

Going on a mission – what to do



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When you need to go on a mission for research or study purposes, you need, firstly, the **Coordinator's approval** (mose.mariotti@unipd.it), by sending him an email with **all the information required**:

Name:

PhD cycle:

Supervisors

Description and reasons for the trip:

Location:

Arrival and departure dates:

Estimated cost (please specify):

Funding:

Please, remember to always CC the **PhD Secretariat** (phdnazionale.dfa@unipd.it) and your supervisors.

You then need to open the mission on the UNIPD portal.

Start the procedure **well in advance**, as all authorisations must be obtained before you leave

How to open a mission on the UNIPD portal



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1. consult the mission regulations at the following link: https://www.dfa.unipd.it/fileadmin/amministrazione/Modulistica/REG_missioni_EN.pdf;
2. open the mission by going to the link <http://www.unipd.it/richieste>, following the guide https://www.dfa.unipd.it/fileadmin/amministrazione/Modulistica/GUIDA_nuovo_applicativo_missioni_rev8_20230118.pdf (unfortunately, this document is only in Italian) or the video tutorial https://mediaspace.unipd.it/media/Videotutorial+Procedura+missioni/1_ac5e44ox

If your research budget is handled by UNIPD, you should indicate: "Missione senza rimborso spese/Mission without reimbursement of expenses" -> **NO**

You should then fill in:

Fund type -> Budget di struttura

Description of the fund -> Fondi personali - Dottorato Nazionale

The authorization signatures to be indicated are as follows:

Financial coverage manager: MARCO AGNELLO (marco.agnello@unipd.it) - It comes automatically

Authorization manager: FLAVIO SENO (flavio.seno@unipd.it)

The request will be notified to: ALESSANDRA ZORZI (alessandra.zorzi@unipd.it); **please, don't forget to add this field, since it allows us to keep track of your missions.**

Other signatures -> Coordinator of the Doctoral Course (Prof. Mosè Mariotti)

For any doubt or problem, the contact person for opening the mission is Costantina Magnifico (costantina.magnifico@unipd.it).

It is recommended to request **a virtual card**: this will allow you to make digital purchases without having to request an advanced payment (it usually takes some time) and without having to cover the cost with your own money.

For more questions, do not hesitate to email phdnazionale.dfa@unipd.it