FAQs – INFORMATION ABOUT "MISSIONS" FOR PHD STUDENTS

1. MISSIONS DURING THE PERIOD ABROAD (MISSIONS WITHIN A MISSION)

What is the procedure to allow if one needs to embark on a mission while already on a mission abroad?

If a PhD student is already abroad and needs to travel to other locations for conferences, congresses, or workshops, a new mission request must be submitted. This request should be made using a specific form (available in Word format or as a paper document), which can be obtained upon request from the mission officer (manuela.verdolini@unicam.it). This process cannot be managed through the "Missions" portal.

2. FINANCIAL AVAILABILITY ABROAD

How can one prove their financial availability when traveling to a country that requires it (e.g., the United States)?

If the destination country requires information about the research budget or the scholarship received, the PhD student must send a request to postlaurea@unicam.it to obtain a certification confirming their financial availability.

3. INSURANCE FOR MISSIONS IN NON-EU COUNTRIES

Unicam Insurance for Missions in Non-EU Countries

The Unicam insurance, available on the "Missions" portal, provides coverage for workplace accidents in non-EU countries. The cost is **€20.00 per week** and is activated upon mission approval. Since some non-EU countries do not have adequate occupational safety regulations, it is recommended to subscribe to both the Unicam insurance and a private health insurance policy, which can be reimbursed as part of mission expenses.

4. MISSION ADVANCE

What is the procedure for requesting a mission advance?

To request a mission advance (**minimum amount: €250.00**), the PhD student must select the option "6. **Richiesta di anticipo**" in the authorization request on the "**Missions**" portal and attach expense estimates, which can also be downloaded from the web.

How to request a mission advance

Duplicate advance requests are not allowed. For example, one cannot request an advance for transportation, receive it, cancel the mission, and then request a new advance for accommodation. Additionally, the expense estimates must be realistic: if the advanced amount exceeds the actual expenses, the surplus must be refunded.

It is not possible to request a new advance if there is an outstanding debt to Unicam due to previous excess advances.

5. CHANGES TO AUTHORIZATION REQUESTS ON THE "MISSIONS" PORTAL

What happens if an advance request with attached estimates is modified on the "Missions" portal?

Any modification to a mission request that includes an advance and attached estimates will result in the **reset of the entered data and the loss of attachments**. In such cases, it is necessary to **cancel the request and submit a new one**.

6. MISSION REIMBURSEMENT

How to make the "Visto: il Tutor" (Tutor Approval) field appear in the mission reimbursement form?

On the "**Missions**" portal, to ensure that the "**Visto: il Tutor**" (**Tutor Approval**) field appears in the reimbursement form, the PhD student must complete section "**1. Intestazione**" by entering:

- **First and last name**

- **"In servizio presso" (affiliated with)**: *School of Advanced Studies*

- "**Come**" **(Role):** *Student PhD*

- **Tutor's details**

It is also recommended to send an **informative email to the supervisor** at the end of the procedure to confirm the mission authorization request.

How to request reimbursement for shared expenses during a mission?

If a PhD student shares expenses with colleagues (e.g., accommodation, meals, etc.) they must specify in the reimbursement form that the requested amount **is a portion of the total expense**. Whoever submits a **copy of the receipt** must state that the **original is attached to another colleague's documentation**, specifying their name and surname.

Shared Accommodation Expenses

If multiple **Unicam PhD students** share an accommodation, the **hotel invoice must include all guests' names**.

If the accommodation is shared with PhD students from other institutions, the **Unicam PhD student must request an invoice solely for their own stay**, issued in their name.

7. DOCUMENTATION AND REIMBURSEMENTS

Electronic Payment Receipts

Electronic payment receipts alone are **not eligible for reimbursement**. It is necessary to provide the corresponding **receipt or invoice** for the expense.

Paper Documentation of Expenses

Receipts and **non-digital** documentation must be **submitted in person** or **sent by registered mail with return receipt** to the **SAS Missions Office**, addressed to **Ms. Manuela Verdolini**. **Scanned copies via email are not accepted.**

Reimbursement of Expenses for Posters and Congress Registration

Expenses for **poster printing and congress registration** are reimbursed **separately** from mission expenses.

8. BUDGET AND FUNDING

What to do if the available budget is insufficient for mission expenses or purchases?

Before undertaking missions or marking research-related purchases, the PhD student, together with their **supervisor**, must check the available budget. If the budget is **insufficient**, the supervisor **may (but is not obliged to)** allocate additional funds. It is recommended to:

- **Contact the SAS Offices** (postlaurea@unicam.it) to check for any specific conditions related to the scholarship.

- **Obtain authorization** from the **Faculty Board** of the relevant PhD program, followed by ratification by the **SAS Council**.

Until when can the research budget be used?

The **research budget** can be used **throughout the entire PhD duration (three years),** and if necessary, even beyond, **until the degree is awarded**.

9. INCREASE IN SCHOLARSHIP FOR THE PERIOD ABROAD

When should the documentation for the scholarship increase for the period abroad be submitted?

The documentation must be submitted **as soon as it becomes available** and, in any case, **at least 30 days before departure**. It should be sent via email to postlaurea@unicam.it. For additional details, please refer to the **ISAS website**.

How to receive the monthly increase?

To receive the **monthly scholarship increase**, a **signed letter from the supervisor abroad** must be submitted, confirming that the PhD student has worked **within the planned program** from (*date*) to (*date*).

If the increase is to be received **on a monthly basis**, this type of letter must be sent **at the end of each month** to postlaurea@unicam.it.