



## PhD Program in Bioengineering and Robotics

*Department of Informatics, Bioengineering, Robotics, System Engineering (DIBRIS) - University of Genova*

# Students' Handbook, Edition 2021

Revision 1.0 - November 2020

## Introduction

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

## Organization

The Doctorate in Bioengineering and Robotics (Doctorate in the following) is a 3 years PhD program where students get an 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 PhD 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 PhD research project.

## Curricula

The Doctorate is organized in 6 curricula and for each curriculum there are designated *Reference Faculties* that will coordinate the training and research activities in agreement and collaboration with the *Coordinator of the PhD program* and the *PhD Board (Collegio dei Docenti)*. The curricula are listed in the following along with the *Reference Faculties*:

Curriculum	Reference Faculties	E-mail
Bioengineering	Prof. Paolo Massobrio	<a href="mailto:Paolo.massobrio@unige.it">Paolo.massobrio@unige.it</a>
Robotics and Autonomous Systems	Prof. Giorgio Cannata Prof. Fulvio Mastrogiovanni	<a href="mailto:Giorgio.cannata@unige.it">Giorgio.cannata@unige.it</a> <a href="mailto:Fulvio.mastrogiovanni@unige.it">Fulvio.mastrogiovanni@unige.it</a>
Marine Technologies	Prof. Enrico Simetti	<a href="mailto:Enrico.simetti@unige.it">Enrico.simetti@unige.it</a>
Advanced and Humanoid Robotics	Dr. Ferdinando Cannella Dr. Lorenzo Natale	<a href="mailto:ferdinando.cannella@iit.it">ferdinando.cannella@iit.it</a> <a href="mailto:lorenzo.natale@iit.it">lorenzo.natale@iit.it</a>
Bionanotechnologies	Dr. Giuseppe Vicedomini	<a href="mailto:Giuseppe.vicedomini@iit.it">Giuseppe.vicedomini@iit.it</a>
Cognitive Robotics, Interaction and Rehabilitation Technologies	Prof. Giulio Sandini	<a href="mailto:Giulio.sandini@unige.it">Giulio.sandini@unige.it</a>

## Tutors

At the beginning of the program, the PhD Board appoints for each student one or two Tutors<sup>1</sup>, 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<sup>2</sup> at the IIT.

Tutors make sure that PhD 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 to scientific conferences and schools.

Tutors are responsible for making available to their students all the resources needed to carry on their research project. Availability of sufficient resources is checked by the PhD Board and is a necessary condition to be appointed as Tutor.

## Credit system

During the 3 years PhD students are required 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)*

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<sup>1</sup> In case of two Tutors one have to be indicated as *Reference Tutor* who will become a member of the PhD Board.

<sup>2</sup> At level of Team Leader or higher.

## Structured Training activities

Structured training activities include attending PhD courses, national and/or international PhD schools, and at least 30 Credits (CFs) have to be obtained during the first two years<sup>3</sup>.

In general, “*structured training activities*” belong to the following typologies, and PhD Board will acknowledge an amount of CFs as shown below.

- (i) **PhD courses**, specifically offered by the *PhD Program in Bioengineering and Robotics*<sup>4,5</sup>.
  - 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.
- (ii) **Courses that are part of one of the Graduate programs** (*Corso di Laurea Magistrale*) offered at the University of Genova<sup>6</sup> in agreement with the Tutor and with the approval of the PhD Board.
  - a. A final exam must be positively passed
  - b. CFs are the credits reported for the course on the official University website
- (iii) **PhD Schools**. International PhD Schools **approved in advance** by the PhD Board upon a formal request to the Coordinator made by the Tutor<sup>7</sup> including the detailed program of the School and its duration.
  - a. A certificate of attendance of the school must be presented for the CFs to be assigned.
  - b. 3 CF/week are assigned (for a maximum of 9 CFs for each school).
- (iv) **On-line 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 PhD Board.
  - a. An official certificate of attendance (issued by the legal entity providing the course) must be presented for the CFs to be assigned.

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<sup>3</sup> 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 3<sup>rd</sup> year to formalize and disseminate the research results.

