

SCHOOL “ROBOTICS, NEUROSCIENCE AND NANOTECHNOLOGIES” PHD POLICY  
(D.R. n. 1199 del 22/01/2007)

**Preamble**

**Art. 1 – Application area**

This policy lays out the rules of the PhD research program.

**Art. 2 – Institution and formative goals**

1. The School aims to provide useful skills for research and professional activities within Universities and both public and private organizations.
2. The School organises and coordinates didactic and research activities in order to help students achieve the qualification of “Research Doctor” (Ph.D.)
3. The School is founded by the University of Genova. The University will take care of bureaucratic and administrative aspects through the Dipartimento di Informatica, Sistemistica e Telematica. The qualification of “Research Doctor” (Ph.D.) will be issued by the University.
4. The Italian Institute of Technology, in the area of the convention signed with the University of Genova, takes care of the scientific aspects of the School. The Ph.D. is affiliated with both UNIGE and IIT.

**ADMINISTRATIVE POLICY OF EXPENCE REIMBURSEMENT FOR FOOD AND ACCOMIDATION, TRAVEL, AND ORDER MANAGEMENT.**

**Art. 1 – Goal**

This policy lays out the rules for the reimbursement of the following expenses:

- a) expenses for food and accomodation
- b) expenses incurred whilst attending conventions, courses and conferences
- c) small expenses

Information on the management of materials orders can be found below.

**Art. 2 – Reimbursement of food and accommodation expenses**

The University of Genova has allocated a reimbursement sum of up to €4.000 for food and accommodation. It will ONLY be paid to the student in quarterly installments upon presentation of documents stating actual expenses incurred.

**Art. 2.1 – Reimbursement for accommodation**

This policy states that each student is required to present a copy of the rental contract in which their name must appear. Each month the student must present the original receipt issued by the landlord for the payment of the rent and a payment confirmation (bank transfer receipt, postal current account receipt, etc.)

In cases where the apartment is shared with others, the receipt must contain the amount paid to the landlord by the student, or the names of additional persons who have contributed to the total monthly rental sum.

The University will ONLY reimburse the percentage of the rent actually paid by the student. If the rental contract is addressed to four people, the rent reimbursed will be 1/4 of the monthly rent.

### **EXCEPTIONAL CASES:**

1) The student can rent an apartment with other students of the same or other courses. Receipts of payment must be issued monthly by the landlord. Receipts must contain: the month, the amount paid by the student (or the total rent with all the names of tenants), the landlords details and signature, and an official stamp of €1,81.

2) If the student shares an apartment with other students who have already drawn up a rental contract for “transitory use” and it is not possible to modify it, it is necessary to require a copy of the “cessione di fabbricato”. The landlord is required to obtain this at the Questura of Genova when the additional student moves into the apartment. Note: a copy of the rental contract containing in this case the names of the other residents, and the original monthly payment receipts must still be presented. The name of the student must appear on the monthly receipts.

Expenses for services (electricity, gas, water, TV, rubbish, telephone and Internet) are not reimbursable.

It is stated by the University that reimbursements will be paid in quarterly amounts. An advance of €1,500 will be paid in March upon presentation of a valid rental contract.

All receipts, including a copy of the contract must be given to the Doctoral Administrative Office at the end of every month. This can be found on the 4<sup>th</sup> floor of IIT, office nr.4/30.

### **Art. 2.2 – Reimbursement of food**

The University only accepts expenses for food purchased if proof of purchase is a regular and readable fiscal receipt.

The policy allows the reimbursement of the expenses of three meals a day. A single meal must not exceed €30,50 and the total amount reimbursable in one day is €61,00.

The student can present up to 3 receipts a day:

- breakfast
- lunch
- dinner

Meal can be purchased either in a bar, canteen, restaurant, or restaurant service (e.g. Buongustai and Lo Spuntino – catering services of IIT) which issue a fiscal receipt.

**If the student, in order to save money buys food from a supermarket only one receipt a day (up to the value of €61,00) will be reimbursed by the University. Only food items must appear on the receipt.**

Receipts must be stapled on A4 sheets in chronological order. The entire receipt must be readable and as such can't lay one upon another. One A4 sheet must contain a maximum of 9 receipts. DO NOT use glue or adhesive tape to attach receipts.

RECEIPTS CONTANING NON-FOOD ITEMS WILL NOT BE ACCEPTED  
UNREADABLE RECEIPTS ARE NOT ACCEPTED  
NON FISCAL RECEIPTS ARE NOT ACCEPTED

### **Art. 3 – Reimbursement of expenses for participation in conventions, course and conferences**

The University of Genova will reimburse expenses for these activities up to a value of €4.000 per year.

The participation in national and international conventions, courses and conferences must be authorized by the students "supervisor". The student must send a request to their "supervisor" and to the Doctoral Administrative Office ([dottorato@liralab.it](mailto:dottorato@liralab.it)). Once authorized, the student must visit the Doctoral Administrative Office before 12:00 on the day prior to departure in order to complete administrative forms.

#### **Art. 3.1 – Documentation**

The student must give the Doctoral Administrative office all travel details. This must include the date of departure and return to and from Genova, the destination, the organization to which the travel takes place, and the reason of the travel.

The University will insure the student for the duration of approved travel. Insurance covers injuries and civil responsibility toward property and people. The student must visit the Doctoral Administrative Office before 12:00 on the day prior to departure in order to sign the request of insurance.

