

UNIVERSITÀ DEGLI STUDI GUGLIELMO MARCONI

DOCTORAL PROGRAMME IN PHYSICAL SCIENCES AND ENGINEERING FOR INDUSTRIAL AND ENERGY INNOVATION (CYCLES UP TO XXXVII) AND IN PHYSICAL AND ENGINEERING SCIENCES FOR INNOVATION AND SUSTAINABILITY (CYCLES FROM XXXVIII ONWARDS)

INTERNAL REGULATIONS GOVERNING THE PROCEDURE FOR FUNDING REQUESTS BY DOCTORAL RESEARCHERS

Art. 1

Purpose

1. The Coordinator or the coordinator's delegate, the quality assurance group and the Doctoral College of the Doctoral Programme in Physical Sciences and Engineering for Industrial and Energy Innovation (cycles up to XXXVII) and in Physical and Engineering Sciences for Innovation and Sustainability (cycles from XXXVIII onwards) at the Università degli Studi Guglielmo Marconi, in designing the Programme and planning and organising educational and research activities, pursue the promotion of the growth and autonomy of doctoral researchers.
2. To this end, they preside over and monitor the management of the financial resources made available by the University, the departments and the research centres to which College members are affiliated, to support the conduct of doctoral researchers' research activities [in accordance with the Self-Assessment, Evaluation and Accreditation model of the National Agency for the Evaluation of Universities and Research – ANVUR – AVA3, D.PHD.2.4; D.PHD.3.2], the individual or collaborative publication of research findings [AVA3, D.PHD.2.7], participation in national and international dedicated congresses, workshops and/or training schools [AVA3, D.PHD.2.2], and the strengthening of national and international scientific relationships through research mobility periods at recognised academic and/or industrial institutions or at public or private research organisations, in Italy or abroad [AVA3, D.PHD.1.6; D.PHD.2.6].
3. This activity is aligned with the University's Strategic Objectives [University Strategic Plan 2022–2024]: 1. To develop and identify the most advanced knowledge by promoting the scientific activities of the Departments; and 5. To engage synergistically with the research community and society, within Intervention Line R4: Supporting research training by continuing to improve policies relating to Doctoral Programmes.
4. These Regulations therefore define the internal procedure of the Doctoral Programme in Physical Sciences and Engineering for Industrial and Energy Innovation and in Physical and Engineering Sciences for Innovation and Sustainability at the Università degli Studi Guglielmo Marconi for funding requests by doctoral researchers relating to:
 - a) a budget equivalent to 10% of the scholarship amount for research activities in Italy and abroad;
 - b) a supplement of 50% of the scholarship amount for periods of research activity conducted abroad.

Art. 2

10% Research Budget – Eligible Recipients

1. Pursuant to and in accordance with Article 9, paragraph 4, of Ministerial Decree No. 226 of 14 December 2021, Article 26, paragraph 7, of the University Regulations on Doctoral Research Programmes, and Article 1 of the Guidelines for the Use of the Supplementary Budget for Research Activities in Italy and Abroad, doctoral researchers are guaranteed, in addition to the scholarship, a budget appropriate to the type of Doctoral Programme and in any case not less than 10% of the scholarship amount.
2. The budget is allocated on an annual basis to doctoral researchers, whether or not in receipt of a scholarship, who are duly enrolled and in active status. Accordingly, during each year of the Programme it is possible to request and obtain, subject to authorisation, a disbursement of a maximum amount equal to 10% of the annual doctoral scholarship (i.e. EUR 1,624.30).
3. The following are excluded:
 - a) supernumerary doctoral researchers;
 - b) doctoral researchers enrolled under an incoming co-supervision (co-tutelle) arrangement;
 - c) all doctoral researchers whose enrolment is currently suspended.
4. The budget is tied to the individual doctoral researcher and may not be spent or used by other doctoral researchers or third parties.
5. The budget is funded from resources available in the University's budget and in those of the departments and research centres, and is granted subject to a favourable opinion from the Programme Coordinator or the coordinator's delegate, for purposes compatible with the research and training of the Doctoral Programme, in accordance with the provisions of the current Doctoral Regulations, the regulatory provisions on access to and distribution of funds allocated to Doctoral Programmes, and the applicable guidelines.

