



GUGLIELMO MARCONI UNIVERSITY

**PH.D. IN PHYSICAL SCIENCES AND ENGINEERING OF INDUSTRIAL AND
ENERGY INNOVATION (CYCLES UP TO XXXVII) AND IN PHYSICAL AND
ENGINEERING SCIENCES FOR INNOVATION AND SUSTAINABILITY (CYCLES
STARTING FROM XXXVIII)**

**INTERNAL REGULATIONS REGARDING THE PROCEDURE
FOR REQUESTING FUNDS BY DOCTORAL STUDENTS**

Art. 1

Purpose

1. The Coordinator or his/her delegate, the quality assurance group and the Board of Professors of the Ph.D. in Physical Sciences and Engineering of Industrial and Energy Innovation (cycles up to XXXVII) and in Physical and Engineering Sciences for Innovation and Sustainability (cycles starting from XXXVIII) of the Guglielmo Marconi University, in the design of the Course and in the planning and organization of training and research activities, pursue the promotion of the growth and autonomy of PhD students.
2. With this objective, they preside over and monitor the management of the financial resources made available by the University, by the departments and research centers to which the members of the college belong to support the performance of the research activities of PhD students [in accordance with the Self-Assessment, Evaluation, Accreditation model of the National Agency for the Evaluation of the University and Research System - ANVUR - AVA3, D.PHD.2.4; D.PHD.3.2], the individual or collaborative publication of research results [AVA3, D.PHD.2.7], participation in national and international congresses and/or workshops and/or dedicated training schools [AVA3, D.PHD.2.2], the strengthening of national and international scientific relations through periods of mobility at qualified academic and/or industrial institutions or at public or private research institutions, Italian or foreign [AVA3, D.PHD.1.6; D.PHD.2.6].
3. This activity is in line with the University's Strategic Objectives [University Strategic Plan 2022-2024] 1. *Develop and identify the most advanced knowledge by promoting the scientific activity of the Departments* and 5. *Interact synergistically with the world of research and society, as part of the R4 Line of Intervention . Support research training by continuing to improve PhD policies*.
4. Therefore, these Regulations are aimed at defining the internal procedure of the PhD in Physical Sciences and Engineering of Industrial and Energy Innovation (and in Physical and Engineering Sciences for Innovation and Sustainability of the Guglielmo Marconi University for the request by PhD students for funds referring to:
 - a) *budget* corresponding to 10% of the scholarship amount for research activities in Italy and abroad;
 - b) 50% increase in the amount of the scholarship for the periods carrying out research activities abroad.

Art. 2

10% Budget for Research Activities - Target Audience

1. Pursuant to and for the purposes of Article 9, paragraph 4, of the Ministerial Decree of 14 December 2021 n. 226, article 26, paragraph 7, of the University Regulations on PhDs and article 1 of the Guidelines for the use of the ancillary budget for the performance of research activities in Italy and abroad, for the performance of research activities in Italy and abroad,



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In addition to the scholarship, the PhD student is guaranteed a *budget*, appropriate to the type of Doctoral Course and in any case not less than 10% of the amount of the scholarship.

2. The *budget* is allocated on an annual basis to PhD students, scholarship holders and non-scholarship holders, regularly enrolled and in a state of activity. Therefore, during each year of the Course it is possible to request and obtain, subject to authorization, the disbursement of a maximum amount equal to 10% of the annual amount of the PhD scholarship (i.e. € 1,624.30).
3. The following are excluded:
 - a) supernumerary doctoral students;
 - b) incoming PhD students under the co-tutorship regime;
 - c) all PhD students on suspension.
4. The *budget* is tied to the individual PhD student and cannot be spent or used by other PhD students or third parties.
5. The *budget* is financed with the resources available in the budget of the University and of the departments and research centers and is granted subject to the favorable opinion of the Course Coordinator or his delegate for needs compatible with the research and training of the Doctoral Course, in compliance with the provisions of the current Doctoral Regulations, the regulatory provisions on access and distribution of funds assigned to the Doctoral Courses, as well as current guidelines.