The student is not authorized to travel if they have not signed the insurance request.

Students who fail to submit a request for travel authorization to the Doctoral Administrative Office in the time specified will not be reimbursed. Exceptions may be authorized in a monthly meeting of the Department (DIST) Council.

#### **Art. 3.2 – Subscriptions to Conferences/Courses**

Registration to conferences and/or courses must be performed by Doctoral Administrative Office through Dipartimento di Informatica, Sistemistica e Telematica.

The student must provide all information for the registration at least 15 days before the departure to conferences (conferences with no registration deadline), or at least 15 days before the registration deadline.

Registration will be paid by the Dipartimento di Informatica, Sistemistica e Telematica and deducted from your remaining travel fund.

The student will receive a copy of the registration and payment.

When submitting work in a "call for papers" the student must indicate an affiliation with both the Università di Genova, and the Fondazione Istituto Italiano di Tecnologia.

#### **Art. 3.3 Reimbursement of expenses for transportation, hotels and food**

The student will be reimbursed for expenses incurred during travel, accommodation, and food only if they are submitted on original fiscal receipts.

The following expenses are refundable:

1) EXPENSES FOR TRAIN TICKETS

Second class train tickets with:

- Potential for fast train (Eurocity/Eurostar) supplement
- Potential for reservation expenses
- Potential for bed-wagon

2) EXPENSES FOR FERRY TICKETS

Second class tickets only.

3) EXPENSES FOR OTHER MEANS OF TRANSPORT (BUS, SHUTTLE AND METRO)

Expenses actually incurred to purchase standard tickets will be reimbursed.

4) EXPENSES FOR FLIGHTS

Travel by plane is only authorized for travel exceeding a distance of 400 km (In a single direction). ONLY Economy tickets will be reimbursed.

The student is permitted reserve and purchase tickets directly after obtaining authorization from the Doctoral Administrative Office who will assess the economic aspect of the travel.

Upon return, the original plane ticket and all boarding passes must be presented to the Doctoral Administrative Office. Failure to do this will result in refusal of travel reimbursement.

5) PRIVATE MEANS OF TRANSPORT

The use of a private means of transport (car, moto) is authorized ONLY in cases where:

- The destination of travel is hard to reach by public transportation.
- It is cheaper than using other means
- It is possible to avoid requiring hotel accommodation
- It is necessary to take bulky equipment or materials
- It is possible to share the means of transport resulting in a lower overall transportation cost.

The following expenses can be reimbursed:

- Highway tolls
- Refueling

A “la carta carburante” must be requested from the Doctoral Administrative Office one week in advance of travel.

6) EXPENSES FOR HOTEL ACCOMODATION

Hotels must be reserved by the student who will be reimbursed for the cost of hotels up to a three star standard. An original fiscal receipt must be presented.

7) EXPENSES FOR MEALS

The policy allows the expenses of one or two meals a day to be reimbursed. Up to €30,50 for one meal and €61,00 for two.

The student is allowed to submit up to 2 receipts a day:

- lunch
- dinner

The student can **ONLY** be reimbursed for breakfast if they dine inside the hotel.

Each receipt must be a readable fiscal receipt and include the name and the stamp of the restaurant.

Students who eat all meals at the hotel can only present one receipt on which every expense must be specified.

#### **Art. 4 – Reimbursement for small expenses**

A small expense is an expense up to the value of €100 including VAT.

Reimbursement of small expenses for the XXIII cycle of PhD Students **differs from the previous two cycles.**

If a student needs to urgently purchase materials for less than €100, they must send a formal request to their “supervisor” and “tutor”. This person can obtain the reimbursement by presenting a regular bill which must be headed “Fondazione Istituto Italiano di Tecnologia”, directly to IIT Administrative Office (see IIT policy “little expenses”).

#### **Art. 5 – Purchasing of research material**

IIT will now manage the purchase of scientific research materials for the XXIII cycle of PhD Students. **This differs from the previous two cycles.**

A student requiring materials or equipment in order to perform their research project must send a formal request to their “supervisor” and “tutor”. The request will then be managed in accordance with the IIT’s policy.

#### **Art. 6 – Doctoral Administrative Office**

The Doctoral Administrative Office is managed by Anastasia Bruzzone and Ingrid Sica. The secretary is based both in the University of Genova and IIT.

The office timetable is given below:

- **Office in the University of Genova** – Dipartimento di Informatica, Sistemistica e Telematica – Viale Francesco Causa 13 – 16145 Genova  
Opened **ONLY** on Tuesday and Thursday from 9 a.m. to 5 p.m.  
Tel. 010 3532994  
Fax 010 3532144
- **Office in IIT** – 4<sup>th</sup> floor room nr. 4/30 – Via Morego 30 – 16163 Genova  
Opened **ONLY** on Monday, Wednesday and Friday from 9 a.m. to 5 p.m.  
Tel. 010 71781418



University of Genoa – Italian Institute of Technology  
Doctoral School on Robotics, Neuroscience and Nanotechnologies

The Doctoral Administrative Office can be contacted by emailing [dottorato@liralab.it](mailto:dottorato@liralab.it). It is important that you make an appointment via [dottorato@liralab.it](mailto:dottorato@liralab.it) BEFORE visiting the office. This is due to the large number of students requiring assistance.



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Doctoral School on *Humanoid Technologies*