Ph.D. Program in Bioengineering and Robotics

Department of Informatics, Bioengineering, Robotics, and Systems Engineering (DIBRIS) University of Genova

Students' Handbook, Edition 2024

Revision 1.4 - May 2025

Introduction

The Ph.D. program in Bioengineering and Robotics is a doctoral program of the University of Genova (UNIGE). In this document you will find relevant information about the educational, training, and research activities offered.

Organization

The Doctorate in Bioengineering and Robotics (Doctorate in the following) is a 3 year Ph.D. program where students get in-depth training in **modern engineering methodologies and technologies** and, depending on the specific curriculum, in *robotics*, *biomedical technologies,* as well as in applied *life* and *cognitive sciences*, Education activities are offered through specific courses, national and international (summer) schools, seminars and/or additional activities proposed by the tutors.

At the beginning of the Ph.D. program, each student selects a specific research area and is expected: to develop a personal research agenda, under the supervision of a tutor, and under her/his supervision to acquire the analytical and/or experimental abilities required to complete the Ph.D. research project.

Curricula

The Doctorate is organized into 5 curricula and for each curriculum, there are designated *Reference Faculties* that coordinate the training and research activities in agreement and collaboration with the *Coordinator of the Ph.D. program* and the *Ph.D. Board* (*Collegio dei Docenti*). The curricula are listed in the following along with the *Reference Faculties* (Cf., Annex A and C).

Curriculum	Reference Faculties	E-mail
Bioengineering	Prof. Paolo Massobrio	paolo.massobrio@unige.it
Robotics and Autonomous Systems	Prof. Giorgio Cannata	giorgio.cannata@unige.it
Advanced and Humanoid Robotics	Dr. Ferdinando Cannella Dr. Lorenzo Natale	ferdinando.cannella@iit.it lorenzo.natale@iit.it
Bionanotechnology	Dr. Giuseppe Vicedomini	giuseppe.vicedomini@unige.it
Cognitive Robotics, Interaction and Rehabilitation Technologies	Dr Alessandra Sciutti	alessandra.sciutti@iit.it

Tutors

At the beginning of the program, the Ph.D. Board appoints for each student one or two Tutor/s[1], who is/are responsible for her/his scientific, technical as well as intellectual training.

At least one of the Tutors must be a University Professor, a University Researcher, or a highly qualified Scientist at IIT (at the level of Principal Investigator or higher).

Tutors make sure that Ph.D. students become active members of their research group.

Tutors support the publication of the scientific results of the students on international scientific journals or relevant conference proceedings, as well as their active participation in scientific conferences and schools.

Tutors are responsible for making available to their students all the resources needed to carry on their research projects. The availability of sufficient resources is checked by the Ph.D. Board and is a necessary condition to be appointed as Tutor.

Within 3 months of the beginning of the Ph.D. the list of the Ph.D. students and correspondent tutor(s) will be formalized. During the 3-years Ph.D. program, any variation of the tutors' name (e.g., new tutors, abandonment of tutors, etc.) must be communicated to the Coordinator.

[1] In the case of two Tutors one has to be indicated as *Reference Tutor* who will become a member of the Ph.D. Board.

Credit system

During the 3 years of Ph.D. students are required to obtain at least 180 credits (CF) - one CF corresponds nominally to about 25 hours of work. Credits are assigned as follows:

- *Structured Training activities* (40 *CF*)
- *Research activities* (120 *CF, i.e.* 40 *CF per year*)
- *Thesis writing* (20 *CF*)

Structured Training activities

Structured training activities include attending Ph.D. courses, national and/or international Ph.D. schools, and at least 30 Credits (CFs) have to be obtained during the first two years[2].

Typically, "*structured training activities*" belong to the following typologies and Ph.D. Board will acknowledge an amount of CFs as shown below.

(i) **Ph.D. courses**, specifically offered by the *Ph.D. Program in Bioengineering and Robotics*[3,4].

   a. A final exam must be positively passed

   b. The number of credits assigned to each course is specified in the list of courses published each year (cf., website).

