



## PHD STUDENTS' MISSIONS - GUIDELINES

A "**mission**" is defined as a research activity undertaken outside the usual place of employment. This includes both *domestic* and *international activities* (e.g., specialized training, research opportunities, participation in schools, conferences, workshops, etc.).

### Criteria for a Mission

An activity is officially considered a "mission" only if it meets the following criteria:

- It exceeds 4 hours in duration.
- It is carried out in a location situated more than 10 km from the usual place of employment.

### Important Note

**Long-term missions (those lasting more than six months) require prior authorization from the Program Committee.**



## FUNDS FOR RESEARCH, MISSIONS AND VISITING ABROAD

### • Annual Mobility Fund

Each PhD student, regardless of funding status (i.e., those with a ministerial grant and those without a grant), is allocated a dedicated 'mobility fund.'

Amount: Approximately €1,600 per year (equivalent to 10% of the standard grant).

Purpose: This fund must be utilized for research activities conducted both in Italy and/or abroad.

Flexibility: The fund may be utilized flexibly over the entire duration of the PhD cycle (e.g., €1,600 in the first year and €2,000 in the second year).

### • 50% Mobility Extra Fund

In addition to the annual mobility fund, all PhD students (including both ministerial and non-ministerial grant holders) may apply for the 50% mobility extra fund.

Eligibility: This extra fund applies to any authorized periods spent abroad for research activities related to the thesis project. To request authorization, a formal application must be submitted to both the Head of the Department and the Coordinator of the PhD Program.

Duration Limit: It is payable for a maximum of **12 months** over the three-year course duration. **For the S3W Ph.D. program, in agreement with IMT, the Mobility extra fund can be paid for a maximum of 18 months.**

Amount: The extra fund corresponds to approximately €21 gross for each day spent abroad.

Payment Method: The payment is directly credited to the student's pay slip, but is only disbursed upon obtaining prior authorization.

**PhD administrative staff at DISEI**

**Donatella Perri** Building D6, room 3.22, [donatella.perri@unifi.it](mailto:donatella.perri@unifi.it)

**Administrative staff at DISEI for Missions & Reimbursements**

**Domenico Veggia** Building D6, room 3.11 [domenico.veggia@unifi.it](mailto:domenico.veggia@unifi.it)



## SUBMITTING A MISSION REQUEST

### Procedure BEFORE Departure

You must complete the following steps a few days before the scheduled departure date:

Access the Platform: Fill in the mission application form at the following link:

<https://unifi.u-web.cineca.it/>

Authentication: Use your UNIFI credentials for online services to log in.

Start a New Request: After successful authentication, select the 'New Request' function, located at the top left of the screen, to begin inserting a new Mission Request.

Complete the Form: The system will present a form where you must provide the following details:

- Where, When, and Why: Indicate the destination, dates, and purpose of the mission.
- Estimated Expenditure: Provide an estimated (even indicative) amount of the expected costs.
- Fund Details:

Type of Fund: Select FONDI DI PROGETTO.

Fund Holder: The fund holder is the Coordinator of the Doctoral Program.

Fund Name: Enter the fund name in the format "MOBDOTTXYCICLO" (where XY corresponds to your PhD cycle number, e.g., MOBDOTT39CICLO).

- Reimbursement Type: Select Elenco spese sostenute (Piè di lista).

### Submission:

To save the request and forward it for authorization, click the SAVE AND SEND button. The request will then be routed to the responsible parties involved for formal authorization.

If the request is incomplete or requires further modification later, click the SAVE IN BOZZA (Save as Draft) button.

### Important Notes on Authorization

Timing: Since your request requires authorization from the Coordinator of the Doctoral Program, you must initiate the mission opening procedure a few days before departure.

Confirmation: You will receive the final authorization via email to your institutional address (@unifi.it). Always use your UNIFI account for all related communications.

Mandatory Authorization: **Missions undertaken without final authorization are strictly not permitted and cannot be reimbursed.**

[Find attached a short U-WEB User Guide](#)



## HOW TO APPLY FOR REIMBURSEMENT

### During the Mission

While on your mission, you must meticulously collect the following documentation:

Original Expense Documents: Collect all original documentation for expenses incurred, including receipts for accommodation and meals, and original flight/train tickets.

Certificate of Attendance: Obtain the official certificate of attendance from the host institution (e.g., school, conference organizer, or host lab).

### Procedure AFTER Returning

Upon returning from your mission, follow these steps to request reimbursement from your Mobility Fund (10% of the grant):

Fill out the Refund Form: Complete the designated refund form (available via the UNIFI Intranet - see Note below).

