

## **Instructions for purchases charged to the PhD student's research budget**

(Updated November 2025 – Approved by the Board of Supervisors on 11 November 2025)

### **1. Eligible Expenses**

Each PhD student is provided with a research budget intended to support expenses directly related to the doctoral training and research activities.

Eligible expenses include:

1. Missions in Italy and abroad.
2. Conference and seminar registrations, including any individual membership fees that provide a discount on registration costs.
3. Research consumables (e.g., chemical reagents, audiovisual supports, photocopies, stationery, electrical or electronic materials).
4. Publication costs.
5. Specific training activities related to research (e.g., language courses).
6. Books and journal articles, in print or digital format.
7. IT tools and software licenses supporting research activities.
8. IT equipment supporting research activities (e.g., personal computers, tablets, monitors, keyboards, webcams, graphic tablets).

Items listed under points 6–8 shall remain the property of the Department of Industrial Engineering after the PhD student completes the doctoral cycle.

For durable goods (e.g., IT equipment, multi-year or permanent software licenses, books), when the net cost exceeds €150, a depreciation period of 33 months applies; this allows 100% funding for goods ordered within the first three months of the PhD (normally by 31 December of the year of enrolment).

**For later purchases (referred to the request of Order/Richiesta di acquisto)**, any uncovered portion must be paid using the Supervisor's funds.

For annual software licenses, only the portion covering the PhD period is chargeable to the student's research budget.

No expenses may be incurred on the PhD research funds after the thesis submission date (36 months from the start of the PhD).

### **2. General Procedure**

All purchases must be made through the Accounting and Purchasing Office (Settore Contabilità e Acquisti) of the Department, following the official procedures and using the designated electronic platforms and forms.

For missions and conference registrations (points 1–2), refer to the separate "PhD Missions Instructions" document. For all other goods and services (points 3–8), the procedure described below applies.

PhD students must submit a Helpdesk ticket through the Department system; the process differs slightly between IT equipment/software purchases and other goods and services.

Purchases may be made via electronic Public Administration marketplaces (MeUNIPD or MEPA are preferred). Use of these systems is mandatory for purchases  $\geq$  €5,000 + VAT. For purchases outside these platforms, supplier quotations must be collected.

### **3. Procedure for Purchase of Goods and Services**

Below the main steps to be followed:

1. The PhD student discusses the intended purchase **with the Supervisor**.
2. Goods or services are identified on the electronic marketplace or quotations are obtained directly from suppliers.

- a. In the case of purchasing IT equipment (hardware or software), the PhD student opens a Helpdesk ticket (<https://helpdesk.dii.unipd.it/>) under “SERVIZI INFORMATICI → 2 Acquisti hardware e software”, requesting that the quotations be obtained.
  - b. In the case of purchasing other goods or services, the PhD student obtains the quotations directly or through the research group staff.
3. The PhD student fills out all DII forms, including the Purchase Request Form and the Declaration in lieu of affidavit for purchases outside electronic markets. The following information must be indicated in the documentation:
  - a. under REQUESTER, indicate the SUPERVISOR (with the PhD student's name in parentheses);
  - b. under Project/Macroactivity, indicate "PhD Student Research Budget" (checking the "institutional" box); if the remaining budget is insufficient to cover the expense, any additional funds designated by the Supervisor must also be specified;
  - c. under ACCOUNT MANAGER, indicate the Curriculum Contact Person, whose name must appear in the signature field at the bottom of the form.
4. The Supervisor signs the purchase request (the PhD student does not sign it) and any additional declarations.
5. The PhD student forwards all documentation (including quotations) to the Curriculum Contact Person for signature, copying the Supervisor.
6. Once signed, the PhD student attaches the documents to the relevant Helpdesk ticket according to the type of purchase.

**The PhD student is required to check with their Supervisor or Curriculum Contact Person for any updates to the procedure introduced by the Administration.**

Upon receipt, the Accounting and Purchasing Office verifies budget coverage.

If the amount of the purchase charged to the PhD student's research budget exceeds **€1,000 (VAT included)**, the **Accounting and Purchasing Office** shall forward the request by e-mail to the **PhD Course Coordinator** to obtain authorization **before proceeding with the order**.

When the goods arrive, the delivery note must be promptly sent (by updating the Helpdesk ticket) to the Accounting and Purchasing Office.

If no delivery note is issued, the student must confirm receipt and condition of the goods.

For inventory items, also send the inventory form available at <http://www.dii.unipd.it/servizi/modulistica> (section “Inventario”).

For services, submit documentation confirming completion (if available) or a written confirmation via Helpdesk ticket update.

Helpdesk: <http://www.dii.unipd.it/helpdesk>

Forms: <http://www.dii.unipd.it/servizi/modulistica>

#### **4. Additional Information**

Purchases below €5,000 (VAT excluded) may be made outside MeUNIPD or MEPA (Budget Law 2019, Art. 1, para. 130 – Law 145/2018).

Quotations must include company name, VAT number and tax code, legal address, contact information, and delivery method.

Quotations must not include prepayment clauses; advance payments are permitted only in exceptional cases and require prior approval.

For bibliographic material, consult the Supervisor; purchases are made through the University Library System (CAB).

## **5. Missions and Conference Advances**

PhD students on mission may request an advance payment (e.g., for flights or accommodation) when submitting the mission form online.

Both the advance and the final reimbursement are deducted from the student's budget after the mission is completed.

At mission closure, the residual budget must be sufficient to cover all expenses; otherwise, the excess will be charged to the Supervisor's funds.

In all mission requests (see PhD Missions Instructions), the funding source must be specified:

- “Budget di struttura” – when using the student's research budget;
- Supervisor's project name – when the expense is covered by the Supervisor's funds.

Different rules apply to conference registration advances depending on whether the event includes travel or is virtual; refer to the PhD Missions Instructions and Conference Advance Request Form.

Once the student's research funds are exhausted, all additional expenses must be covered by the Supervisor's funds. Budget availability can be checked at: <https://apex.cca.unipd.it/pls/apex/f?p=388>.

## **6. Use of the Department Credit Card**

The Department credit card may be used for payment of conference or school registration fees, and for article publication charges.

To request credit card use: during a mission, indicate the request in the SIT mission form; in other cases, open a Helpdesk ticket under “SERVIZI CONTABILI: 4 Carta di credito DII”, attaching the appropriate forms (Purchase Request and Declaration in lieu of affidavit).

## **7. References**

For all required forms, please refer to the Department documentation available at the following link: <https://www.dii.unipd.it/servizi/modulistica>