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Vademecum on training and research grants for doctoral students

(October 2026 version)

Summary

1. References 2
2. Scholarship 2
3. Scholarship increase for international mobility 2
4. International Mobility Grant for PhD Students without Scholarship 2
5. Individual budget for research activities 2
6. Prior authorisation for research activities and mobility 3
7. Disbursement of grants for research activities and mobility, in Italy and abroad 3
8. Reference office 5

1. References

The vademecum supplements with operational guidelines the Regulations governing the procedures for conferring and the economic treatment of mission assignments (R.D. 204/2014 amended by R.D. 310/2024 and R.D. 583/2025) and the Regulations on Doctoral Research (R.D. 81/2023).

2. Scholarship

The scholarship is the benefit that is awarded, on the basis of the merit ranking in the admission competition, to support attendance of the PhD course and for the performance of study and research activities to be carried out at the administrative site or at the operating sites, partners of the Doctorate of National Interest.
The minimum amount of the scholarship is established by ministerial decree and does not produce taxable income. The University of Macerata guarantees, for each PhD scholarship, an amount of €16,243.00 inclusive of INPS charges borne by the recipient, which are paid to the Separate Management Fund of INPS by the body awarding the scholarship, at the time of its payment.
The grant is paid monthly into a current account in the name of (or co-owned by) the beneficiary.
The grant is not compatible with a gross personal income of more than €16,243.00.

3. Scholarship increase for international mobility

Pursuant to Article 9, paragraph 3, of the Ministerial Regulation referred to in Ministerial Decree No. 226 of December 14, 2021, doctoral students holding scholarships are eligible for a 50% increase in the scholarship amount, to carry out study and research activities abroad, as authorized by their supervisor, for a total period not exceeding 12 months. Subject to authorization by the Scientific Board of the PhD Course, the aforementioned period may be extended to a maximum of 18 months for doctoral students in joint supervision with foreign institutions.

The amount of the scholarship increase is calculated by multiplying the gross daily rate of 22.25 euros by the number of days spent abroad, as evidenced by the travel documents (round-trip) submitted along with the Request for contribution for doctorate activities form, to be sent to rimborsi.dottorato@unimc.it, within 10 days of the conclusion of the study abroad period. The supplement is paid in a single installment, AFTER the conclusion of the study abroad period, together with the first applicable monthly installment of the scholarship.

4. Contribution for international mobility of doctoral students without a grant

PhD students who do not hold a scholarship benefit from an international mobility grant as reimbursement of expenses incurred in carrying out activities abroad, for a maximum period of twelve months, authorised by the supervisor (see Section 2).
The amount is calculated by multiplying the number of days spent abroad by the amount of EUR 22.25, equal to the daily amount of the grant increase, and is paid as reimbursement of expenses incurred in carrying out activities abroad.

5. Individual budget for research activities

For study and research activities abroad or in Italy, each PhD student is guaranteed an annual budget equal to 10% of the scholarship amount, i.e. €1,624.30 for each year of the course.
For PhD students enrolled in the Doctoral Programme of National Interest, the annual amount is equal to 20%

of the scholarship, i.e. €3,248.60 for each year of the programme.
If the annual amount is not used in full, any remaining funds will be added to the amount allocated for the following year of the programme.

6. Prior authorisation for study and research activities in Italy and abroad

For all study and research activities not provided by the PhD course or the PhD school, as listed below:

- Mobility in Italy and abroad;
- Participation in conferences, both in Italy and abroad;
- Participation in training courses, summer/winter schools, foreign language courses (also offered by the University of Macerata);
- Teaching activities attended at a location different than UniMC, for PhD students enrolled in regular courses;
- Teaching activities attended at a location different than the operational University, for PhD students enrolled in the Doctoral Programme of National Interest.
- Purchase of bibliographic material;
- Purchase of materials required for conducting the research;
- Publication costs;
- Purchase of computer equipment (hardware).

