

**GUIDELINES FOR THE USE OF THE RESEARCH ACTIVITIES BUDGET IN ITALY AND ABROAD
(ACTIVE STARTING FROM THE 39TH CYCLE)**

(approved by resolution no. 309 of the Board of Directors on October 27, 2023)

- 1) Starting from the first year of the Research Doctorate course, each doctoral student, whether funded or not, is assigned an individual budget for research activities in Italy and abroad, with a quota of 10% for the first year and a quota of 15% for subsequent years of the doctoral scholarship amount (art. 9 of Ministerial Decree no. 226 of December 14, 2021).
- 2) Requests for expenses related to publications must be submitted by the third year of the course.
- 3) The budget can be used, upon authorization from the Coordinator of the Research Doctorate course, 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 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****

*Including travel, subsistence, and accommodation expenses.

**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 Doctoral 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.

**** 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 2 of Ministerial Decree no. 45 of February 8, 2013, if the doctoral student is authorized to conduct research activities abroad.

- 4) 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.
- 5) 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.
- 6) The budget must be used by the date of completion of the final exam (i.e., closure of the academic career), except for expenses mentioned in point 7) "Publications". 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 PhD Office:
 - 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 Doctoral 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.