



MIGe Starter Pack

Induction for new employees

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Contributors

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Feedback and requests

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CHECKLIST

Welcome to MIGe!

This checklist should make it easy for you to start working with us. Follow these steps to discover our organisation and learn how to get the best out of your work at MIGe.

- Become familiar with the [organisational chart of MIGe](#), including understanding the department organisation into Sections and knowing the key people and teams that you might approach during your stay at MIGe;
- Discuss with your supervisor (or the coordinator of your section, if you do not have a supervisor) the office and facilities [you will be accessing](#);
- Get your IT credentials, email address, VPN access and any other digital identify information that [you will be using](#);
- Set up your access to:
 - [software tools and libraries](#)
 - [computing facilities](#)
- Check if you are scheduled for an [induction day](#);
- Before performing any activity:
 - Discover which research projects [you work in](#);
 - Read the [general documentation of GORO](#), the activity management tool that you will be using at MIGe to interact with the Secretary Office;
 - Read the general procedures for [buying goods or services](#);
 - Read the general procedures for [expense claims](#);
 - Read the general procedures for [work trips](#);



NOTES



Front view: University of Trieste, main building.

OVERVIEW OF OUR DEPARTMENT

[Webpage](#)



MIGe webpage: <https://dmg.units.it/>

HISTORY

The University of Trieste's Department of Mathematics, Informatics, and Geosciences (MIGe) was created¹ in 2012 by merging the Departments of Mathematics, Informatics, and Geosciences. Its original name was the Department of Mathematics and Geosciences (DMG), which became MIGe in 2023/24. For this reason, some of its official documents or addresses still use the DMG acronym.

Mathematics in Trieste has ancient roots that date back to 1754 with the School of Mathematics and Nautics, which evolved until the establishment of the University of Trieste

¹ The detailed history of MIGe, in Italian, is available [here](#).

in 1924. Over the years, the department has seen the activity of eminent mathematicians such as Bruno de Finetti and contributed to creating various courses and research institutions.

Earth Sciences originated in 1946 with the Institute of Mineralogy and Geology. In the 1960s, it developed into three separate institutes, which subsequently became two departments in 1996. Significant contributions include the Museum of Mineralogy and Petrography and the Trieste branch of the National Museum of Antarctica. In 2010, the departments merged to form the Department of Geosciences, which subsequently assisted in establishing the DMG.

The Department of Computer Science at the University of Trieste was initially part of the DMG, where the Informatics section merged with the Mathematics section. Since the name change in 2023/24, Informatics has become the third section of the department, also due to targeted hiring in the expansive field of artificial intelligence.



Front view: building P of the San Giovanni campus.

LOCATION (WHERE ARE WE)

The University of Trieste is split [into several campuses](#).

[The sections](#) are in [three separate locations](#) (more details are reported below):

- Mathematics is in the main Campus (Piazzale Europa);
- Informatics is by the lower end of the Rive;
- Geosciences is in San Giovanni park;
- The Administrative Offices are co-located with the Geosciences section.



Morin room, H2bis building, Main Campus.

TEACHING

Teaching Secretary



Building Q, via Weiss 2 - 34128 Trieste. San Giovanni campus.



Dr. Dajana Lakic (personal email dajana.lakic@units.it; institutional email didattica.dmg@units.it)

MIGe **currently offers**² bachelor (“Laurea Triennale”, BSc), master (“Laurea Magistrale”, MSc) and PhD programs in mathematics, geosciences, and artificial intelligence.

Undergraduate programs

In 2024, the BSc and MSc courses are

- Area of Mathematics
 - LAUREA TRIENNALE MATEMATICA
 - LAUREA MAGISTRALE MATEMATICA

². By national regulation, all BSc courses are taught in Italian, while some MSc and PhD courses may be taught in English. Courses flagged with (*) have teaching and administration in English.