(ii) **Courses that are part of one of the *Graduate programs*** (*Corso di Laurea Magistrale*) offered at the University of Genova[5] in agreement with the Tutor, after the Educational Board approval and with the approval of the Ph.D. Board.

   a. A final exam must be positively passed

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[2] It is highly recommended, that these CFs are allocated over the three years in decreasing weight, e.g. 25-30/5-10/0-5 to have more time during the 3rd year to formalize and disseminate the research results.

[3] A list of offered courses is available on the PhD website: https://biorob.phd.unige.it/courses.

[4] Or offered by other Ph.D. programs of the University of Genova (e.g. Ph.D. in Computer Sciences and Systems Engineering).

[5] For instance, the Graduate Programs in *Bioengineering* or in *Robotics Engineering, or Computer Engineering, etc.*

b. CFs are the ones reported for the course on the official University website

(iii) **Ph.D. Schools**. International Ph.D. Schools **approved in advance** by the Ph.D. Board upon a formal request to the Educational Board by sending an email to phd.biorob@dibris.unige.it including the detailed program of the School and its duration. The evaluations of the schools (and intensive courses) will be made on a monthly basis. It is warmly recommended to submit in advance the request for approval (1 month before the deadline submission).

a. 3 CFs/week are assigned (for a maximum of 9 CFs for each school).

A certificate of attendance of the school must be presented for the CFs to be assigned.

(iv) **Online Courses.** The attendance and CFs assignment for on-line courses must be requested by the Tutor to the Coordinator and approved in advance by the Ph.D. Board.

a. An official certificate of attendance and exam completion (issued by the legal entity providing the course) must be presented for the CFs to be assigned.

b. CFs will be acknowledged by the Educational Board first and by the Ph.D. Board after on the basis of:

i. course topic (basic/advanced);

ii. reputation of course provider;

iii. expected workload.

c. A maximum of 10 CFs can be acknowledged over the three years

Remark #02. The list of the courses offered may vary over the years. In addition, other Ph.D. programs might offer courses in a wide range of science and engineering disciplines and they can be proposed by the student in agreement with her/his Tutor(s) and evaluated by the Ph.D. Board.

Remark #03. Students with a non-engineering background, or whose research project requires the knowledge of topics that they never addressed before during their

previous career are recommended to take some of the courses offered by the Graduate programs in engineering, science, and/or mathematics (mainly, but not exclusively, the programs of Bioengineering, Computer Science and Engineering, Robotics and Physics).

Training in Scientific Research and Evaluation Procedure

At the beginning of the Ph.D. program, Ph.D. students formulate a research plan of activities under the supervision of her/his tutor(s). Research is expected to be carried out in the labs which are made available by the Departments participating in the Ph.D. Program.

At the end of each year, Ph.D. students must submit to the *Reference Faculties* of their curriculum:

1) a detailed report of their research activities, including the list of publications (a template is available on the website)
2) a work-plan for the following year.

Students are also required to present their results in an oral presentation to a specific commission[6] for each one of the five curricula.

The Year 1 report will consist of the formulation of a thesis project identifying:

1) an assessed research work-plan;
2) the themes addressed and their relevance for bioengineering and robotics;
3) the preliminary findings (if any).

At the end of Years 2 and 3, the students are expected to exhibit substantial progress in their thesis project. The report will focus on the state of advancement of the thesis work and on the results obtained. At the end of Year 3, students are expected to write and present an almost definitive Thesis abstract following a template available on the website.

[6] The *Coordinator* and the *Reference Faculties* for the curriculum, will appoint an evaluation commission (at least two reviewers within the Ph.D. Board or qualified Faculties excluding the tutor(s))

Each year after the presentations students will receive appropriate feedback/advice, and the commission will formulate a written evaluation. Based on this and on recommendations of the tutor(s) the Ph.D. Board will approve the admission (pass/fail) to the following year, including recommendations to the students.

Final examination and thesis defense

At the end of Year 3, based on the evaluation of the commission and the recommendation of the tutor(s), the Ph.D. Board decides on admission (pass/fail) to the final examination.

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

(i) Fulfilment of the training requirements (40 CFs);

(ii) Positive evaluation from their tutor(s);

(iii) Positive evaluation from the evaluation commission;

(iv) Ph.D. board approval of Year 3 report;

(v) Being author or co-author (first name) of at least one scientific paper in a peer-reviewed international journal (published or accepted for publication) or in a well-recognized international conference with peer review of full papers.