Submit Documentation: Deliver or send the completed form, along with the attached original documentation of expenses incurred, to the Department's Administrative Contacts (Domenico Veggia).

Contact for Doubts: In case of any questions or clarification needed, please contact the administrative office via email: [domenico.veggia@unifi.it](mailto:domenico.veggia@unifi.it)

### Important Note

**ALL REQUIRED FORMS ARE AVAILABLE ON THE UNIFI WEBSITE INTRANET AREA**

[https://www.unifi.it/it/personale/modulistica#modulistica\\_missioni](https://www.unifi.it/it/personale/modulistica#modulistica_missioni) - form "Richiesta di rimborso spese"



## REIMBURSABLE EXPENSES

The following categories of expenses may be eligible for reimbursement through the mobility fund:

### 1. Fees and Registration

Tuition fees for schools or the registration fees for conferences.

### 2. Accommodation

A mid-category hotel is the generally preferred option (category refers to the number of stars).

Stays in Italy: Choose a three-star hotel. For other types of accommodation (e.g., B&Bs), the maximum refundable amount is €180 per night.

Stays Abroad: The maximum reimbursable category is the second tier (corresponding to a three-star hotel).

**Note:** Always consult the [Regolamento missioni e rimborsi spese](#) (Regulations for Missions and Expense Reimbursements) in case of any doubt regarding accommodation limits.

### 3. Meals (Per Diem)

A maximum daily allowance for meals is established based on the mission's duration.

The allowance is reduced by 50% if only one meal is consumed (e.g., if you only present one receipt).

**Note:** Refer to the [Regolamento missioni e rimborsi spese](#) for detailed tables and daily allowance limits.

### 4. Transportation

The following means of transport are generally reimbursable, subject to the limitations and ceilings specified in the [Regolamento missioni e rimborsi spese](#):

Train, plane, bus, tram, metro.

Taxi for urban (business-related) travel.

## ✗ IMPORTANT: NON-REIMBURSABLE EXPENSES

Hired or personal cars are NOT reimbursed.



## PROCEDURE FOR MISSIONS/STAYS ABROAD

For missions abroad, including mandatory visiting periods at foreign research institutions or universities, **in addition** to the compulsory completion of the mission request via the online portal (<https://websol.unifi.it/missioni/>) it is possible to apply for a 50% scholarship increase for the days spent outside of Italy.

**Note:** The application for the 50% extra fund is separate and additional to the standard online mission application form available at: <https://websol.unifi.it/missioni/>

### 1. Before Departure

You must submit the Authorization Form for the Stay Abroad to the Department's Administrative Contact Person (Donatella Perri).

Once signed by the Doctoral Coordinator and the Department Director, the form will be forwarded by the Department to the Central Doctoral Office.

**Long Stays: For stays longer than six months, the approval of the Program Committee is mandatory.**

### 2. During or After the Stay Abroad

The 50% grant increase can be processed in two ways: monthly or at the end of the stay. The amount is directly credited to your pay slip.

#### A. Monthly Payment (Recommended for Long Stays)

For long stays abroad, the grant increase is generally requested and paid on a monthly basis.

By the 7th day of each month of your stay abroad, you must submit a Request for Confirmation of Stay Abroad to the Department's Administrative Staff (Donatella Perri).

After signature by the Doctoral Coordinator, the request will be forwarded by the Department to the Central Doctoral Office.

#### B. Payment at the End of the Stay (Alternative)

Alternatively, the surcharge may be requested at the end of the mission for the entire actual period spent abroad.

In this case, the Confirmation of Stay and the Certificate from the Host Institution must be submitted to the Department's Administrative Staff (Donatella Perri) by the 3rd day of the month following the date of return.

### Important Reminder

**ALL REQUIRED FORMS ARE AVAILABLE ON THE UNIFI WEBSITE INTRANET AREA.**

<https://intranet.unifi.it/it/didattica/gestione-corsi-di-dottorato-di-ricerca/gestione-corsi-di-dottorato-di-ricerca#estero>



## INSURANCE COVERAGE

### Standard Coverage (Enrollment)

The insurance provided to PhD students upon enrollment in the Doctoral Program includes the following coverage:

- Liability coverage
- Accident coverage

### Coverage for Stays Abroad

For any stays or missions undertaken abroad, **it is strongly advisable** to purchase a **private insurance policy** that explicitly covers potential:

- Illness
- Accident