- Area of Informatics
 - LAUREA TRIENNALE INTELLIGENZA ARTIFICIALE E DATA ANALYTICS
 - LAUREA MAGISTRALE DATA SCIENCE AND ARTIFICIAL INTELLIGENCE (*)
 - LAUREA MAGISTRALE SCIENTIFIC AND DATA-INTENSIVE COMPUTING (*)
 - LAUREA MAGISTRALE DATA SCIENCE AND SCIENTIFIC COMPUTING (*)

- Area of Geosciences
 - LAUREA TRIENNALE GEOLOGIA
 - LAUREA MAGISTRALE GEOSCIENZE
 - LAUREA MAGISTRALE IN GEOPHYSICS AND GEODATA (*)

About 250 students enrol annually in BSc and MSc courses organised by MIGe.

PhD programs

In 2024, the [PhD courses](#) offered by MIGe are

- **Earth science, fluid-dynamics and mathematics. Interactions and methods** ([ESFM](#))
 - Coordinator: Prof Stefano Maset
 - Deputy Coordinator: Prof Paolo Novati

- **Applied Data Science and Artificial Intelligence (ADSAI)**
 - Coordinator: Prof Francesco Pauli³
 - Deputy Coordinator: Prof Giulio Caravagna

³ Department of Economics and Statistics.



RESEARCH

MIGe is organised into three sections:

- Mathematics,
- Informatics,
- Geosciences,

that foster interdisciplinary research and innovation, blending foundational and applied sciences to tackle complex challenges.

MIGe is a hub for scientific discovery, where diverse fields explore key questions and create innovative solutions to real-world challenges, collaborating to push the limits of knowledge and technology.

The department bridges theory and application, transforming concepts into practical tools for scientific and societal challenges. This interdisciplinary approach allows researchers to connect ideas in innovative ways, fostering future progress.

MIGe provides a dynamic environment that unites diverse thinking to explore patterns, structures, and systems in nature, computation, or abstract reasoning. This synergy fosters innovation, enabling researchers to create new methods, enhance existing ones, and address emerging challenges.

MIGe shapes the next generation of scientists, professionals, and decision-makers by fostering problem-solving, creativity, and collaboration. The department advances knowledge across disciplines, inspiring new approaches to engage with the world.



SECTION OF MATHEMATICS

Main building and area coordinator



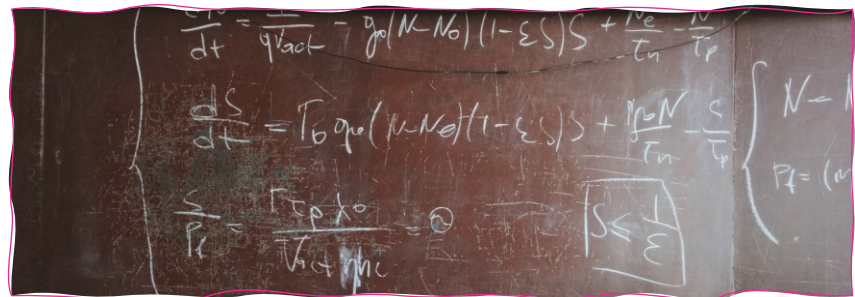
Building H2Bis, via Alfonso Valerio 12/1 - 34127 Trieste. Piazzale Europa campus.



Prof. Alessandro Fonda (a.fonda@units.it)

The Mathematics Section of MIGe actively engages in various research areas and significantly contributes to theoretical and applied mathematics. Key research areas include algebra, analysis, mathematical physics, numerical analysis, probability, and statistics. Faculty members concentrate on advancing mathematical theories and methodologies, frequently collaborating across disciplines to address complex scientific and technological challenges.

Our section is also dedicated to cultivating a vibrant academic environment by offering various undergraduate and postgraduate programmes to give students a strong foundation in mathematics and its applications. Through seminars, workshops, and collaborative projects, the Mathematics Section encourages developing and sharing mathematical knowledge.



Formulas on a MIGe blackboard.