Art. 3

10% Budget for Research Activities - Usage

1. After verifying the actual needs compatible with the research and training of the PhD Course, the *budget* available to the PhD student may be used to:
 - a) registration for conferences (with submission of oral and/or written scientific contribution), conferences, seminars and congresses, including any membership fees to the organizing body;
 - b) enrolment in training courses;
 - c) travel expenses (with the exception of one's own or rented vehicle), food and lodging that must coincide in time and in terms of location with the events referred to in letters a) and b) above;
 - d) the purchase of bibliographic material that is subject to inventory, from the University Library to which it must therefore be returned at the end of the course;
 - e) the production of publications (including expenditure on research materials directly aimed at the production of publishable scientific results);
 - f) the purchase of specific software and hardware for research, which remain the property of the University.

Art. 3

10% Budget for Research Activities - Application Procedure

1. The request for the allocation of the *budget* must be forwarded to the Doctoral Secretariat which will provide the appropriate forms to fill in both the request for allocation and the request for reimbursement.
2. The request must specify the consistency of the purpose of use with the specific individual PhD course in progress and the expected expense.
3. To submit your budget request, you will need to do the following:



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- a) The PhD student must fill in the application form in its entirety and send it to his/her Supervisor;
 - b) The Supervisor, after having ascertained the admissibility of the request, i.e. its actual compatibility with the research and training of the PhD student, after signing the request, may proceed to submit the form to the Course Coordinator;
 - c) The Course Coordinator, after having ascertained the admissibility of the request, i.e. its actual compatibility with the general and individual educational objectives of the Doctoral Course, may proceed to authorize the allocation of the *budget*.
4. Only in case of authorization, the PhD student, having made the expense, will be able to send The request for reimbursement to the Doctoral Secretariat for forwarding to the Administration, which will provide for the relative accreditation. **Accreditation will be carried out only upon presentation of the necessary and probative documentation, i.e. certificates of participation in the events, receipts/receipts/invoices of expense. E' Made save the the Administration's right not to proceed with the reimbursement, or to proceed only partially, in the event of failure or partial submission of the evidentiary documentation.**
5. The *budget* is allocated annually and cannot be combined with the previous year's budget. **The request for reimbursement must be submitted by the end of the course year.** After the end of the course year, any remaining amount can no longer be requested. The *budget* can only be requested within the final term of the three-year period of the PhD Course.

Art. 4

10% budget for research activities – Monitoring of allocation and How to use

1. The report relating to the allocation of the 10% *budget* for research activities will be received by the Doctoral Board progressively during the calendar year in the Ordinary Sessions.
2. Annually, according to the procedures specified in the Internal Regulations for Quality Assurance in the Doctoral Course (Art. 13), the Course Coordinator and the Academic Board will proceed to analyze the balance between the economic resources made available by the University and the resources requested and committed by the PhD students, according to the promotion of improvement actions in the pursuit of the objectives referred to in Art. 1 of these Regulations.

Art. 5

50% surcharge for research periods abroad – Recipients

1. Pursuant to and for the purposes of Article 9, paragraph 3, of the Ministerial Decree of 14 December 2021 n. 226, and article 26, paragraph 5, of the University Regulations on PhDs, the amount of the scholarship is increased by 50%, for carrying out periods of research activities abroad. The amount of the surcharge corresponds to € 22.25 per day.
2. The increase can be assigned to PhD students, scholarship holders or not, regularly enrolled and in a state of activity.
3. The following are excluded:
 - a) supernumerary doctoral students;
 - b) incoming PhD students under the co-tutorship regime;
 - c) all PhD students on suspension.
4. The increase is tied to the individual PhD student and cannot be spent or used by other PhD students or third parties.



5. The increase in the scholarship is financed with the resources available in the University budget and is granted subject to the favourable opinion of the Course Coordinator for needs compatible with the research and training of the Doctoral Course, in compliance with the provisions of the current University Regulations on the subject of the Doctorate, the regulatory provisions on access and distribution of funds assigned to the Doctoral Courses, as well as current guidelines.

Art. 6

50% surcharge for research periods abroad - Application procedure

1. The request for the assignment of the increase of 50% of the amount of the scholarship must be forwarded to the Doctoral Secretariat which will provide the appropriate forms.
2. The application form must specify the consistency of the activities planned during the research period abroad with the research project covered by the PhD course.

In addition, you will need to specify:

- a) Start date of the foreign period;
- b) End date of the foreign period;
- c) Name of the contact person for the host institution;
- d) Registered office (city, province, address) of the host institution;
- e) Institution's main operational headquarters (city, province, address) host.