<sup>4</sup> A list of offered courses is available on the PhD web site: <http://phd.dibris.unige.it/biorob/index.php/activities>.

<sup>5</sup> Or offered by other PhD programs of the University of Genova (e.g. PhD in Computer Sciences and Engineering).

<sup>6</sup> For instance, the Graduate Programs in *Bioengineering* or in *Robotics Engineering, or Computer Engineering, etc.*

<sup>7</sup> The Tutor of the student must send a letter

- b. CFs will be acknowledged by the PhD Board 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<sup>8</sup>

**Remark.** Participation to *conferences, seminars, workshops* etc. does not grant CFs.

**Remark.** The list of the courses offered may vary over the years. In addition, others PhD 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 PhD Board.

**Remark** 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).

**Remark** Students without fellowship are expected to obtain at least 180 credits as specified above.

## **Training to Scientific Research and Evaluation Procedure**

At the beginning of the PhD program, PhD 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 PhD Program.

At the end of each academic year, PhD students must submit to the *Reference Faculties* of their curriculum:

- 1) a detailed report of their research activities, including the list of publications
- 2) a workplan for the following year.

Students will be also required present their results in an oral presentation to a specific commission<sup>9</sup> for each one of the five curricula.

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

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<sup>8</sup> During the period of the COVID-19 epidemics this limit will be removed.

<sup>9</sup> The *Coordinator* and the *Reference Faculties* for the curriculum, will appoint an evaluation commission (at least two reviewers within the PhD Board or qualified Faculties excluding the tutor(s))

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

At the end of Year 2 and 3, the students are expected to exhibit a substantial progress in their thesis project. The report will focus on the state of advancement of the thesis work and on the results obtained.

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 PhD 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 PhD Board will decide 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) PhD 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 PhD candidates admitted to final examination must submit a written dissertation (in English). In agreement with the university rules for the doctoral programs<sup>10</sup>, the PhD Board will appoint, for each candidate, at least two external reviewers with relevant expertise in the field of the PhD work at international level. 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.

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<sup>10</sup> <http://www.unige.it/regolamenti/studenti/>

The final exam consists of a public thesis defense, in front of a commission composed by three University Professors (including university Professors of foreign institutions and with at least one member of the PhD 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 PhD Board may appoint different commissions for each candidate or groups of candidates with similar research themes.

## **Research Allowance**

Phd students have a personal fund of 1.650,00 €/year that can be used for the sporadic mobility (attendance at conferences, workshops, PhD Schools, short visits at other universities or laboratories).

In order to use this funds PhD students must follow the procedure described in appendix.

## **Activities of Tutoring**

PhD 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 PhD Board and they will not entail any increase in the scholarship.

## **International dimension**

The PhD Committee encourages PhD students to carry out periods of research activity in foreign institutions as an integral part of their PhD 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 PhD board. The procedure is as follows:

1. The hosting institute must write a formal invitation letter for the student, clearly indicating the period of the visit (starting and ending dates)
2. The Tutor must write a letter of authorization to visit the hosting institute indicating the period of the visit (starting and ending dates – which must correspond to those reported in the invitation letter). 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](mailto:phd.biorob@dibris.unige.it))

# PhD Structure

## COORDINATOR

**Prof. Giorgio Cannata, Università di Genova**  
[giorgio.cannata@unige.it](mailto:giorgio.cannata@unige.it)

## CURRICULA AND REFERENCE FACULTIES

<b>BIOENGINEERING</b>		
<b>Prof. Paolo Massobrio</b>	Università di Genova	<a href="mailto:paolo.massobrio@unige.it">paolo.massobrio@unige.it</a>

  

<b>ROBOTICS AND AUTONOMOUS SYSTEMS</b>		
<b>Prof. Giorgio Cannata</b> <b>Prof. Fulvio Mastrogiovanni</b>	Università di Genova	<a href="mailto:Giorgio.cannata@unige.it">Giorgio.cannata@unige.it</a> <a href="mailto:fulvio.mastrogiovanni@unige.it">fulvio.mastrogiovanni@unige.it</a>

