

GUIDELINES FOR THE USE OF THE 10% BUDGET FOR RESEARCH ACTIVITIES IN ITALY AND ABROAD

(approved by resolution no. 233 of the Board of Directors on September 24, 2021, integrated with resolution no. 342 of the Board of Directors on December 22, 2021, and amended by resolution no. 103 of the Board of Directors on April 29, 2022)

- 1)** Starting from the first year of the course, each doctoral student, whether funded or not, is assigned an individual budget for research activities in Italy and abroad, amounting to 10% of the doctoral scholarship (art. 9 of Ministerial Decree of December 14, 2021, no. 226 and art. 18, paragraph 1 letter j of the Regulations on Research Doctorate of the University of Urbino Carlo Bo, issued with R.D. no. 135/2022 of March 29, 2022).
- 2)** The budget can be used, upon authorization from the Coordinator of the PhD Programme, for needs compatible with the research and training of the doctoral course, in compliance with the current Doctoral Regulations, as well as with public accounting rules and University regulations. The budget available to the doctoral student can be used for:
 1. Registration for conferences and congresses*
 2. Missions in Italy and abroad*
 3. Registration for training courses and English language courses**
 4. Purchase of consumables for the laboratory
 5. Purchase of bibliographic material***
 6. Purchase of specific research software
 7. Publications****
 8. Expenses for conducting research activities abroad*****
- 3)** Expenses related to inventoryable computer equipment are not allowed. The material purchased with the research activity budget remains the property of the University of Urbino.
- 4)** The budget is allocated annually to regularly enrolled doctoral students, is tied to the individual doctoral student and cannot be spent or used by other doctoral students.

*Including travel, subsistence, and accommodation expenses.

**Referring only to the achievement of the eligibility required by the doctoral course.

***Bibliographic material is subject to inventory, therefore, it must be inventoried by the University Library of the doctoral course's affiliation. At the end of the course, doctoral students are required to return the material to the affiliated library, which will issue a clearance certificate to the doctoral student to be presented to the Doctoral Office.

****Doctoral students of the Eureka Project and the Innovative Project can use the fund no later than May 31 of the year following the end of the course, for reporting to the Marche Region, co-financier of scholarships. Doctoral students awarded scholarships from University funds, and those without scholarships, can use the fund until October 31 of the year following the end of the course. The procedure for publication expenses must be initiated by and no later than October 31 of the last year of the Doctorate course (three-year), unless different ministerial provisions apply.

*****Exhaustively: round trip travel expenses at the beginning/end of the period, accommodation, bench fee (flat fee for using services and facilities of other institutions), in the event of an increase in the scholarship as per art. 9 paragraph 3 of Ministerial Decree no. 226 of December 14, 2021, if the doctoral student is authorized to conduct research activities abroad.

- 5) The budget from the previous year can be carried over to the following year and the entire budget must be used by the end of the Doctorate or by the date of completion of the final exam (closure of the academic career), except for expenses mentioned in point 7) "Publications".
- 6) The portion of the budget not used by the doctoral student who has obtained the title is absorbed by the administration and reallocated for the same purposes.
- 7) The doctoral student is required to contact the administrative secretariat of the relevant Department in order to carry out expenditure procedures according to the modalities established by the Department and the University Regulations.
- 8) The Department of affiliation of each Doctorate is required to transmit to the Doctoral Office Postgraduate, State Exams:
 - by June 30 of the year following the end of the course, the statement of expenses incurred accompanied by supporting documentation, for doctoral students of the Eureka Project and the Innovative Project;
 - by November 30 of the year following the end of the course, the list of expenses incurred, for doctoral students awarded scholarships from University funds and those without scholarships.