Art. 3

10% Research Budget – Permitted Uses

1. Subject to verification of the actual requirements compatible with the research and training of the Doctoral Programme, the budget available to the doctoral researcher may be used for:
 - a) registration fees for conferences (with submission of an oral and/or written scientific contribution), symposia, seminars and congresses, including any membership fees for the organising body;
 - b) registration fees for training courses;
 - c) travel expenses (excluding personal or hired vehicles), meals and accommodation, which must coincide in time and location with the events referred to under letters a) and b) above;
 - d) the purchase of bibliographic materials, which are subject to cataloguing by the University Library and must therefore be returned to it at the end of the Programme;
 - e) the production of publications (including expenditure on research materials directly aimed at the production of publishable scientific results);
 - f) the purchase of research-specific software and hardware, which remain the property of the University.

Art. 3

10% Research Budget – Application Procedure

1. The request for budget allocation must be submitted to the PhD Administrative Secretariat, which will provide the appropriate forms for completing both the allocation request and the reimbursement claim.
2. The request must specify the consistency of the intended use with the doctoral researcher's specific individual programme of study and the projected expenditure.
3. To submit a budget allocation request, the following steps must be taken:
 - a) The doctoral researcher must complete all sections of the request form and submit it to their Supervisor;
 - b) The Supervisor, having verified the admissibility of the request – that is, its actual compatibility with the doctoral researcher's research and training – may, upon signing the form as endorsement of the request, proceed to submit it to the Programme Coordinator;
 - c) The Programme Coordinator, having verified the admissibility of the request – that is, its actual compatibility with the general and individual educational objectives of the Doctoral Programme – may proceed to authorise the budget allocation.
4. Only upon receipt of authorisation may the doctoral researcher, once the expenditure has been incurred, submit the reimbursement claim to the PhD Administrative Secretariat for forwarding to the Finance Office, which will arrange the corresponding payment. Payment will be made only upon presentation of the requisite supporting documentation, namely proof of attendance at events, and receipts/invoices for expenditure. The Finance Office reserves the right to withhold reimbursement, or to proceed with only partial reimbursement, in the event of non-submission or incomplete submission of supporting documentation.
5. The budget is allocated annually and may not be carried over from the previous year. The reimbursement claim must be submitted before the expiry of the relevant year of the Programme. After the year of the Programme has expired, any remaining balance may no longer be claimed. The budget may be requested only within the final deadline of the three-year Doctoral Programme.

Art. 4

10% Research Budget – Monitoring of Allocation and Use

1. Reporting on the allocation of the 10% research budget will be received by the Doctoral College progressively throughout the calendar year at ordinary sessions.
2. Annually, in accordance with the procedures specified in the Internal Regulations for Quality Assurance in the Doctoral Programme (Art. 13), the Programme Coordinator and the quality assurance group will analyse the balance between the financial resources made available by the University and the resources requested and committed by doctoral researchers, with a view to promoting improvement measures in pursuit of the objectives set out in Art. 1 of these Regulations.

Art. 5

50% Supplement for Research Periods Abroad – Eligible Recipients

1. Pursuant to and in accordance with Article 9, paragraph 3, of Ministerial Decree No. 226 of 14 December 2021, and Article 26, paragraph 5, of the University Regulations on

Doctoral Research Programmes, the scholarship amount is increased by 50% for periods of research activity conducted abroad. The supplement amounts to EUR 22.25 per day.

2. The supplement may be granted to doctoral researchers, whether or not in receipt of a scholarship, who are duly enrolled and in active status.
3. The following are excluded:
 - a) supernumerary doctoral researchers;
 - b) doctoral researchers enrolled under an incoming co-supervision (co-tutelle) arrangement;
 - c) all doctoral researchers whose enrolment is currently suspended.
4. The supplement is tied to the individual doctoral researcher and may not be spent or used by other doctoral researchers or third parties.
5. The scholarship supplement is funded from resources available in the University's budget and is granted subject to a favourable opinion from the Programme Coordinator for purposes compatible with the research and training of the Doctoral Programme, in accordance with the provisions of the current University Regulations on Doctoral Programmes, the regulatory provisions on access to and distribution of funds allocated to Doctoral Programmes, and the applicable guidelines.

Art. 6

50% Supplement for Research Periods Abroad – Application Procedure

1. The request for allocation of the 50% scholarship supplement must be submitted to the PhD Administrative Secretariat, which will provide the appropriate forms.
2. The request form must specify the consistency of the activities planned during the research period abroad with the research project that forms the subject of the doctoral programme.

