

Instructions for PhD student missions (DII)

(Updated November 2025 – Approved by the Board of Supervisors on 11/11/2025)

PhD missions must be requested exclusively through the SIT portal (<https://portal.cca.unipd.it/sit>, access via SSO).

1. Missions charged to the PhD student's research budget

Missions charged to the student's individual Research Activity Budget must be authorized by the following persons, to be entered in the SIT portal:

- Director of DII – to be entered manually;
- Administrative Secretary – automatically selected by the system;
- Curriculum Contact Person (Referente di Curriculum) – to be entered under “PhD Course Coordinator”;
- PhD Supervisor – to be entered under “PhD Board (Collegio dei Docenti)”.

Important: *by approving the mission, the Supervisor commits to guaranteeing financial coverage of any possible budget overrun using his/her own research funds, but only for the excess amount beyond the student's remaining doctoral budget.*

Each approver will receive an email with a link to access the request and approve or reject it.

In any case, the PhD student must agree in advance on the mission with the Supervisor before submitting it in SIT.

To check fund availability, students may use the appropriate application, noting that missions already entered or completed but not yet reimbursed are not yet deducted from the *PhD research allocation*.

In case of doubt, contact the DII Accounting and Purchasing Office.

The following procedure must be followed:

1. Enter the SIT portal and follow the path “Link utili alla persona -> Missioni”
2. Open a new “Domanda di missione e consuntivo spese”
3. Fill the module as detailed below:

Field	Value / Note
Mission purpose	PhD mobility missions
Estimated total cost	Must include (if applicable) the conference registration fee, regardless of whether payment is requested via virtual credit card (in SIT) or by bank transfer (see notes below).
Type of fund to be charged	Budget di struttura
Project / Fund name	PhD Research Budget

<p>Required signatures</p> <p>Fill</p> <p>Leave empty</p> <p>Tick</p>	<p>Autorizzazioni obbligatorie</p> <p><input checked="" type="checkbox"/> Responsabile copertura finanziaria: PAOLO RANDO (paolo.rando@unipd.it)</p> <p><input checked="" type="checkbox"/> Responsabile autorizzazione (specificare sotto)</p> <p>Responsabile autorizzazione (es: Direttore per le Strutture / Dirigente per A.C.)</p> <p><input type="text"/></p> <p>Eventuale destinatario notifica richiesta (es. Segretario / Direttore Ufficio)</p> <p><input type="text"/></p> <p>Selezionare altre approvazioni eventualmente necessarie (nominativi da indicare in seguito)</p> <p><input checked="" type="checkbox"/> Coordinatore del Corso di Dottorato</p> <p><input checked="" type="checkbox"/> Collegio dei Docenti del Corso di Dottorato</p> <p><input type="checkbox"/> Consiglio del corso di studio</p> <p><input type="checkbox"/> Direttore della scuola di specializzazione</p> <p>← Indietro Continua →</p>
<p>Required signatures (who has to approve the mission)</p> <p>Curriculum responsible</p> <p>Name of the supervisor</p>	<p>Firme richieste</p> <p>Responsabile copertura finanziaria The DII administrative Secretary</p> <p>Responsabile autorizzazione The DII Director</p> <p>Altre firme Coordinatore del Corso di Dottorato / Collegio dei Docenti del Corso di Dottorato</p> <p>Guida alla compilazione</p> <p>E' necessario digitare il nome delle persone preposte a rilasciare le varie autorizzazioni. Attenzione è responsabilità dell'utente indicare i nomi corretti pena la non validità della richiesta.</p> <p>Coordinatore del Corso di Dottorato</p> <p><input type="text" value="mauro.ricotta@unipd.it - RICOTTA MAURO (Dipartimento di Ingegneria Industriale DII)"/></p> <p>Collegio dei Docenti del Corso di Dottorato</p> <p><input type="text" value="matteo.massaro@unipd.it - MASSARO MATTEO (Dipartimento di Ingegneria Industriale DII)"/></p> <p>Continua →</p>

Important cases

- **External supervisor.** If the Supervisor is external to UniPD, his/her name cannot be entered in the SIT field “PhD Board”. In this case: (a) if a UniPD co-supervisor or thesis contact person (member of the Board) has been appointed, insert that person instead; (b) if neither has been appointed, leave the field empty. The Curriculum Contact Person will then contact the external supervisor to request authorization.
- **Conference or Course Participation.** For payment of registration fees, two options are available:
 - a. Request within the SIT mission form the issue of a virtual AirPlus credit card to make the payment directly, or

- b. After mission approval, open a ticket in the Helpdesk portal under the section “SERVIZI CONTABILI:3 Missioni” (<https://helpdesk.dii.unipd.it>), attaching a PDF file with all necessary details for payment via bank transfer.
- **On-line conferences.** In case of online participation in a conference or course, no mission must be created in SIT. For payment of the registration fee, use the specific paper form and open a Helpdesk ticket.

2. Missions charged to the supervisor’s funds

If the entire cost of the mission is to be charged to the Supervisor’s funds, the online procedure must be completed with some differences compared to the previous case, specifically:

Field	Value / Note
Type of fund to be charged	“Project” or “DOR (not owned)”
Project / Fund name	Enter the project name (ask the Supervisor)
Required signatures	<div style="border: 1px solid black; padding: 10px;"> <h3 style="margin: 0;">Firme richieste</h3> <p>Autorizzazioni obbligatorie</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Responsabile copertura finanziaria: PAOLO RANDO (paolo.rando@unipd.it) <input checked="" type="checkbox"/> Responsabile autorizzazione (specificare sotto) <input checked="" type="checkbox"/> Responsabile progetto (da specificare in seguito) <p>Responsabile autorizzazione (es: Direttore per le Strutture / Dirigente per A.C.)</p> <input style="width: 100%;" type="text"/> <p>Eventuale destinatario notifica richiesta (es. Segretario / Direttore Ufficio)</p> <input style="width: 100%;" type="text"/> <p>Responsabile progetto</p> <input style="width: 100%;" type="text"/> <p>Selezionare altre approvazioni eventualmente necessarie (nominativi da indicare in seguito)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Coordinatore del Corso di Dottorato <input type="checkbox"/> Collegio dei Docenti del Corso di Dottorato <input type="checkbox"/> Consiglio del corso di studio <input type="checkbox"/> Direttore della scuola di specializzazione <p style="text-align: center;"> <input type="button" value="← Indietro"/> <input type="button" value="Continua →"/> </p> </div>
Fill	Line pointing to the "Responsabile autorizzazione" field.
Leave empty	Line pointing to the "Eventuale destinatario notifica richiesta" field.
Tick	Line pointing to the "Selezionare altre approvazioni" section.

The mission must then be authorized by the following persons:

- Director of DII,
- Administrative Secretary,
- PhD Supervisor (under “Project Responsible”), and
- Curriculum Contact Person (under “PhD Course Coordinator”).

Unlike the previous case, the field “PhD Board (Collegio dei Docenti)” must not be used.