PhD students must be authorised to carry out these activities, at least 3 days in advance, by sending the appropriate Authorisation for doctorate activities form in **.pdf format digitally signed (PADES format)** by one of the Supervisors to rimborsi.dottorato@unimc.it.
Failure to send the aforementioned authorisation in due time will not result in the grant being paid out.

7. Advance payment

Expenses relating to mobility schemes may be reimbursed in advance.
For **mobility within Italy**, an advance payment of up to 75% may be made towards the itemized estimated costs of board, lodging and travel.
For **abroad mobility**, an advance payment of up to 75% may be made exclusively towards the itemised estimated costs of accommodation.
An advance payment may be requested only and exclusively if the estimated expenditure exceeds € 250, upon submission of a specific Request for an Advance Payment for Mobility, digitally signed (PADES format) by the supervisor, to be submitted at least 15 days before departure, together with the Authorisation for doctorate activities form and receipts for expenses already incurred prior to departure and/or confirmed bookings/signed tenancy agreements.
Should the trip not take place, or should the advance exceed the expenses actually incurred, the advance – in full or for the excess amount – must be repaid within 30 days of the scheduled start date of the trip. In the event of failure to repay the advance, the amount to be recovered shall be deducted by the University from the first applicable payment to be made to the person concerned.

8. Disbursement of grants for study and research activities in Italy and abroad

Within 10 days of the end of the research and/or mobility activities referred to in the previous point, the doctoral student must advance the following documents by e-mail to rimborsi.dottorato@unimc.it:

- the Request for contribution for doctorate activities form, specifying for which activities and which contributions it intends to make use of (scholarship increase, contribution for international mobility of doctoral students without a scholarship, budget for research activities);
- the titles of expenditure (receipts, tickets, etc.) for which reimbursement is sought;
- signed summary of expenses incurred and for which reimbursement is sought

After carrying out a preliminary check, **only where necessary**, the Office will point out any discrepancies or request additions from the person concerned.

The Office will therefore proceed with the actual disbursement of the requested contributions only after receipt of the original expenditure documents; expenditure documents issued in original paper format must be delivered by hand or sent by post to the address indicated in point 8 of this Vademecum.

Only expenses incurred and substantiated by regular receipts will be reimbursed, within the limits of the availability of the annual research budget.
There is no anticipation of the individual budget of the subsequent years.

Pursuant to the 2025 Budget Law, only expenses incurred using traceable means of payment are reimbursable:
- ATM or debit cards;
- Credit cards;
- Prepaid cards;
- Bank or postal transfers;
- Bank cheques or circular cheques;
- Payment apps linked to current accounts;
- MAV.

This obligation does not apply to expenses incurred abroad, although it is always preferable to use traceable means of payment.

Eligible Types of Expenditure in Relation to Mobility

- Accommodation expenses

  The fiscal document (invoice or payment receipt/rental contract/purchases made through BOOKING.COM/AIRBNB/... portals) must contain the progressive number, the service provider's personal header, VAT number or tax code, the amount, the number of overnight stays, and the guest's name. In the case of rental costs, the contract with the landlord must also be submitted to the Office. Receipts or attestations which are not of a fiscal nature (e.g. POS receipts) are not reimbursable.

- Food expenses

  The documentation (invoice/tax receipt) must show the name of the business establishment, the date of consumption, the amount paid and the reason for the expenditure. POS receipts are not reimbursable.
  Supermarket receipts are reimbursable only limited to expenses for groceries.
  There is no reimbursement of living expenses when applying for the scholarship top-up or the international mobility grant.

- Travel Expenses

  The starting site is institutionally identified as the administrative University of the PhD (University of

Macerata) for those enrolled in ordinary PhD courses, while for those enrolled in the Doctorate of National Interest course, the assigned operating seat is identified as the starting seat.

In all cases, the principle of cost-effectiveness applies: therefore, if the journey is cheaper with departure from the doctoral candidate's city of residence, this amount will be reimbursed in full, otherwise the reimbursement will be calculated and reimbursed taking into account the journey from the place of departure to the place of destination.

