

## Ministerial Decree 226/2021 [Art. 9 point 4 (scholarships)]

### Rules on the accreditation of doctoral schools and programmes and criteria for the establishment of doctoral programmes by accredited institutions

*"...the doctoral student is guaranteed a budget, appropriate to the type of doctoral programme and in any case not less than ten per cent of the amount of the scholarship itself,..."*

Università Cattolica makes this budget available to its doctoral students, reimbursing requests received by the doctoral programme Office, upon presentation of tax receipts, approved by the doctoral programme Coordinator.

For the University, eligible expenses are those strictly related to the research activity, carried out within the framework of the doctoral project, within the following categories:

#### ✓ TRAVEL EXPENSES

- Aeroplane, train, ship (only expenses related to the use of economy class are eligible)
- Urban transport (only the costs of urban public transport related to the period of stay at the travel locations are reimbursable)
- Taxis and cars (the use of taxis and own cars is only permitted for proven reasons and approved by the doctoral programme Coordinator)

#### ✓ MOBILITY IN ITALY AND ABROAD

- Accommodation expenses (expenses are reimbursed upon presentation of documentation made out in the doctoral candidate's name);
- Meal expenses (the name of the caterer and the date of the meal must be clearly mentioned. Excluded from reimbursement are the meal expenses of PhD students with a scholarship who are abroad and already benefit from the scholarship supplement)

#### ✓ CONFERENCES, TRAINING COURSES, SUMMER OR WINTER SCHOOLS, LANGUAGE COURSES

- Tuition fees (expenses are reimbursed upon presentation of documentation made out in the doctoral candidate's name)
- Tuition fees with accommodation (details of expenses must be provided. To ensure reimbursement of these expenses, proof of participation in the courses/programmes attended must be provided)

✓ **SOFTWARE PURCHASE**

- the purchase of programmes or licences for a fee is permitted.

✓ **HARDWARE PURCHASE**

- the purchase of hardware is non-refundable.

✓ **BIBLIOGRAPHIC MATERIAL PURCHASE**

- the purchase of bibliographic material consistent with the research is permitted.

✓ **PUBLICATION FEES**

- in order to obtain reimbursement of any costs incurred for the publication of volumes or papers, it is necessary to present the invoice/tax receipt, related to these costs, in the name of the doctoral candidate only.

Any budget not used during the PhD year may be carried over to the following year.

Doctoral students enrolled in the third year must submit documentation for reimbursement by 31 December.