The Ph.D. candidates admitted to the final examination must submit a written dissertation (in English) following the template available on the website. In agreement with the university rules for doctoral programs[7], the Ph.D. Board will appoint, for each candidate, at least two external reviewers with relevant expertise at international level in the field of the Ph.D. dissertation. The reviewers will assess the quality and the scientific relevance of the thesis work and within 30 days will provide a written evaluation report. The evaluation may propose to either admit candidates to the final exam or (in case of major requests for modifications) to postpone the exam for up to 6 months, during which candidates will be required to revise their work. The reviewers will provide an updated written evaluation that accounts for the revisions. After 6 months the thesis is admitted in any case to public defense.

The final exam consists of a public thesis defense, in front of a commission composed

[7] http://www.unige.it/regolamenti/studenti/

of three University Professors (including university Professors of foreign institutions and with at least one member of the Ph.D. Board) and up to two external experts (possibly among the reviewers that revised the thesis works) in a field related to the specific curriculum. The Ph.D. Board may appoint different commissions for each candidate or group of candidates with similar research themes.

Research Allowance

Ph.D. students have a personal fund of 1.650,00 €/year that can be used for the mobility (attendance at conferences, workshops, Ph.D. Schools, short visits at other universities or laboratories); for different types of purchase (e.g., laptops within the first 18 months of the course; consumables limited to the needs of the student and his/her research, adequately motivated by the student in agreement with the tutor; books and magazine; publication on open-access journals).

In order to use these funds, Ph.D. students must follow the procedure described in the Annex D.

Activities of Tutoring

Ph.D. students, as an integral part of the training project, may carry out activities of tutoring for bachelor/master students and, for a maximum forty hours each academic year, the activities of teaching assistance.

The previous activities must be previously authorized by the Ph.D. Board and they will not entail any increase in the scholarship.

International dimension

The Ph.D. Committee encourages Ph.D. students to carry out periods of research activity in foreign institutions as an integral part of their Ph.D. training. During the period carried out abroad, the scholarship is increased of 50% with respect to its nominal value.

The authorization to spend periods of research activity in foreign institutions must be requested to the Coordinator and approved by the Ph.D. board. The procedure is as follows:

1. The hosting institute must write a formal invitation letter for the student, clearly indicating:
    a. the period of the visit (starting and ending dates)
    b. the name of the supervisor at the host institution
    c. the scope of the research
2. The Tutor must write a letter of authorization to visit the hosting institute indicating the same information listed above: The hosting institute must write a formal invitation letter for the student, clearly indicating:
    a. the period of the visit (starting and ending dates)
    b. the name of the supervisor at the host institution
    c. the scope of the research

    The Tutor can also request the increment up to the 50% of the scholarship for the visiting period.
3. The letters must be sent to the Coordinator (phd.biorob@dibris.unige.it).

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, , complete questionnaires or other documents to assess the quality of the doctorate and providing hints for its improvement. The filling of the questionnaire is a necessary (but not sufficient) condition to be admitted to the following PhD year or to the final exam.

Annex A: Ph.D. Structure

COORDINATOR

Prof. Paolo Massobrio Università di Genova
paolo.massobrio@unige.it

CURRICULA AND REFERENCE FACULTIES

BIOENGINEERING		
Prof. Paolo Massobrio	Università di Genova	paolo.massobrio@unige.it

ROBOTICS AND AUTONOMOUS SYSTEMS		
Prof. Giorgio Cannata	Università di Genova	Giorgio.cannata@unige.it

ADVANCED AND HUMANOID ROBOTICS		
Dr. Ferdinando Cannella **Dr. Lorenzo Natale**	Istituto Italiano di Tecnologia	lorenzo.natale@iit.it ferdinando.cannella@iit.it

BIONANOTECHNOLOGY		
Dr. Giuseppe Vicidomini	Istituto Italiano di Tecnologia	giuseppe.vicedomini@iit.it