The following information must also be provided:

- a) Start date of the period abroad;
- b) End date of the period abroad;
- c) Name of the contact person at the host institution;
- d) Registered address (city, province, street address) of the host institution;
- e) Principal operational address (city, province, street address) of the host institution.

The request must be accompanied by a letter of acceptance on the headed notepaper of the receiving institution, in which the contact person at the institution, acting in the capacity of ... (scientific role at the affiliated institution) at ... (affiliated institution), declares that the doctoral researcher ... (name) will be hosted for the period ... (dates) at the premises of ... (Laboratory, Department, Research Institute/University) located at ... (full address) for the purpose of conducting research activities ... (brief description of the research activities to be carried out by the doctoral researcher, with reference to how they fit within the doctoral project).

3. The request for allocation of the 50% scholarship supplement will involve the two phases described below:
 - a) Phase I – Authorisation Request (to be submitted no later than one month before the planned departure date):

- The doctoral researcher must complete all sections of the request form and submit it to their Supervisor;
 - The Supervisor, having verified the admissibility of the request – that is, its actual compatibility with the doctoral researcher's research and training – may, upon signing the form as endorsement of the request, proceed to submit it to the Programme Coordinator;
 - The Programme Coordinator, having verified the admissibility of the request – that is, its actual compatibility with the general and individual educational objectives of the Doctoral Programme – may proceed to authorise the allocation of the scholarship supplement for the research period abroad.
- b) Phase II (accessible only upon receipt of authorisation in Phase I) – Certification of the effective conduct of research activities at the host institution abroad:
- Upon the doctoral researcher's arrival at the host institution abroad, the Supervisor must send the PhD Administrative Secretariat a communication certifying the commencement of the period of residence at the foreign institution. The communication must be accompanied by a letter on the headed notepaper of the receiving institution in which the contact person at the institution, acting in the capacity of ... (scientific role at the affiliated institution) at ... (affiliated institution), declares that the doctoral researcher ... (name) took up residence on the date of ... at the institution.
 - Upon the conclusion of the doctoral researcher's period at the host institution abroad, the Supervisor must send the PhD Administrative Secretariat a communication certifying the end of the period of residence at the foreign institution and the effective conduct of the related research activities. The communication must be accompanied by a letter on the headed notepaper of the receiving institution in which the contact person at the institution, acting in the capacity of ... (scientific role at the affiliated institution) at ... (affiliated institution), declares that the doctoral researcher ... (name) concluded the period of research activity at the institution on the date of ... and carried out the planned activities.
4. For doctoral researchers who are required to complete a period of residence abroad during the Doctoral Programme in accordance with specific ministerial regulations (such as, for example, holders of ministerial scholarships funded under the National Recovery and Resilience Plan – PNRR), Phase I shall be deemed fulfilled upon submission of the information required for ministerial reporting purposes.
5. These Regulations set a maximum total duration of six months for the research period abroad, with no minimum duration. The period abroad need not begin on the first day of a month and need not correspond to multiples of thirty days. The total duration of the period of activity abroad may be divided into sub-periods, which need not be consecutive, provided that the activities planned remain consistent with the doctoral project. Where the research period abroad is divided into sub-periods, the procedure described for certifying the effective conduct of research activities at the host institution (Phase II) must be repeated for each sub-period. Payment of the supplement will be made only upon certification by the Supervisor and the host institution abroad of the doctoral researcher's actual residence there. Any amount disbursed must be repaid if certification of the effective conduct of the planned research activities is not subsequently provided by the Supervisor and the host institution. The Finance Office reserves the right to withhold payment of the supplement, or to proceed with only partial payment, in the event of non-submission or incomplete submission of supporting documentation.

Art. 7

50% Supplement for Research Periods Abroad – Monitoring of Allocation and Use

1. Reporting on the allocation of the 50% scholarship supplement for research periods abroad will be received by the Doctoral College progressively throughout the calendar year at ordinary sessions.
2. Annually, in accordance with the procedures specified in the Internal Regulations for Quality Assurance in the Doctoral Programme (Art. 13), the Programme Coordinator and the Doctoral College will analyse the balance between the financial resources made available by the University and the resources requested and committed by doctoral researchers, with a view to promoting improvement measures in pursuit of the objectives set out in Art. 1 of these Regulations.

Art. 8

Entry into Force

1. These Regulations enter into force upon approval by the Doctoral College and formal enactment, and fully supersede any previous versions.

Rome, 6 March 2023.