The request must be accompanied by the presentation of a letter of welcome written on the letterhead of the structure that will welcome the PhD student in which the contact person in the structure, as ... (*scientific role at the relevant structure*) at ... (*affiliation structure*), declares that the PhD student ... (*name*) will be accommodated for the period ... (*dates*) at the ... (*Laboratory, Department, Research Institute/University*) located in ... (*full address*) for carrying out the research activity ... (*brief specification of the research activity that the PhD student will carry out, referring to how it is included in the PhD project*).

3. The request for the assignment of the increase equal to 50% of the scholarship will include the following two phases:

- a) Phase I - Authorization request (to be made **no later than one month before the date of departure**):

- The PhD student must fill in the application form in its entirety and send it to his/her Supervisor;
- The Supervisor, after having ascertained the admissibility of the request, i.e. its actual compatibility with the research and training of the PhD student, after signing the request, may proceed to submit the form to the Course Coordinator;
- The Course Coordinator, after having ascertained the admissibility of the request, i.e. its effective compatibility with the general and individual educational objectives of the Doctorate, may proceed to authorize the assignment of the scholarship increase for the period of stay abroad.

- b) Phase II (which can be accessed only after authorization received in phase I) - Certification of the actual performance of the research activities at the foreign location:

- Upon the installation of the PhD student at the foreign university, the Supervisor must send to the Doctoral Secretariat a



communication certifying the beginning of the period of stay at the foreign institution. The communication must be accompanied by a letter on headed paper of the structure that will welcome the PhD student in which the contact person in the structure, as a ... (*scientific role at the relevant structure*) at ... (*affiliation structure*), declares that the PhD student ... (*name*) took office on the date ... at the Institution.

- At the end of the period spent by the PhD student at the foreign university, the Supervisor must send to the Doctoral Secretariat a communication certifying the end of the period of stay at the foreign institution and the actual performance of the related research activities. The communication must be accompanied by a letter on headed paper of the structure that will have welcomed the PhD student in which the contact person in the structure, as a ... (*scientific role at the relevant structure*) at ... (*affiliation structure*), declares that the PhD student ... (*name*) concluded on the date ... the period of research activity at the Institution and carried out the planned activities.
4. For PhD students for whom the period of stay abroad must be compulsorily carried out during the Doctoral Course in accordance with specific ministerial regulations (such as the recipients of ministerial scholarships funded by the National Recovery and Resilience Plan - PNRR), the first phase will be considered fulfilled in the presentation of the information necessary for ministerial reporting.
5. These Regulations set the maximum total duration of the period of research activity abroad at six months, with no minimum limit on the duration of the period. It will not be necessary for the period abroad to begin with the first day of the month, and it does not necessarily have to coincide with multiples of thirty days. The total duration of the period of activity abroad may be divided into sub-periods that do not necessarily have to be carried out in continuity, without prejudice to the consistency of the performance of the activities planned with the PhD project. If the period of research activity abroad is divided into sub-periods, the procedure described for certifying the effective performance of the research activities at the foreign headquarters (phase II) must be repeated for each of the sub-periods. The credit of the increase will be carried out only upon certification by the Supervisor and the host foreign university of the actual settlement of the PhD student. The amount paid must be refunded if
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| <u>and the host institution of the actual performance of the planned research activities. This is without prejudice to the Administration's right not to proceed with the payment of the increase, or to proceed only partially, in the event of failure or partial submission of the evidentiary documentation.</u> | |

Art. 7

50% surcharge for research periods abroad - Monitoring allocation and how to use it

1. The report relating to the assignment of the 50% increase in the amount of the scholarship for periods of research activity abroad will be received by the Doctoral Board progressively during the calendar year in the Ordinary Sessions.
2. Annually, according to the procedures specified in the Internal Regulations for Quality Assurance in the Doctoral Course (Art. 13), the Course Coordinator and the Academic Board will proceed to analyze the balance between



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the economic resources made available by the University and the resources requested and committed by PhD students, in order to promote improvement actions in pursuit of the objectives referred to in Art. 1 of these Regulations.

Art. 8 **Commencement**

1. These Regulations enter into force at the same time as the approval by the Academic Board and the issuance and fully replace any previous versions.

Rome, 26 May 2023.