COGNITIVE ROBOTICS, INTERACTION AND REHABILITATION TECHNOLOGIES		
Dr. Alessandra Sciutti	Istituto Italiano di Tecnologia	alessandra.sciutti@unige.it

Annex B: Administrative Contacts

PhD Secretariat

Valentina Scanarotti, Emanuele Cannata (phd.biorob@dibris.unige.it)

BIOENGINEERING			
SCANAROTTI Valentina	DIBRIS	phd.biorob@dibris.unige.it	010 33 56682
CANNATA Emanuele	DIBRIS	phd.biorob@dibris.unige.it	3408406248

ROBOTICS AND AUTONOMOUS SYSTEMS			
SCANAROTTI Valentina	DIBRIS	phd.biorob@dibris.unige.it	010 33 56682
CANNATA Emanuele	DIBRIS	phd.biorob@dibris.unige.it	010 33 52285

ADVANCED AND HUMANOID ROBOTICS			
BETRO Lucia	IIT-iCub	lucia.betro@iit.it	010 2897 322
CARACALLI Marta	IIT-iCub	marta.caracalli@iit.it	010 2898 250
IVALDI Silvia	IIT- Advanced Robotics Department	silvia.ivaldi@iit.it	010 2898 265
SARDI Floriana	IIT- Advanced Robotics Department	floriana.sardi@iit.it	010 2898 259

BIONANOTECHNOLOGY			
SALVATORI Manuela	IIT – Molecular Microscopy and Spectroscopy Nanobiointeractions & Nanodiagnostics Nanoscopy & NIC@IIT	manuela.Salvatori@iit.it	010 2897 609
TUMINO Silvia	Smart Materials Polymers and Biomaterials	silvia.tumino@iit.it	010 2896 876

COGNITIVE ROBOTICS, INTERACTION AND REHABILITATION TECHNOLOGIES			
BRUZZONE Anastasia	IIT - RBCS	Anastasia.Bruzzone@iit.it	010 2897 207

Annex C: Ph.D. Board 2024-2025

40th Cycle

Membri del collegio (Personale Docente e Ricercatori delle Università Italiane)

n.	Cognome	Nome	e-mail	Ateneo	Ateneo/Ente di appartenenza
1.	*CANNATA*	*Giorgio*	*giorgio.cannata@unige.it*	*GENOVA*	*Informatica, bioingegneria, robotica e ingegneria dei sistemi (DIBRIS)*
2.	*CASADIO*	*Maura*	*maura.casadio@unige.it*	*GENOVA*	*Informatica, bioingegneria, robotica e ingegneria dei sistemi (DIBRIS)*
3.	*CHIAPPALONE*	*Michela*	*michela.chiappalone@unige.it*	*GENOVA*	*Informatica, bioingegneria, robotica e ingegneria dei sistemi (DIBRIS)*
4.	*FATO*	*Marco Massimo*	*Marco.fato@unige.it*	*GENOVA*	*Informatica, bioingegneria, robotica e ingegneria dei sistemi (DIBRIS)*
5.	*GIACOMINI*	*Mauro*	*mauro.giacomini@unge.it*	*GENOVA*	*Informatica, bioingegneria, robotica e ingegneria dei sistemi (DIBRIS)*
6.	*MARTINOIA*	*Sergio*	*sergio.martinoia@unige.it*	*GENOVA*	*Informatica, bioingegneria, robotica e ingegneria dei sistemi (DIBRIS)*
7.	*MASSOBRIO*	*Paolo*	*paolo.massobrio@unige.it*	*GENOVA*	*Informatica, bioingegneria, robotica e ingegneria dei sistemi (DIBRIS)*
8.	*MASTROGIOVANNI*	*Fulvio*	*fulvio.mastrogiovanni@unige.it*	*GENOVA*	*Informatica, bioingegneria, robotica e ingegneria dei sistemi (DIBRIS)*
9.	*MESIN*	*Luca*	*luca.mesin@polito.it*	*Politecnico di TORINO*	*ELETTRONICA E TELECOMUNICAZIONI*
10.	*PANI*	*Danilo*	*danilo.pani@unica.it*	*CAGLIARI*	*Ingegneria Elettrica ed Elettronica*
11.	*PASTORINO*	*Laura*	*laura.pastorino@unige.it*	*GENOVA*	*Informatica, bioingegneria, robotica e ingegneria dei sistemi (DIBRIS)*
12.	*RAITERI*	*Roberto*	*roberto.raiteri@unige.it*	*GENOVA*	*Informatica, bioingegneria, robotica e ingegneria dei sistemi (DIBRIS)*