SECTION OF INFORMATICS

Main building and area coordinator



Via Economo 12/3 - 34123 Trieste.



Prof. Luca Bortolussi (lbortolussi@units.it)

The Informatics Section of MIGe is committed to investigate core concepts in computer science, emphasising the translation of theoretical advancements into practical applications. Our research explores algorithms and computational models, laying the foundations for effective, robust and computationally efficient tools. We strive to bridge the gap between theory and practice across various domains, including healthcare and life sciences, industry, finance, and environmental science.

Our section is a dynamic and interdisciplinary team of computer scientists, mathematicians, physicists, engineers, and statisticians dedicated to advancing informatics. In recent years, we have significantly expanded our research to include diverse domains within machine learning, data science, and artificial intelligence.





PhD students and faculties of the ADSAI PhD program, 2023.

SECTION OF GEOSCIENCES

Main building and area coordinator



Building N, via Weiss 8 - 34128 Trieste. San Giovanni campus.



Prof. Stefano Covelli (covelli@units.it)

The Geosciences Section at MIGe is committed to advancing our comprehension of Earth's systems through comprehensive research and education. Our varied team of geologists, geophysicists, and environmental scientists collaborates to address complex geological and environmental challenges, thereby enhancing scientific knowledge and meeting societal needs. We are actively involved in Geology and Paleontology, as well as Geophysics and Environmental Science in the Geosciences field.

Our section boasts cutting-edge laboratories and equipment that enable innovative research and provide services to external partners. These encompass analytical labs capable of conducting geochemical analyses, mineralogical studies, and paleontological assessments; geophysical instruments for seismic surveys and various exploration techniques; and environmental monitoring facilities specifically designed to assess soil and water quality and monitor pollutants.



Geology students visiting the Conrad Observatory (Austria), 2023.

THE ORGANIZATIONAL CHART

Directorship



Director. Prof. Stefano Parolai (personal email stefano.parolai@units.it; institutional email direttoreadm@units.it)



Deputy Director. Prof. Luca Bortolussi (lbortolussi@units.it)



Dr. Dajana Lacic (personal email dajana.lacic@units.it; institutional email segreteriaadm@units.it)

The following pages list [all people affiliated with MIGE](#).

All the secretary offices and technical support people are [listed on these pages](#).

To facilitate the work of the secretary offices, several broadcast emails have been created to reach out to relevant secretary members. We suggest approaching these emails before writing to individual members.

Broadcast emails



General Administration secretary (segreteriaadm@units.it)



Teaching secretary (didattica.dmg@units.it)



Purchasing secretary (dmg.ordini@units.it)



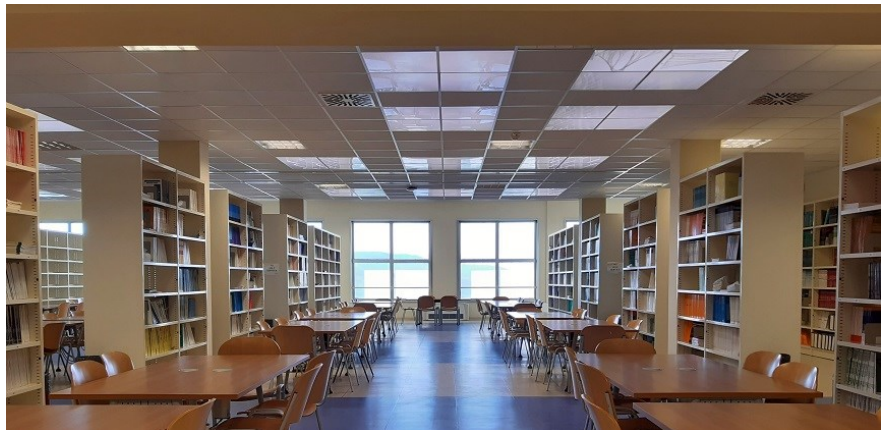
Conference Management (conferenzieri.mige@units.it)



Work trips (missioni.dmg@units.it)

Board meetings

The Department Board (“*Consiglio di Dipartimento*”) meets once a month, typically on the first Wednesday. Attendance is mandatory for MIGe faculty and representatives from certain categories (e.g., students). A reminder and agenda will be emailed several weeks prior to the meeting. Your contractual duties may dictate attendance, and failure to participate in these meetings could affect your evaluation in accordance with the general University regulations.



