



Dottorato Nazionale in
Intelligenza Artificiale - AI for Society

Dipartimento di Informatica
Università di Pisa

A. RULES FOR USING YOUR AVAILABLE FUNDS

Available funds for each student:

1. **Budget 20% for research activity:** 1/3 of the overall budget per year
2. **Functioning funds:** 1.264,01 € *una tantum* (the amount will be assigned once and can be spent within 3 years).

B. RULES FOR USING MONEY FOR EXPENCES LESS THAN 100 € AND Events REGISTRATION

1. For each expense you must use this form (https://phd-ai-society.di.unipi.it/wp-content/uploads/sites/6/2023/02/modulo_spesa_dottorandi.docx) for:
 1. Asking an authorisation to your supervisor responsible of your grant
 2. Asking an authorisation for the expense to the coordinator by sending the form: coordinator-ai-society@phd-ai.it
secretariat-ai-society@phd-ai.it

Furthermore, you need to know that:

1. the material—computers, accessories and so on—arrives in Pisa at the Department
2. you have to come in Pisa to take it
3. at the end of your PhD, the material will return to the Department, because it will be inventoried by Unipi

C. STEPS FOR BUYING ANY MATERIAL EXCEEDING 99 €

If you want to buy any material, whose cost exceeds 99 €, you need to follow these steps:

2. Ask a preliminary and informal authorisation to your supervisor
3. Ask an estimate for the material by sending an email to secretariat-ai-society@phd-ai.it with your supervisor in cc. In the email copy the link of the online page which contains the technical requirements of the material you want to order (e.g. if you need to buy a computer report Ram, size of the screen...). Then, we will ask an estimate for the product you want to buy and we will send you the proposal.
4. You must fill the following form with the information contained in the proposal: https://phd-ai-society.di.unipi.it/wp-content/uploads/sites/6/2023/02/modulo_spesa_dottorandi.docx
5. Ask the authorisation to your supervisor responsible of your grant
6. Ask the authorisation for the expense to the coordinator by sending the previous form to:



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7. When you get all the signatures, you can finalise the order. Send the filled form to Simona Barsotti (simona.barsotti@unipi.it) and Simone Farinella (secretariat-ai-society@phd-ai.it)