n.	Cognome	Nome	e-mail	Ateneo	Ateneo/Ente di appartenenza
13.	*SABATINI*	*Silvio Paolo*	*silvio.sabatini@unige.it*	*GENOVA*	*Informatica, bioingegneria, robotica e ingegneria dei sistemi (DIBRIS)*
14.	*SANGUINETI*	*Vittorio*	*vittorio.sanguineti@unige.it*	*GENOVA*	*Informatica, bioingegneria, robotica e ingegneria dei sistemi (DIBRIS)*
15.	*SGORBISSA*	*Antonio*	*antonio.sgorbissa@unige.it*	*GENOVA*	*Informatica, bioingegneria, robotica e ingegneria dei sistemi (DIBRIS)*
16.	*SIMETTI*	*Enrico*	*enrico.simetti@unige.it*	*GENOVA*	*Informatica, bioingegneria, robotica e ingegneria dei sistemi (DIBRIS)*
17.	*SOLARI*	*Fabio*	*fabio.solari@unige.it*	*GENOVA*	*Informatica, bioingegneria, robotica e ingegneria dei sistemi (DIBRIS)*
18.	*SPANU*	*Andrea*	*andrea.spanu@iusspavia.it*	*I.U.S.S. PAVIA*	*Scienze, Tecnologie e Società*

Membri del collegio (Personale non accademico dipendente di altri Enti e Personale docente di Università Straniere)

n.	Cognome	Nome	e-mail	Ruolo	Ateneo/Ente di appartenenza
1.	*ATHANASSIOU*	*Athanassia*	*Athanassia.Athanassiou@iit.it*	*Altro Componente*	*Istituto Italiano di Tecnologia - IIT*
2.	*CANNELLA*	*Ferdinando*	*ferdinando.cannella@iit.it*	*Altro Componente*	*Istituto Italiano di Tecnologia - IIT*
3.	*DANTE*	*Silvia*	*silvia.dante@iit.it*	*Altro Componente*	*Istituto Italiano di Tecnologia - IIT*
4.	*GORI*	*Monica*	*monica.gori@iit.it*	*Altro Componente*	*Istituto Italiano di Tecnologia - IIT*
5.	*METTA*	*Giorgio*	*giorgio.metta@iit.it*	*Altro Componente*	*Istituto Italiano di Tecnologia - IIT*
7.	*NATALE*	*Lorenzo*	*lorenzo.natale@iit.it*	*Altro Componente*	*Istituto Italiano di Tecnologia - IIT*
8.	*PUCCI*	*Daniele*	*daniele.Pucci@iit.it*	*Altro Componente*	*Istituto Italiano di Tecnologia - IIT*
9.	*REA*	*Francesco*	*francesco.rea@iit.it*	*Altro Componente*	*Istituto Italiano di Tecnologia - IIT*

n.	Cognome	Nome	e-mail	Ruolo	Ateneo/Ente di appartenenza
10.	*SCAGLIONE*	*Silvia*	*silvia.scaglione@cnr.it*	*Altro Componente*	*Consiglio Nazionale delle Ricerche*
11.	*SCIUTTI*	*Alessandra*	*alessandra.sciutti@iit.it*	*Altro Componente*	*Istituto Italiano di Tecnologia - IIT*
12.	*VICIDOMINI*	*Giuseppe*	*Giuseppe.vicidomini@iit.it*	*Altro Componente*	*Istituto Italiano di Tecnologia - IIT*