University Library.



RESOURCES

ACCESSING DEPARTMENT BUILDINGS

Most buildings are free access (e.g., H2Bis, Via Economo, etc.).

Some buildings and laboratories might require a badge, especially in the San Giovanni area. We suggest you discuss with your supervisor to understand if you will need, or not, a badge that can be obtained by following this procedure:

If you need a badge, you can [apply for it using GORO](#).

Building opening hours may vary. Generally, most buildings are accessible during business hours (e.g., 8:00 a.m. to 7:00 p.m.). For special needs (e.g., evening or weekend access), contact the Secretary Office and obtain a specific authorisation.

Every university building has a specific doorman service that opens and closes the building and can assist you with basic information whenever possible. For any other information, please contact the coordinator of the MIGe section hosted in the building.

Note that every building also hosts people with specific safety training. The list of security personnel is [available on the University website](#).

ICT (EMAIL ADDRESS, UNITS ACCOUNT, WIFI, VPN)

In brief, every enrolled person (faculties, admins, students etc) are given the following:

- a University identification number (“*matricola*”);
- a username to access several portals for academic activities (e.g., study plans, travel reimbursement, payslips, etc.). CINECA, a national IT centralised authority that serves many Italian universities, often controls these portals;
- an email address;
- access the University VPN.
- access to the EDUROAM WiFi network, which is valid in the overall international [EDUROAM network](#). This is the main WiFi on campus.



The central ICT office creates and maintains these accounts, and all detailed procedures are available on the [ICT webpage](#).

The account creation process might take two weeks after enrolment and usually cannot be accelerated by MIGE. If your account is unavailable after two weeks, we suggest you contact your supervisor or the section coordinator to approach the ICT office.

Microsoft products

The University of Trieste has access to various Microsoft products, including Office 365, Sharepoint and others, and implements the ICT on the Microsoft platforms.

Once you have login credentials from the University, you can download these products (with the academic license) from the Microsoft webpages.

SCIENTIFIC RESOURCES (LIBRARIES AND SOFTWARE)

You can access the [University Library portal](#) to download articles, books and other academic resources.

Software and Licenses (e.g., MATLAB, Mathematica, or GIS Tools) are listed at [this page](#).

A specific agreement is in place to access an [Overleaf](#) PRO licence. Please write to Prof. Luca Manzoni (lmanzoni@units.it) to be obtain a license.

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COMPUTING FACILITIES

Each faculty member is responsible for managing access to personal computers acquired for research and teaching purposes. We suggest you contact your supervisor or the section coordinator to determine if you can be provided with a personal computer, monitor, or other hardware resource.

Please be aware that every hardware resource obtained by the University—regardless of whether it was acquired using the research funds of a specific individual or a particular



project—remains the property of the University and is to be returned as soon as the user leaves MIGe, or when the hardware is no longer needed for its original purpose.

High-Performance Computing (HPC)

Support



General support (mige.hpc@units.it)

MIGe offers access to two types of computing facilities:

- Virtual machines (self-managed)
- the DEMETRA Linux HPC cluster (managed in partnership with Exact Lab)

Depending on your research activity at MIGe, you might need to access one of those. We suggest coordinating with your supervisor or the section coordinator to determine which resource best suits your needs.

If you decide to access DEMETRA, [read the manual](#) first.



TRAINING

INDUCTION DAY

An induction day is arranged exclusively for PhD students, and it occurs annually (usually in January). The Secretary's Office communicates the date of the event via email. The event typically gathers PhD students from various programmes offered at MIGe.

