologia	Nikos Tsagarakis	Monica.vasco@iit.it Laura.galinta@iit.it
PASSAMANO Valerio	MOBILITY AND AUTONOMOUS VEHICLES	Istituto Italiano di Tecnologia	Nikos Tsagarakis	Monica.vasco@iit.it Laura.galinta@iit.it
PIACENZA Enrico	MOBILITY AND AUTONOMOUS VEHICLES	Leonardo S.p.A.	Chiara Piazza Marco Baglietto	dottorato@segreteria.unige.it phd_drim@unige.it
BOSCARINI Gabriele	INSPECTION AND MAINTENANCE OF INFRASTRUCTURES	Università degli Studi di Genova	Enrico Simetti Fulvio Mastrogiovanni	dottorato@segreteria.unige.it phd_drim@unige.it
TEKYURT Mert	INSPECTION AND MAINTENANCE OF INFRASTRUCTURES	Università degli Studi di Genova	Giovanni Indiveri Enrico Simetti	dottorato@segreteria.unige.it phd_drim@unige.it

APPENDIX C: Reference Faculties and Researchers at each Hosting Institution

HOSTING INSTITUTION	COGNOME	NOME	EMAIL
AI4I – The Italian Institute of Artificial Intelligence for Industry	Vittorino	Teresa	teresa.vittorino@ai4i.it
CNR-ISTC	Orlandini	Andrea	andrea.orlandini@istc.cnr.it
CNR-STIIMA	Pedrocchi	Nicola	nicola.pedrocchi@stiima.cnr.it
IIT	Natale	Lorenzo	lorenzo.natale@iit.it
Libera Università di Bolzano	Peer	Angelika	angelika.peer@unibz.it
Politecnico di Bari	Fanti	Maria Pia	mariapia.fanti@Poliba.it
Politecnico di Milano	Zanchettin	Andrea Maria	andreamaria.zanchettin@polimi.it
Politecnico di Torino	Quaglia	Giuseppe	giuseppe.quaglia@polito.it
Sapienza Università di Roma	De Luca	Alessandro	deluca@diag.uniroma1.it
Scuola Superiore Sant'Anna	Menciassi	Arianna	arianna.menciassi@santannapisa.it
Università Campus Bio-Medico di Roma	Zollo	Loredana	l.zollo@unicampus.it
Università Cattolica del Sacro Cuore	Marchetti	Antonella	antonella.marchetti@unicatt.it
Università degli Studi della Basilicata	Pierri	Francesco	francesco.pierri@unibas.it
Università degli Studi della Campania "Luigi Vanvitelli"	Pirozzi	Salvatore	salvatore.pirozzi@unicampania.it
Università degli Studi di Brescia	Beschi	Manuel	manuel.beschi@unibs.it

Università degli Studi di Cagliari	Seatzu	Carla	carla.seatzu@gmail.com
Università degli Studi di Firenze	Allotta	Benedetto	benedetto.allotta@unifi.it
Università degli Studi di Genova	Cannata	Giorgio	giorgio.cannata@unige.it
Università degli Studi di Milano - Bicocca	Sorrenti	Domenico Giorgio	domenico.sorrenti@unimib.it
Università degli Studi di Modena e Reggio Emilia	Secchi	Cristian	cristian.secchi@unimore.it
Università degli Studi di Napoli Federico II	Rossi	Silvia	silvia.rossi@unina.it
Università degli Studi di Padova	Rosati	Giulio	giulio.rosati@unipd.it
Università degli Studi di Palermo	Fagiolini	Adriano	adriano.fagiolini@unipa.it
Università degli Studi di Siena	Prattichizzo	Domenico	dprattichizzo@unisi.it
Università degli Studi di Trento	Fontanelli	Daniele	daniele.fontanelli@unitn.it
Università degli Studi di Udine	Gasparetto	Alessandro	alessandro.gasparetto@uniud.it
Università del Salento	Scaraggi	Michele	michele.scaraggi@unisalento.it
Università della Calabria	Carbone	Giuseppe	giuseppe.carbone@unical.it
Università di Bologna	Vertechy	Rocco	rocco.vertchy@unibo.it
Università di Catania	Muscato	Giovanni	giovanni.muscato@unict.it
Università di Pisa	Bicchi	Antonio	antonio.bicchi@unipi.it
Università Politecnica delle Marche	Callegari	Massimo	m.callegari@univpm.it

