



**Politecnico
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PROCEDURES FOR EXTERNAL RESEARCH ACTIVITIES AUTHORIZATION IN THE FRAMEWORK OF THE PHD PROGRAMME

15.10.2025

This document is addressed to **all** PhD students enrolled at the Politecnico di Torino and aims to provide updated and clear instructions for the **proper formalization, authorization, and management** of any training or research activity carried out outside the University, either in Italy or abroad.

What is meant by “external research activity”?

External research activity refers to any activity that counts towards the R_e indicator, which considers research activities conducted outside the Politecnico, at universities, research centers, and external institutions, in Italy or abroad. Information on the calculation of the indicator is available in the document “Accounting system of PhD activities” (Annex 1 of the Operational Procedures linked to the Regulations: [Regulations | Politecnico di Torino](#)).

What is the PhD scholarship increase, and who is eligible?

In the case of stays abroad for PhD-related activities that have been pre-authorized, PhD students holding a scholarship are entitled to a 50% increase in the scholarship amount. Starting from the 38th cycle, the same financial support is also granted to PhD students without a scholarship, except for:

- Recipients of scholarships or economic support under specific mobility programmes (Art. 9, Paragraph 6 of Ministerial Decree 226/2021)
- Employees enrolled in executive PhD programmes or PhDs in apprenticeship format.

The maximum period for which this financial contribution can be received is 12 months, extendable to 18 months for joint PhDs or programmes carried out in collaboration with foreign institutions.

What insurance coverage is available for activities abroad?

Within the European Economic Area (27 EU member states, Iceland, Liechtenstein, and Norway), healthcare at public facilities is provided through the European Health Insurance Card (EHIC). More information on usage and limitations is available at: [European Health Insurance Card - Employment, Social Affairs and Inclusion](#). For missions to non-EU countries, the University has signed a dedicated assistance insurance policy. The relevant documentation is available on the page: [Polizza Mission](#)

What are the authorization procedures?

To carry out external research activities, two separate authorization procedures must be completed, each with a different purpose:

1. U-web Missioni Procedure

It regulates activities carried out outside the usual place of work, both in Italy and abroad. Its purposes are the activation of insurance coverage and the reimbursement of the expenses (e.g., travel costs) using a pre-authorized budget. This procedure is accessible via the MyPoli personal page and



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requires approval from the PhD Programme Coordinator and the Department Director. The authorization request must be submitted even if no expense reimbursement is expected (e.g., mission funded by another institution). This procedure complies with the University Regulation on Missions and Business Trips ([Regolamento Missioni 2016.doc](#)) and is managed by the University Business Trips Unit. Contact: PIFIC.UfficioMissioni@polito.it

2. ScuDo Dashboard procedure:

Authorization by the PhD Coordinator or their delegate for the execution of external research activity is required. Its purpose is the official recognition of the activity for the PhD programme and eligibility for the scholarship increase for international mobility. This procedure is managed by the PhD Programmes Hub.

Contact: ticketing service available here: [Contacts for students | Politecnico di Torino](#)

Recommendations for external research activities

In addition to following the authorization procedures, you must:

- Complete the “General training course on safety and health for workers” available in your teaching portal, section Learning, tab Materials.
- Comply with the safety protocols of the host institution.
- For activities abroad, consult the document: “Procedura gestionale sicurezza e salute dei lavoratori del Politecnico di Torino in missione all'estero in Paesi con conclamate problematiche di salute e sicurezza” available on the page: [SLS - Missione all'estero](#). For any safety-related doubts, please contact the University Prevention and Protection Division at the e-mail address: servizio.prevenzione@polito.it
- For extra-EU missions, review the insurance documentation at [Polizza Mission](#) and ensure that, within the scope of this documentation, no critical issues or insurance restrictions are reported in relation to the destination country.

Note: When entering the external research activity in the ScuDo Dashboard, you must confirm you have reviewed all the materials above and agree to comply with all safety and protection measures required by both Politecnico di Torino and the host institution.

How to proceed?

BEFORE THE ACTIVITY

Authorization of the mobility period involves two steps, to be completed in this order: firstly the U-Web Missioni procedure, and then the ScuDo Dashboard procedure.

Step 1: U-web Missioni procedure

For missions in Italy and abroad, you must request the authorization for the execution of the mission via the U-web Missioni platform, accessible from your MyPoli portal, under [Missioni OnLine](#).

