



## OFF-SITE MISSIONS FOR DOCTORAL STUDENTS – AUTHORIZATION PROCEDURE

FOR DOCTORAL STUDENTS PLANNING OFF-SITE MISSIONS FUNDED THROUGH THEIR PERSONAL BUDGET (10% OF THE SCHOLARSHIP)

BEFORE SUBMITTING THE AUTHORIZATION REQUEST THROUGH THE OFFICIAL PORTAL ([HTTPS://START.UNIPI.IT/MISSIONI-FUORI-SEDE/](https://start.unipi.it/missioni-fuori-sede/)), IT IS MANDATORY TO OBTAIN PRIOR APPROVAL FROM BOTH YOUR SUPERVISOR AND THE PHD PROGRAM COORDINATOR (PROF. LORENZO FERRARI).

PROCEDURE TO FOLLOW:

- REQUEST PRIOR APPROVAL FROM YOUR SUPERVISOR BY EMAIL; SAVE THE SUPERVISOR'S REPLY AS A PDF FILE;

FILL OUT THE APPROVAL FORM ADDRESSED TO THE PHD COORDINATOR AVAILABLE AT THIS LINK: [HTTPS://SU.UNIPI.IT/NULLAOSTADOTTORANDI](https://su.unipi.it/nullaostadottorandi)

- ATTACH THE PDF OF YOUR SUPERVISOR'S REPLY. WITHIN THE SAME FORM, YOU MAY ALSO REQUEST THE ADVANCE PAYMENT OF REGISTRATION FEES FOR CONFERENCES, SUMMER SCHOOLS, OR SIMILAR EXPENSES.
- THE REQUEST WILL ALSO BE APPROVED BY THE BUDGET UNIT FOR FINANCIAL VALIDATION
- ONCE THE PERMISSION IS OBTAINED, THE DOCTORAL STUDENT CAN SUBMIT THE OFFICIAL MISSION REQUEST THROUGH THE PORTAL [HTTPS://START.UNIPI.IT/MISSIONI-FUORI-SEDE/](https://start.unipi.it/missioni-fuori-sede/).
- THIS PROCEDURE MUST BE FOLLOWED EVEN IN THE CASE OF MISSIONS WITH NO EXPENSES, CLEARLY STATING THIS IN THE INITIAL EMAIL TO THE SUPERVISOR.