- Means of transport (Art. 6 of Regulations governing the procedures for conferring and the economic treatment of mission assignments):

AIRPLANE: Only expenditure relating to the use of economy class is eligible. Documentation of the expense incurred must be produced (original travel ticket, e-ticket showing the cost, original receipt from the travel agency certifying the expense), together with the boarding coupons or resulting from electronic registration (web check-in).
If the ticket is without the price, a declaration from the travel agency that issued the ticket or the payment receipt must be attached. Any unavailability of the original receipt must be justified with a declaration by the person requesting reimbursement drawn up in accordance with Presidential Decree No. 445/2000.
The cost of bus, shuttle, shuttle from the point of arrival (station, airport, etc.) to the venue is reimbursable activity and back;

TRAIN AND BUS: expenses are reimbursable only for economy class; documentation must be produced to prove the expense incurred. With regard to the electronic ticket or any travel agency receipt, please refer to the above;

URBAN TRANSPORT: only the costs of urban public transport are reimbursable, in relation to the period of stay at the place of travel;

TAXI: the use of a taxi is considered exceptional and must be justified in the context of the trip;

OWN VEHICLE: the use of one's own vehicle is considered exceptional, to be used in the event that ordinary means of transport cannot be used. The own vehicle must comply with the Highway Code, releasing the University Administration from any liability regarding the use of the same and towards the persons transported.
If the aforesaid is used, the use of one's own means of transport must be indicated in advance in the Authorisation for doctorate activities form and in the Request for contribution for doctorate activities form, pursuant to Article 6 of the Regulations governing the procedures for conferring and the economic treatment of mission assignments.

The extent and limits of accommodation, board and travel expenses eligible for reimbursement will be commensurate with the provisions of the Regulations governing the procedures for conferring and the economic treatment of mission assignments referred to above.
Mobility expenses may be reimbursed in advance only and exclusively if the budgeted expenditure exceeds **EUR 250**, upon presentation of a Request for advance payment for mobility to be submitted, at least 15 days before departure, at the same time as the Authorisation for doctorate activities form.

TYPES OF EXPENDITURE ON ELIGIBLE RESEARCH ACTIVITIES

- Participation fees for conventions, conferences, summer/winter schools, language and other courses
  Reimbursement must be documented by means of a tax invoice/receipt or note stating the name and surname of the doctoral student.
  If the registration fee includes board and/or lodging, it is necessary to set out the details of the services and the corresponding expenditure on the form Request for contribution for doctorate activities form; in the absence of such details, it will be the responsibility of the PhD student to request a supplementary declaration from the institution or the organisational secretariat so that the Office can proceed with the required reimbursements.
  A certificate of participation and/or attendance must also be produced and attached to the Request for contribution for doctorate activities form. Attendance at the course, conference, etc. must be completed by the end of the final year of the doctorate.

- Expenses for the purchase of bibliographic material
  Original receipts for the purchase of bibliographic material must be made out to the doctoral student.

- Purchase of computer equipment
  Original receipts for the purchase of computer equipment must be made out in the name of the doctoral student. A single, one-off reimbursement request over the three-year period may be submitted for expenses relating to this type of purchase. **The maximum amount that may be reimbursed is EUR 500**.

- Purchase of materials required for conducting the research
  This category includes the purchase of software useful for research activities, and the original receipts for the purchase must be made out to the doctoral student.

- Expenses for scientific publications
  Original invoices/receipts from the publishing house must be made out to the doctoral student only.
  In the case of co-authoring with another doctoral student or lecturer at the university, separate invoices must be requested, stating the respective fees.

9. Reference office

The administrative and accounting management of grants to support doctoral training and research activities is entrusted to the **PhD School Office - Via Antonio Gramsci, 38 - Macerata**.

E-mail address: rimborsi.dottorato@unimc.it

Public and telephone reception hours: **Tuesday, Wednesday and Thursday from 10 a.m. to 12 noon**