Componenti del collegio (altro personale, imprese, p.a., istituzioni culturali e infrastrutture di ricerca)

n.	Cognome	Nome	e-mail	Ruolo	Istituto di appartenenza
1.	*TACCHINO*	*Andrea*	*andrea.tacchino@aism.it*	*Altro Componente*	*Fondazione Italiana Sclerosi Multipla (FISM ETS)*
2.	*PIAZZA*	*Simonluca*	*simonluca.piazza@genoainstruments.com*	*Altro Componente*	*Genoa Instruments srl*
3.	*ODDERA*	*Laura*	*lauraoddera@gaslini.org*	*Altro Componente*	*IRCCS Istituto Giannina Gaslini*
4.	*MICHELI*	*Emanuele*	*micheli@scuoladirobotica.it*	*Altro Componente*	*Scuola di Robotica*
5.	*LOTTERO*	*Jacopo*	*jacopo.lottero@hirorobotics.com*	*Altro Componente*	Hi.Ro. Robotics S.r.l.

Annex D: Travels

U_WEB Missioni

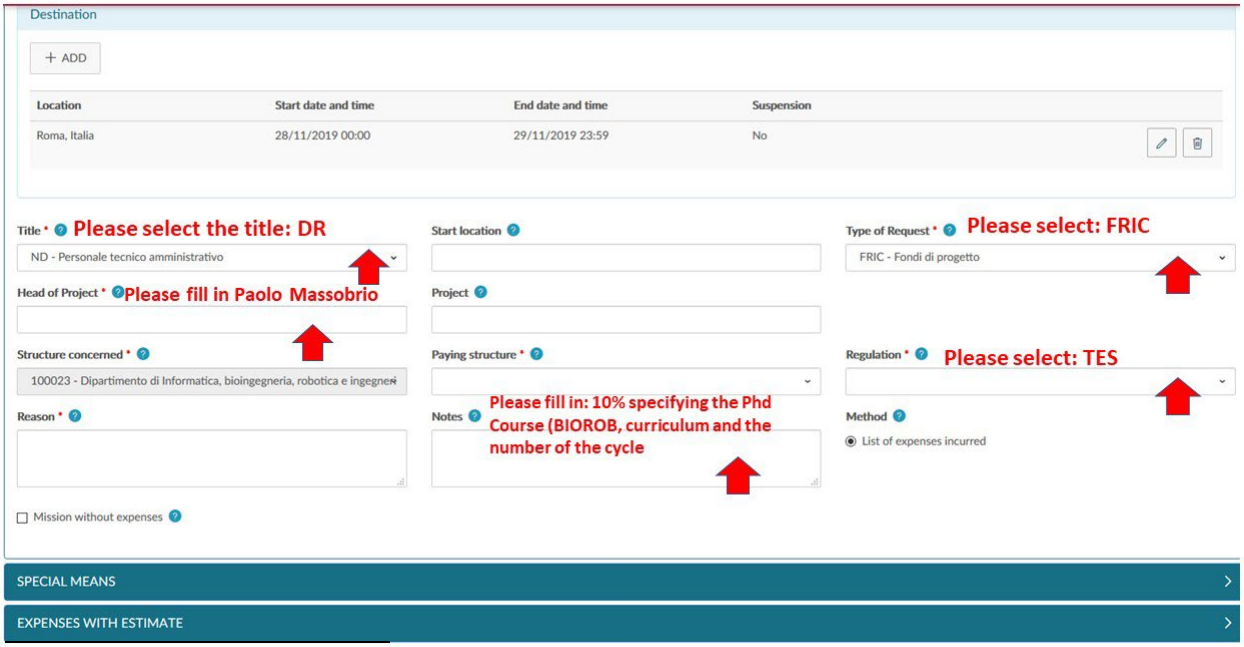
Authorization Mission Instructions:

Before travelling (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[8]
- Please check the following link for the correct procedure to insert the mission request

https://unige.uweb.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:



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

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

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

The authorization to use your 10% budget for a mission is given through U-Web, you don't need to request it via email

***This doesn't apply only to conferences in Genova, online courses, online seminars/conferences, or when you interrupt the 50% increase of the scholarship to participate in a mission.**
In all the above cases you need to request authorization to the Coordinator via email*

Ph.D. students can travel using only the following means of transportation:

1. Train, plane, suburban bus (e.g. 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 Genova you have to show that this option is cheaper. When you book the flight, you must print from the web the flight offers from Genova airport and your selected airport. The printout must be attached to the documentation at the time of the refund request.
Please keep in mind that affordability must also account for the cost of transportation to airports other than Genova.

