



## PhD STUDENTS' MISSIONS - GUIDELINES

A **"mission"** is understood to be a research activity outside the place of employment, both at home and abroad (e.g. specific training or research opportunities such as participation in schools, conferences, workshops, etc.).

The mission is considered to be such only if it exceeds 4 hours and it is carried out in locations more than 10 km far from the place of employment.

**Please note:** Long missions (lasting more than six months) must be authorised by the Program Committee.

### FUNDS FOR RESEARCH/MOBILITY ACTIVITIES

Each PhD student (with ministerial grant and without a grant) also has a so-called '**mobility fund**' amounting to approximately 1.600 euros per year (equal to 10% of the grant) that should be spent on research activities in Italy and/or abroad. This fund can be utilised over the entire cycle (e.g. € 1.600 the first year and € 2.000 the second).

In addition, all PhD students (ministerial and non-ministerial grant holders) may apply for the **50% mobility extra fund** for any authorised periods spent abroad on research activities related to the thesis project, up to a maximum of 18 months over the three years of the course. The amount of the extra fund corresponds to approximately 21 euros (gross) for each day spent abroad and is directly credited to your pay slip.

### 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)

## ENTERING MISSION REQUEST

Here is what to do a few days BEFORE leaving.

Fill in the mission application at <https://unifi.u-web.cineca.it/>, using your UNIFI credentials for online services.

After authentication, the applicant, in order to insert a new Mission Request, must select the 'New Request' function at the top left.

Once you have entered a new request, the system will present a form in which to indicate

- where, when and for what reason you are going on a mission
- an estimated amount of expenditure (also indicative)
- type of fund: select FONDI DI PROGETTO; the holder of the fund is the coordinator of the Doctoral program; the name of the fund: MOBDOTTXYCICLO” (where XY stands for the number of your cycle, e.i. MOBDOTT39CICLO)
- type of reimbursement: select Elenco spese sostenute (Più di lista)

To save the request, type on the SAVE AND SEND button. The request will be forwarded to the responsible persons involved, for authorization.

If you type on the SAVE IN BOZZA button, it means that the request is incomplete and needs to be modified later, to integrate the missing information.

**Note:** As your request must be authorised by the Coordinator of the Doctoral Program, you have to start the mission opening procedure a few days before the departure. You will receive the authorisation via mail to your institutional address @unifi.it. Also remember to use your unifi account for all communications.

**NB: Missions without the final authorisation are not allowed and cannot be refund.**

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



## HOW TO APPLY FOR REFUND

During your mission: 1) collect all original documentation of expenses incurred (accommodation and meal receipts, fly/train tickets ...) 2) get the certificate of attendance at the school or conference (ask the host institute for it).

Here is what to do AFTER coming back from your mission.

If you want to use your mobility fund (10% of the grant) for reimbursement, you have to fill in the refund form and submit it to the Department. You can deliver/send the form with the attached original documentation of expenses incurred to the Department's Administrative Contact (Donatella Perri and Domenico Veggia).

In case of doubt, ask for clarification by email [domenico.veggia@unifi.it](mailto:domenico.veggia@unifi.it)

**NB: ALL 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"



## WHAT CAN BE REFUND

- ✓ Tuition fees to schools or conferences.
- ✓ Accommodation. A mid-category hotel is the best option (category means the number of stars). For stays in Italy choose a three stars hotel; for others accomodation (e.i. B&B) the maximum refundable is 180 euros/night.  
For stays abroad the maximum refundable category is the second (three-star).  
If in doubt see the [Regolamento missioni e rimborsi spese](#)
- ✓ Meals. in relation to the duration of the mission, there is a maximum daily allowance for meals, which is reduced by 50% if only 1 meal is taken.  
If in doubt see the [Regolamento missioni e rimborsi spese](#)
- ✓ Means of transport: train, plane, bus, tram, metro, taxi for urban (business) travel according to limitations and ceilings that are indicated in the [Regolamento missioni e rimborsi spese](#).  
**Attention! Hired or own cars are NOT reimbursed.**

## WHAT TO DO FOR MISSIONS/STAYS ABROAD

For any missions abroad you can also apply for a 50% increase of the grant for the days spent abroad. NB: The application for the 50% extra fund is additional to the mission application online form at <https://websol.unifi.it/missioni/>

### Before departure

You have to submit the authorisation form for the stay abroad to the Department's Administrative Contact Person (Donatella Perri) After Coordinator's and the Department Director's signature, the form will be forwarded by the Department to the central Doctoral Office. **For stays longer than six months, the approval of the Program Committee is required.**

### During the stay abroad or on return from the stay

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

To this end, by the 7th day of each month of your stay abroad, you have to submit a request for confirmation of your 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.

Alternatively, the surcharge may be requested at the end of the stay for the entire actual period of stay abroad. In this case, the confirmation of the stay and the certificate from the host institution have to be submitted to the Department's Administrative Staff by the 3rd day of the month following the date of return.

The 50% grant increase is directly credited to your pay slip.

**NB: ALL 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**

The insurance that doctoral students have with their enrollment in the doctoral program has liability and accident coverage.

For stays abroad, it is always advisable to take out a private insurance policy covering illness and/or accident