UNIVERSITÀ DI PAVIA
Area Ricerca
e Terza Missione

Guidelines for the use of the budget for doctoral research activities

(proposal approved at the SAFD meeting on February 15, 2024 and the Department Directors' Council meeting on March 7, 2024)

1. Definition

In addition to the scholarship, each PhD student is granted a budget for research, to be used in Italy and abroad, of no less than 10% (20% for PhD programs of national interest) of the scholarship amount [1]. The budget is allocated to the PhD student's Department, as set forth in Art. 34, para. 3 of the Regulations on PhD programs.

This provision does not apply to PhD students holding a scholarship from a foreign country, PhD students selected under specific mobility programs (e.g., Marie Skłodowska-Curie Programs), and PhD students under incoming cotutelle agreements.

The allocated budget can be used for national and international mobility and for all expenses deemed essential, necessary, and specific to the research.

Access to the annual budget is possible only after completing enrollment in the academic year. The allocated budget remains available to the PhD student until the end of the PhD program, including extensions and recovery periods for suspensions. Any unused funds will be added to the PhD program's operating fund, which may be used for purposes related to the PhD programs, unless otherwise provided for by scholarships funded under specific research programs, agreements, national and European funding calls, and departmental funding letters.

2. Eligible Expenses for Research

Registration to Conferences, Congresses and Courses

Expenses related to registration for conferences, congresses, and language training and improvement courses, including online courses, are eligible, including any membership fees to the organizing organization.

Software and Hardware Purchases

[1] Amount of the scholarship as determined by Ministerial Decree 247/2022 and subsequent amendments and additions.

Expenses incurred for the purchase of software, personal computers, and small equipment are eligible. These will remain in the possession of the relevant Department upon completion of the PhD program.

Additional Expenses

Eligible expenses include handouts, laboratory supplies, brochures, and printed materials for conference presentations, as well as the purchase of services for conducting experiments and collecting data. Eligible expenses also include expenses for the purchase of services related to the publication of scientific articles, thesis review, and translation.

PhD Program Functioning

PhD students may allocate part or all of their research budget to the functioning of the Ph.D. program for activities related to the program itself.

Books and Journals

The University Library System purchases books and documents from its own funds, to which PhD students may contribute, with prior authorization. Please contact your Department for transfer procedures and any reporting requirements, and the Library for purchasing book resources in accordance with applicable regulations.

3. Eligible Expenses for Travel Assignments

PhD students assigned to carry out activities on behalf of the University and included in specific research programs are eligible for travel assignments *(missione)*. For these cases and the related eligible expenses, please refer to the current Travel Regulations *(Regolamento Missioni)*.

4. Eligible Expenses for Training and Research Mobility

For national and international mobility related to regular training and research activities and duly authorized by the PhD program's Academic Board, reimbursement may be requested for the following expenses:

Accommodation

Accommodation expenses are reimbursable upon presentation of an invoice or receipt of payment in the student's name, and a valid rental agreement accompanied by payment receipts. The following are not reimbursable: contracts that are not properly registered and/or receipts issued by non-tax-related entities.

Travel expenses

Travel expenses to and from the research site in Pavia are eligible for reimbursement. These include: trains, subways, buses, coaches, planes, ships, public transport to/from airports and ports, and any other scheduled means of transport. If urban travel is necessary to reach the research site, urban public transport costs are eligible, based on the duration of the stay.

For each expense, supporting documentation must be provided, either by:

- Original ticket showing the cost incurred, or
- Electronic ticket showing the cost incurred, or
- Original travel agency receipt certifying the expense.

Reimbursement is not provided for the use of personal or rented vehicles. The use of vehicles other than those provided may be reimbursed only if the activity location is not connected by regular public transport.

For spending limits relating solely to the accommodation category, please refer to the current Travel Regulations *(Regolamento Missioni).*

Meals

Meals are reimbursed upon presentation of an invoice in the student's name or a receipt. For the relevant spending limits, please refer to the current Travel Regulations *(Regolamento Missioni).*

Vaccinations and Health Care

Reimbursement is permitted for any expenses, upon presentation of valid receipts, for mandatory vaccinations and prophylactic pharmaceuticals for the destination country. Reimbursement is also permitted for any expenses for health insurance policies covering medical, pharmaceutical, and hospital expenses in non-EU countries with which the Ministry of Health has not stipulated specific agreements.

Consular Visas

Reimbursement of consular visa fees and intermediary fees is permitted.

5. Non-Reimbursable Expenses

The following expenses are not eligible for reimbursement:

- Compensation to third parties of any kind;

- Meals, if the mobility period takes place during the research period abroad authorized by the Academic Board for which the PhD scholarship increase is allocated;
- Tuition fees and fees for public/private universities and training institutions, except for those provided for in point 2.

6. General Requirements

The reimbursement of documented expenses requires the organization to obtain fiscally valid documentation certifying payment by the beneficiary. If the expense documentation lacks certain supporting information or is written in a language other than Italian, English, French, German, or Spanish, a supplementary explanatory declaration signed by the interested party, drawn up pursuant to Presidential Decree 445/2000, is required.

The PhD student must sign the reimbursement request, thereby assuming responsibility for the authenticity and legitimacy of the supporting documents and implicitly committing not to request reimbursement for the same expense from other public or private entities. All expense procedures are subject to a review of their appropriateness by the Department.

Tax documentation is strictly personal: payments made by third parties are non-refundable.

In the case of payments made in currencies other than the euro, expenses will be reimbursed at the exchange rate in effect on the date shown on the receipt.

7. IT and Administrative Procedures

The administrative procedures for the purchase of goods and services and the reimbursement of expenses incurred are the responsibility of the relevant Department, which operates in accordance with the Administration, Finance, and Accounting Regulations and the Doctoral Program Regulations.

To request reimbursement for expenses related to training and research mobility and/or mission assignments (items 3 and 4), the applicant must open the appropriate procedure before departure by connecting to the U-web Missions form. Upon return, the applicant must then provide details of the expenses incurred so that the relevant Department can proceed, after verification, with reimbursement. If requesting reimbursement for research and training mobility, the doctoral student must select REQUEST TYPE: REIMBURSEMENT OF DOCTORATE STUDENT MOBILITY EXPENSES, to be used in conjunction with the TES regulation type (University Regulations).