The Department can directly pay the registration to conference/workshop or Winter/summer schools when the bank transfer is available as method of payment. It is exceptionally possible to ask an advance payment of the possible expenditures for the mission when the quote is equal or higher than € 250,00. For missions is possible to get an anticipation of 75% of all expenses (follow the instructions in the Manual).

The Ph.D. student is required to pay all expenses in advance and collect original receipts for items such as train/flight tickets, meals, public transportation, and

certificates of attendance. Upon returning, please submit the original receipts to the Department Administration from Monday to Wednesday in the morning (9:00-12:00). If you require a different time, kindly send an e-mail to Roberta Usari (roberta.usari@unige.it) to schedule an appointment.

If your travel is reimbursed by another institution, as UNIGE Ph.D. students, you must obtain authorization from UNIGE using the same procedure as mentioned above. Upon your return, close the procedure by selecting the option "mission done without expenses"

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

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.

• 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.

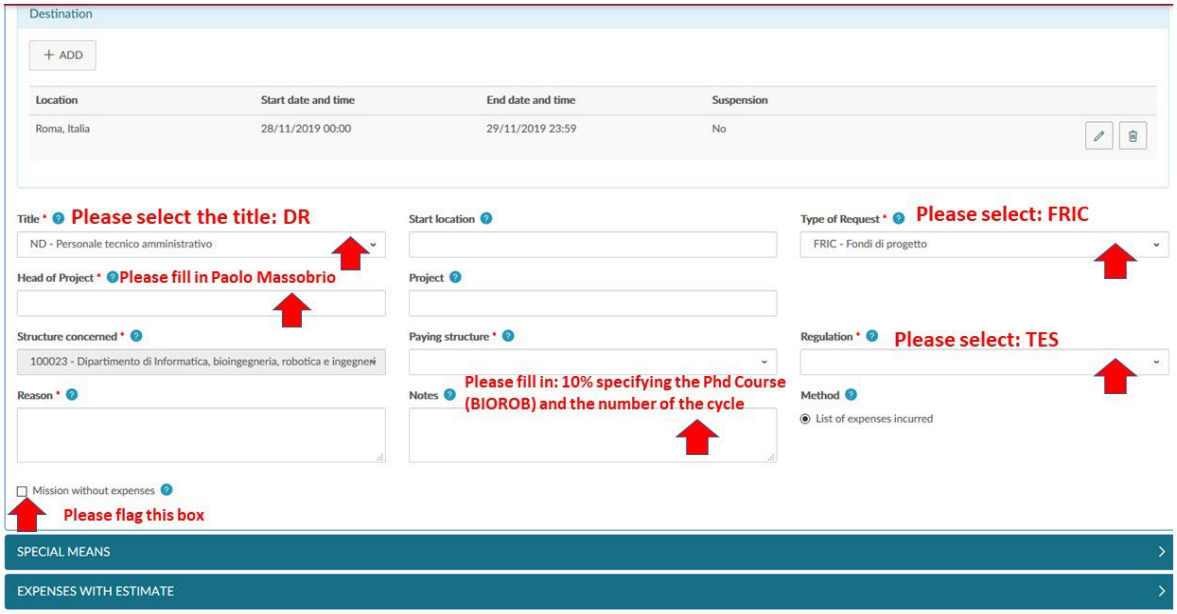
• Missions where you've required an advanced payment must be closed within 15 days after the end date.

• Other missions must be closed within 9 months after the end date.

<u>IIT PhD Students Authorization Mission Instructions</u>

<u>Note:</u> for IIT students the 10% budget will be reimbursed directly by IIT.

For insurance reasons, you still need to request authorization from Coordinator Prof. Massobrio. Follow the procedure outlined above and select "*mission without expenses*" in the first screenshot:



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After completing the mission, you must close it by selecting either "mission done, no refund" or "mission not done" ("missione effettuata, no rimborso/missione non effettuata").

The 10% budget will be directly managed by IIT, covering expenses such as conference registration fees and participation in summer/winter schools, etc.

<u>Please contact the administrative referee for your curriculum.</u>