In addition to information regarding the destination, reasons, and duration of the mission, the following details must also be provided when completing the request: “Type of request,” “Affiliated institution,”



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“Paying institution,” and “Regulations.” We recommend checking these details with your supervisor and/or the administration of your affiliated department. For the purposes of calculating the duration of the mission, refer to Art. 5 of the Mission Regulation ([Regolamento Missioni 2016.doc](#))

▲ For long, continuous missions, enter a single mission in the system.

Example 1

Continuous visiting period at Ghent University from 1/2/2025 to 30/6/2025, departing 31/1/2025 and returning 1/7/2025.

- Enter mission dates as 1/2/2025 – 30/6/2025 (or the actual dates of departing and returning if different, e.g. 31/1/2025 – 1/7/2025).

▲ For non-continuous missions, you must insert one or more suspensions.

Example 2

5-months visiting period at Ghent University from 1/2/2025 to 30/6/2025 and meeting for a research project at the CNR in Rome from 1/5/2025 to 7/5/2025. Enter:

- Mission for Ghent with a suspension from 1/5/2025 to 7/5/2025
- Mission for Rome from 1/5/2025 to 7/5/2025

We remind you that suspensions must be set up in case of breaks for personal reasons (e.g., Christmas, Easter, or summer holidays).

Step 2: ScuDo Dashboard procedure

After completing the request on U-web Missioni, you can proceed with the authorization on the ScuDo Dashboard, at least 10 days before departure:

- Access the **ScuDo Dashboard**
- Go to the section “**External research Activities**”



For external research activities in Italy:

- Enter: "Denomination", "Country", "City", "Institution", "Start Date", "End Date"
- Click “Add an External Research Activity”
- Wait for authorization from your PhD Coordinator

Note: You will not see the "Mission Number" field in this case.



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 For activities abroad:

- Select the “Country”
- From the drop-down menu, choose the “Mission Number” corresponding to the U-web mission already created on U-web. “City”, “start date”, “end dates” and the day count will auto-fill. The start and end dates can be changed, but they must fall within the range of the authorized mission on U-web. You cannot upload an off-site activity that is longer than the mission, but only one that is of equal or lesser duration.
- Wait for authorization from the PhD program coordinator.

Example 1

A 5-month visit period at Ghent is scheduled from 1/2/2025 to 30/6/2025

- Select “Belgium” in the field “Country”
- Choose from the drop-down menu the mission number assigned on U-web Missioni

Example 2

A 5-month visit period at Ghent is scheduled from 1/2/2025 to 30/6/2025 and a meeting for a research project at the CNR in Rome is scheduled from 1/5/2025 to 7/5/2025. Enter:

- External research activity at Ghent University: 1/2/2025–30/4/2025 (Select the mission number assigned on U-web relating to the mission in Ghent and change the end date proposed by the system and entering the last date before the suspension)
- External research activity in Rome: 1/5/2025–7/5/2025
- External research activity at Ghent: 8/5/2025–30/6/2025 (Select the mission number assigned on U-web relating to the mission in Ghent and change the start date proposed by the system and entering the first date after the suspension)

AFTER THE ACTIVITY

STEP 1: U-web Missioni procedure

- Submit your expense report and receipts (if reimbursement applies)
- Wait for reimbursement, if requested

STEP 2: ScuDo Dashboard procedure

- Upload the documents certifying the authorized off-site activity:
 - Report on the research activity carried out, and the host institution representative's certification of the actual period carried out and the subject of the activity.
- Wait for the validation of the activity carried out by the PhD programme Coordinator

Note: External research activities CANNOT be validated unless these documents are uploaded.



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How to modify an external research activity in ScuDo Dashboard?

Once approved by the PhD Coordinator, you cannot modify the activity directly.

If the activity ends early, it is suspended, or if start/end dates change, you must immediately notify the PhD Programmes Hub, which will make the necessary changes.

We remind you that you can only contact the PhD Programmes Hub through the ticketing service available here: [Contacts for students | Politecnico di Torino](#)

How is the scholarship increase for international activities granted?

The payment of the 50% scholarship increase is not automatic. After approval by the PhD programme Coordinator (or their delegate), the PhD Programmes Hub verifies the information and approves the payment. The Payroll Office processes the payment in the following month.

Warning: Changing dates after Coordinator approval (e.g., to insert suspensions) may delay the payment of the 50% increase of the scholarship. Early return also complicates the process, as it may require the repayment of sums already disbursed.

Therefore, it is essential to plan activities carefully and to enter accurate data from the beginning, to avoid later changes as much as possible.