  

<b>MARINE TECHNOLOGIES</b>		
<b>Prof. Enrico Simetti</b>	Università di Genova	<a href="mailto:Enrico.simetti@unige.it">Enrico.simetti@unige.it</a>

  

<b>ADVANCED AND HUMANOID ROBOTICS</b>		
<b>Dr. Ferdinando Cannella</b> <b>Dr. Lorenzo Natale</b>	Istituto Italiano di Tecnologia	<a href="mailto:lorenzo.natale@iit.it">lorenzo.natale@iit.it</a> <a href="mailto:ferdinando.cannella@iit.it">ferdinando.cannella@iit.it</a>

  

<b>BIONANOTECHNOLOGY</b>		
<b>Dr. Giuseppe Vicedomini</b>	Istituto Italiano di Tecnologia	<a href="mailto:giuseppe.vicedomini@iit.it">giuseppe.vicedomini@iit.it</a>

  

<b>COGNITIVE ROBOTICS, INTERACTION AND REHABILITATION TECHNOLOGIES</b>		
<b>Prof. Giulio Sandini</b>	Istituto Italiano di Tecnologia	<a href="mailto:giulio.sandini@iit.it">giulio.sandini@iit.it</a>

**ADMINISTRATIVE CONTACTS**

**PhD Secretariat**

Valentina Scanarotti

phd.biorob@dibris.unige.it

<b>BIOENGINEERING</b>			
<b>SCANAROTTI Valentina</b>	DIBRIS	<a href="mailto:phd.biorob@dibris.unige.it">phd.biorob@dibris.unige.it</a>	010 33 56682

<b>ROBOTICS AND AUTONOMOUS SYSTEMS</b>			
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<b>MARINE TECHNOLOGIES</b>			
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<b>IVALDI Silvia</b>	IIT- Advanced Robotics Departmen	<a href="mailto:Silvia.ivaldi@iit.it">Silvia.ivaldi@iit.it</a>	010 2896 815

<b>BIONANOTECHNOLOGY</b>			
<b>SALVATORI Manuela</b>	IIT – Nanophysics	<a href="mailto:manuela.Salvatori@iit.it">manuela.Salvatori@iit.it</a>	010 717 81762

<b>COGNITIVE ROBOTICS, INTERACTION AND REHABILITATION TECHNOLOGIES</b>			
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<b>CASU Giulia</b>	IIT Center for Human Technologies	<a href="mailto:Giulia.casu@iit.it">Giulia.casu@iit.it</a>	010 2897 207