The induction day will provide an opportunity to:

- Meet the Director and the Secretary's Office of MIGe;
- Meet the PhD programme coordinators;
- Meet your peers;
- Receive essential training on MIGe's procedures to ensure a smooth start to your work.

Attendance at the induction is strongly encouraged.

UWeb (TIMESHEETS, PAYSLIPS, BANK COORDINATES)

[UWeb](#) is a portal managed by CINECA that will allow you to:

- access project timesheets, which you might need to [report expenses](#) on certain research projects;
- access your payslips;
- access your personal contact data, including bank coordinates;
- manage [work-trips](#);

RESEARCH / TEACHING PROJECTS

You or your supervisor will likely participate in one or more research or teaching projects, and by engaging in related activities, you might gain access to the project funds if these are available.



You first want to understand which activities can be executed on a project. Then, to access its funds, you must know its [UGOV](#) code (assigned by the Secretary Office and CINECA when the project starts). Note that UGOV also keeps track of the funds available on the project.

PhD students

If you are a PhD student, you may have your own project—informally referred to as the “10% project”—generated from the remaining 10% of your fellowship's cost. Your project code will be shared with you on the [induction day](#) or shortly thereafter.

The 10% project may be used for activities related to your PhD, subject to approval by your supervisor. The lump sum is €1,624 per year and can be carried over; any unspent amount from each fiscal year is available the following year, until the completion of your PhD. Each PhD programme determines which expenses can be claimed against the 10% project.

These are:

1. mission reimbursements;
2. conference registration fees;
3. purchase of online services for the PhD project;
4. non-inventory material (e.g., hardware);
5. laboratory analysis services (e.g., for geologists);
6. publication fees for open access or similar;
7. scientific associations registration fees;



PURCHASING OF SERVICES AND GOODS

Before starting a purchase procedure, make sure that:

- Your data in [GORO is updated](#)
- You have identified a research project:
 - with enough funds,
 - that can cover the type of purchase you wish to make;
- You have been issued a quote (“Preventivo”) by the supplier containing:
 - the name of the supplier (“Ragione sociale”);
 - VAT number (“Partita IVA”);
 - tax code (“Codice Fiscale”, or equivalent depending on the country of origin);
 - a clear description of the good/ service to be purchased;
 - specification of whether the cost includes VAT, or not;
 - a shipping address;
 - the VAT rate applied.

[Use GORO to submit your request.](#)

Note

- Before purchasing goods or services, contact the [purchasing team](#) if you are unsure about the possibility of covering expenses with a specific project.
- Any request that does not provide the information required above might not be timely processed, or might be rejected



EXPENSE CLAIMS

Before filing an expense claim make sure that:

- Your data in [GORO is updated](#)
- You have identified a research project:
 - with enough funds,
 - that can cover the type of claim you wish to make;
- You have collected a receipt of your payment that:
 - contains the name of the supplier;
 - includes the date of the expense;
 - is a valid fiscal document according to national regulations.

[Use GORO to submit your request.](#)

Note

- Before purchasing goods or services for which reimbursement will later be sought, if you are unsure about the possibility of being refunded, contact the [purchasing team](#).
- Any request that does not provide the information required above might not be timely processed, or might be rejected



WORK TRIPS (“MISSIONI”)

Every work trip must be managed via the [UWeb Missioni portal](#), and needs to fulfil the following rules:

- Be pre-emptively authorised by the Director of MIGe (trips executed without having acquired this authorisation might not be refunded);
- Be refunded on a project managed by MIGe⁴;
- Be adequately motivated, in all its expenses (expenses that lack proper justification might not be refundable);
- Follow the [University regulations](#) regarding work trips;

Upon return and within one month, the expense claim request must be submitted via UWeb, attaching a digital copy of all your expenses (e.g., boarding cards, tickets, receipts from online bookings etc).