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

FOR ALL STUDENTS: MISSION AUTHORIZATION 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 system. The form is divided into several sections with red arrows pointing to specific fields and instructions:

- Destination Table:** A table with columns: Location, Start date and time, End date and time, Suspension. One entry 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 it with the instruction 'Please select the title: DR'.
- Head of Project:** A text input field with the value 'Antonio Sgorbissa'. A red arrow points to it with the instruction 'Please fill in Antonio Sgorbissa'.
- Structure concerned:** A dropdown menu with the selected value '100023 - Dipartimento di Informatica, bioingegneria, robotica e ingegneria'. A red arrow points to it with the instruction 'Please fill in Antonio Sgorbissa'.
- Start location:** An empty text input field.
- Project:** An empty text input field.
- Paying structure:** A dropdown menu.
- Notes:** A text input field with the instruction 'Please fill in: 20% specifying the PhD Course (DRIM) and the number of your cycle'. A red arrow points to it.
- Type of Request:** A dropdown menu with the selected value 'FRIC - Fondi di progetto'. A red arrow points to it with the instruction 'Please select: FRIC'.
- Regulation:** A dropdown menu with the selected value 'TES'. A red arrow points to it with the instruction 'Please select: TES'.
- Method:** A radio button labeled 'List of expenses incurred'.
- Mission without expenses:** A checkbox that is currently unchecked. A red arrow points to it with the instruction 'Please flag this box'.

At the bottom of the form, there are two expandable sections: 'SPECIAL MEANS' and 'EXPENSES WITH ESTIMATE'.

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:

https://unige.it/sites/unige.it/files/documents/Regolamento_mobilita_missioni.pdf

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

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

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

If you depart from an airport other than Genoa, you must demonstrate that this option is cheaper. When booking the flight, you must print the flight offers from both Genoa Airport and your selected airport. The printouts must be attached to the documentation submitted with your refund request.

You are authorized to depart from Genoa one day before the start of the event and to return one day after it ends (or two days before if the destination is outside Europe, for technical reasons such as time zone differences or flight availability). If you depart earlier or return later than these authorized dates, you must demonstrate that this option is not more expensive than traveling on the authorized days. No refund will be provided for extra days.

The Department can directly pay the registration fee for conferences, workshops, or Winter/Summer Schools when bank transfer is available as a payment method. Exceptionally, it is possible to request an advance payment for mission expenses if the estimated cost is equal to or higher than €250.00. In the case of a mission, it is possible to receive an advance of up to 75% of the total expenses (please follow the instructions in the Manual).

The PhD student must pay all expenses in advance and collect all original receipts (train/flight tickets, meal receipts, public transportation tickets, and the certificate of attendance). Upon returning, you must submit the original receipts to the Department Administration, Villa Bonino, Viale Causa 13, 1st floor **from Monday to Wednesday (9:00-12:00)**.

Mission Authorization – Instructions for All Students

FOR STUDENTS LOCATED OR WORKING AT UNIGE, OR WHEN UNIGE MANAGES THE BUDGET

Please carefully review the following list of rules that apply to reimbursements. We strive to support you throughout the process and resolve any issues that may arise, but please remember that strict rules are in place, and some are beyond our control. Be kind and patient.

- You must pay all your expenses with a debit/credit card or traceable payments. Therefore, you will need to attach to the mission both the itemized receipts and the ones related to the POS. If you don't have these you have to upload the bank statement that refers to the expenses. If you pay with cash the reimbursement will be taxed.
- 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 Genoa 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 OR WORKING AT OTHER HOST INSTITUTIONS WHEN UNIGE DOES NOT MANAGE THE 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. Sgorbissa 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 travel is managed directly by the Host Institution, this applies to payment of registration fees for conferences, summer/winter school. Check specific rules at your Host Institution.

CONTACT PERSON Roberta Usari (roberta.usari@unige.it)