## PhD Board 2020-2021 36<sup>th</sup> Cycle

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

n.	Cognome	Nome	e-mail	Ateneo	Ateneo/Ente di appartenenza
1.	MARTINOIA	Sergio	<a href="mailto:sergio.martinoia@unige.it">sergio.martinoia@unige.it</a>	GENOVA	Informatica, bioingegneria,robotica e ingegneria dei sistemi (DIBRIS)
2.	CANNATA	Giorgio	<a href="mailto:giorgio.cannata@unige.it">giorgio.cannata@unige.it</a>	GENOVA	Informatica, bioingegneria,robotica e ingegneria dei sistemi (DIBRIS)
3.	SANDINI	Giulio	<a href="mailto:giulio.sandini@iit.it">giulio.sandini@iit.it</a>	GENOVA	Informatica, bioingegneria,robotica e ingegneria dei sistemi (DIBRIS)
4.	BONFIGLIO	Annalisa	<a href="mailto:annalisa@diee.unica.it">annalisa@diee.unica.it</a>	CAGLIARI	Ingegneria Elettrica ed Elettronica
5.	RAITERI	Roberto	<a href="mailto:roberto.raiteri@unige.it">roberto.raiteri@unige.it</a>	GENOVA	Informatica, bioingegneria,robotica e ingegneria dei sistemi (DIBRIS)
6.	CASADIO	Maura	<a href="mailto:maura.casadio@unige.it">maura.casadio@unige.it</a>	GENOVA	Informatica, bioingegneria,robotica e ingegneria dei sistemi (DIBRIS)
7.	SGORBISSA	Antonio	<a href="mailto:antonio.sgorbissa@unige.it">antonio.sgorbissa@unige.it</a>	GENOVA	Informatica, bioingegneria,robotica e ingegneria dei sistemi (DIBRIS)
8.	GIACOMINI	Mauro	<a href="mailto:mauro.giacomini@unige.it">mauro.giacomini@unige.it</a>	GENOVA	Informatica, bioingegneria,robotica e ingegneria dei sistemi (DIBRIS)
9.	MASTROGIOVANNI	Fulvio	<a href="mailto:fulvio.mastrogiovanni@unige.it">fulvio.mastrogiovanni@unige.it</a>	GENOVA	Informatica, bioingegneria,robotica e ingegneria dei sistemi (DIBRIS)
10.	SOLARI	Fabio	<a href="mailto:fabio.solari@unige.it">fabio.solari@unige.it</a>	GENOVA	Informatica, bioingegneria,robotica e ingegneria dei sistemi (DIBRIS)
11.	PANI	Danilo	<a href="mailto:danilo.pani@unica.it">danilo.pani@unica.it</a>	CAGLIARI	Ingegneria Elettrica ed Elettronica
12.	BOCCACCI	Patrizia	<a href="mailto:patrizia.boccacci@unige.it">patrizia.boccacci@unige.it</a>	GENOVA	Informatica, bioingegneria,robotica e ingegneria dei sistemi (DIBRIS)
13.	ROVETTA	Stefano	<a href="mailto:stefano.rovetta@unige.it">stefano.rovetta@unige.it</a>	GENOVA	Informatica, bioingegneria,robotica e ingegneria dei sistemi (DIBRIS)
14.	MASSOBRIO	Paolo	<a href="mailto:paolo.massobrio@unige.it">paolo.massobrio@unige.it</a>	GENOVA	Informatica, bioingegneria,robotica e ingegneria dei sistemi (DIBRIS)
15.	PASTORINO	Laura	<a href="mailto:laura.pastorino@unige.it">laura.pastorino@unige.it</a>	GENOVA	Informatica, bioingegneria,robotica e ingegneria dei sistemi (DIBRIS)
16.	SIMETTI	Enrico	<a href="mailto:enrico.simetti@unige.it">enrico.simetti@unige.it</a>	GENOVA	Informatica, bioingegneria,robotica e ingegneria dei sistemi (DIBRIS)
17.	ARNULFO	Gabriele	<a href="mailto:gabriele.arnulfo@unige.it">gabriele.arnulfo@unige.it</a>	GENOVA	Informatica, bioingegneria,robotica e ingegneria dei sistemi (DIBRIS)
18.	MESIN	Luca	<a href="mailto:luca.mesin@polito.it">luca.mesin@polito.it</a>	Politecnico di TORINO	ELETRONICA E TELECOMUNICAZIONI
19.	CANESSA	Andrea	<a href="mailto:andrea.canessa@unige.it">andrea.canessa@unige.it</a>	GENOVA	Informatica, bioingegneria,robotica e ingegneria dei sistemi (DIBRIS)
20.	INDIVERI	Giovanni	<a href="mailto:giovanni.indiveri@unige.it">giovanni.indiveri@unige.it</a>	GENOVA	Informatica, bioingegneria,robotica e ingegneria dei sistemi (DIBRIS)