Note that original expense documents must be collected and delivered to the Secretary's Office, at least for documents originally generated on paper (e.g., receipts, invoices etc). This can be done by using internal mail services (“posta interna”), heading all material to “Ufficio Missioni,” and clarifying the sender's name and work trip.

A general guide to the usage of UWeb is available at the [University webpage](#).

PhD students

Besides the standard procedure, PhD students need also to be authorised by their supervisor using GORO.

The system will generate a PDF file that can then be uploaded to UWeb.

⁴ It is possible for a work trip to incur in no expenses, e.g., if a professor is invited to visit another institute. In that case, however, to notify the absence for the trip and ensure insurance coverage, it is still required to file in a work trip authorisation.



Paper forms

Under exceptional circumstances, paper forms can be used to manage your work trip authorisation process. Possible reasons include:

- Impossibility of using UWeb (e.g., technical issues with the platform);
- Work trips carried during holiday breaks, when the current fiscal year is discontinued, and several web-based systems are unreachable.

Forms are [available online](#). Consider that:

- Form A must be completed and authorised with several signatures the applicant must collect. To obtain the signature of the Director, the form must be forwarded to the [relevant team](#) at least three working days before leaving. If the applicant does not manage the project covering the expenses, the signature of the project head must also be acquired.
- Form B must be completed when filing the expenses, with the same constraints of the digital procedure. Digital scans of original expense claims can be sent by email to the [relevant team](#)



GORO (Gestionale Operativo per la Ricerca e l'Organizzazione)

GORO is a tool written on top of [Monday.com](https://www.monday.com) to:

- make it easy to send well-formatted requests to the Secretary Office;
- keep an overview of all your requests to the Secretary Office.

You can access the portal via VPN, or within the University network at

<http://intranet.dmg.units.it>

Before using GORO we suggest that you [read the manual](#).

You can use it to:

- File an expense claim;
- Order a service or item;
- Notify the Secretary Office that:
 - You wish to establish a new institutional collaboration;
 - You will apply for a grant;
 - You would like to open a research post (“borsa di ricerca”)
 - You would like to invite an external speaker;
 - You need some administrative task (e.g, signature by the Director, booking of room, cars, badge for building access etc.)
- (for PhD students) gain part of the authorisation required for a [work-trip](#);

The updated list of tasks implemented in GORO is reported in [the manual](#).

MANAGING YOUR DATA IN GORO

GORO will work only if your data is updated. The Secretary Office constantly checks the tables with your data, but it is also your responsibility to help the system maintain its consistency.

First time use



When you join MIGe, the Secretary Office must add your data to GORO. This includes basic information on your identification (name, surname, fiscal code) and role at MIGe. The Secretary Office will also invite you to create an account on Monday.com.

Typically, the Secretary Office registers batches of users in GORO at key times throughout the year (e.g., when the new PhD academic year commences). We suggest [contacting the office](#) if you do not receive your GORO account a few weeks after enrolment.

After registration

Before using the system, check that this information is updated:

- Personnel (“Personale”), check that this information is updated:
 - name and surname (all documentation will report that);
 - email (you will be receiving signature emails at that address);
 - role (some documentation will report that information);

- Projects (“Progetti”)
 - UGOV code
 - manager (“Responsabile”) (that person will sign the authorisation to use the project; you can be the manager if you are the owner of the project);

- Providers (“Fornitori”)
 - Identifier (“Ragione sociale”);
 - VAF number and fiscal code (“Partita IVA” and “Codice Fiscale”);
 - Contact (might be used to approach them in case of need);

If your data needs to be updated, open an [“Administration” Ticket in GORO.](#)



OPENING A TICKET

You can open a GORO ticket for several categories, including Administrative, Purchasing, Project-based, GORO-related etc.

The procedure to open a in GORO is reported in [the manual](#). The appropriate team will handle your ticket and provide you with a response as soon as possible.