PhD Program in Bioengineering and Robotics - 2021

**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	Athanasia	<a href="mailto:Athanassia.Athanassiou@iit.it">Athanassia.Athanassiou@iit.it</a>	Altro Componente	Istituto Italiano di Tecnologia - IIT
2.	CANNELLA	Ferdinando	<a href="mailto:ferdinando.cannella@iit.it">ferdinando.cannella@iit.it</a>	Altro Componente	Istituto Italiano di Tecnologia - IIT
3.	CHIAPPALONE	Michela	<a href="mailto:michela.chiappalone@iit.it">michela.chiappalone@iit.it</a>	Altro Componente	Istituto Italiano di Tecnologia - IIT
4.	DANTE	Silvia	<a href="mailto:silvia.dante@iit.it">silvia.dante@iit.it</a>	Altro Componente	Istituto Italiano di Tecnologia - IIT
5.	GORI	Monica	<a href="mailto:monica.gori@iit.it">monica.gori@iit.it</a>	Altro Componente	Istituto Italiano di Tecnologia - IIT
6.	METTA	Giorgio	<a href="mailto:giorgio.metta@iit.it">giorgio.metta@iit.it</a>	Altro Componente	Istituto Italiano di Tecnologia - IIT
7.	MUSSA-IVALDI	Ferdinando	<a href="mailto:sandro.miv@gmail.com">sandro.miv@gmail.com</a>	Altro Componente	NORTHWESTERN UNIVERSITY
8.	NATALE	Lorenzo	<a href="mailto:lorenzo.natale@iit.it">lorenzo.natale@iit.it</a>	Altro Componente	Istituto Italiano di Tecnologia - IIT
9.	PUCCI	Daniele	<a href="mailto:Daniele.Pucci@iit.it">Daniele.Pucci@iit.it</a>	Altro Componente	Istituto Italiano di Tecnologia - IIT
10.	SCAGLIONE	Silvia	<a href="mailto:silvia.scaglione@mail.ge.cnr.it">silvia.scaglione@mail.ge.cnr.it</a>	Altro Componente	Consiglio Nazionale delle Ricerche
11.	TSAGARAKIS	Nikolaos	<a href="mailto:nikos.tsagarakis@iit.it">nikos.tsagarakis@iit.it</a>	Altro Componente	Istituto Italiano di Tecnologia - IIT
12.	VICIDOMINI	Giuseppe	<a href="mailto:Giuseppe.vicidomini@iit.it">Giuseppe.vicidomini@iit.it</a>	Altro Componente	Istituto Italiano di Tecnologia - IIT

# Appendix: 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<sup>11</sup>
- 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](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' section of the AUTMIS form. At the top, there is a '+ ADD' button and a table with the following data:

Location	Start date and time	End date and time	Suspension
Roma, Italia	28/11/2019 00:00	29/11/2019 23:59	No

Below the table, the form fields are organized into columns. Red arrows point to the following fields:

- Title:** A dropdown menu with the selected value 'ND - Personale tecnico amministrativo'. A red arrow points to it with the text 'Please select the title: DR'.
- Head of Project:** A text input field containing 'Giorgio Cannata'. A red arrow points to it with the text 'Please fill in Giorgio Cannata'.
- Structure concerned:** A dropdown menu with the selected value '100023 - Dipartimento di Informatica, bioingegneria, robotica e ingegneri'. A red arrow points to it.
- Notes:** A text input field containing 'Please fill in: 10% specifying the Phd Course and the number of the 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 text 'Please select: FRIC'.
- Regulation:** A dropdown menu with the selected value 'TES'. A red arrow points to it with the text 'Please select: TES'.

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 read carefully the University rules for travels and reimbursements reported ad this link:

<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:

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<sup>11</sup> In case of technical problem, send an e-mail to [roberta.usari@unige.it](mailto:roberta.usari@unige.it)

## PhD Program in Bioengineering and Robotics - 2021

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 airports other than Genova you have to show that this option is cheaper. When you book the flight, you must print from 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 Genova 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 in 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. 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 an anticipation of the 75% of the all expenses is possible (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 p.m.; Tuesday 9.00- 11.00 a.m. and Friday 10.00-12.00 a.m.**

In case your travel is reimbursed by other institution, 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”.

**Note:** for the IIT students the 10% budget will be reimbursed by IIT directly.

For insurance reasons, you have still to ask for the authorisation of the Coordinator Prof. Cannata following the procedure indicated above.

The amount to be indicated will be 0 (zero) because it is only an authorisation. Then the mission have to be closed choosing between “mission done no refund or mission not done”(“missione effettuata, no rimborso/missione non effettuata”).

The 10% budget will be managed by IIT directly also for the payment of the registration fees for conference, summer/winter school...

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