

Allowances for PhD candidates

26 September 2019

This memorandum provides the arrangements on [allowances](#) that apply to PhD candidates with a Leiden University appointment, including self-funded PhD candidates. If certain arrangements also apply to external PhD candidates, this is stated below.

1. Travel and training budget

The arrangements are as follows:

- PhD candidates (including self-funded PhD candidates) are assigned *maximum €5,000 for travel and training costs* for the duration of their appointment, depending on the requirements and nature of their research. The Academic Director shall decide which budget will cover these costs. For example, it can be paid from the training budget of the institute or from the consumables budget up to €500 (per FTE academic staff member per calendar year).
- The amount is intended to cover travel and accommodation costs and the costs for participating on courses, conferences, study days and study excursions, as well as membership of scientific organisations. Maximum €1,000 of the travel and training budget may be used for the purchase of scientific literature.

2. Translation costs

- No specific arrangement for PhD candidates exists.
- Departments and institutes may provide funds to their PhD candidates (including external PhD candidates) to cover costs which cannot be paid from the travel and training budget. Often supervisors use their own contract-funded resources (third flow of funds) to cover such costs, certainly if the PhD candidate has made a contribution towards contract-funded research or teaching.

3. Lay-out costs PhD dissertation in Meijers series

- Up to now, the arrangement was that if a PhD dissertation (or some other book) is part of the Meijers series (following a decision by the Programme Coordinator with most involvement), the Graduate School will pay for the lay-out costs up to a maximum of €2,500. This also applies to a dissertation by an external PhD candidate. The maximum amount is based on the lay-out costs of a dissertation which falls within the 100,000 word limit contained in [Article 13\(7\)](#) of the Leiden University PhD Regulations.

- If this limit is exceeded, the additional cost will be charged to the department/institute where the supervisor is employed. External PhD candidates will be expected to pay the additional cost.

4. Printing costs PhD dissertation

- The cost for printing will be paid by the Graduate School up to a maximum of €1,150. This arrangement applies irrespective of whether the book is published in the Meijers series or not, and irrespective of the type of PhD candidate.
- If printing costs are higher, the additional cost will be paid by the PhD candidate.
- In addition Leiden University Libraries pays €500 for making the dissertation available digitally in Open Access (Repository). This used to be referred to as an allowance for the licence to publish online; now - strangely enough - it is referred to as an allowance for printing costs. This change has made claiming the allowance more complicated. The Graduate School has explained the procedure as simply as possible, on the webpage [other allowances](#).

5. Doctorate premium

- In addition, it is important to note that the Faculty has decided to pass the full amount of the doctorate premium on to the institutes (and thus the departments). For each doctoral defence, around €45,000 is passed on in instalments over a four-year period, visible in the budget after two years. This amounts to around 0.15 FTEs each year over four years. This can be seen as a fixed sum in the costs for time spent on supervision by supervisors and co-supervisors.
- The premium of Meijers PhD candidates is divided proportionally. In the case of 50-50 matched PhD candidates, half of the premium goes to the Meijers Institute and half goes to the department. If a different division is used, this is done in proportion to that division. The premium for PhD candidates who are fully funded by the Meijers Institute (i.e. no matching) goes in full to the Meijers Institute. This premium is used to fund new PhD positions. If a Meijers PhD candidate is unable to complete and defend their dissertation on time, this can have a negative impact on the possibility to create and fund new PhD positions.
- In the case of supervision where one of the (co)supervisors is affiliated to a different university, it is customary to divide the doctorate premium. Considering the costs made by the Faculty for PhD candidates who carry out their research in Leiden (requiring desk space, registration, quality control etc.) an initial proposal is made for a 75-25% division. This can be different provided it is explicitly agreed at the start of the PhD. Account should be taken of the fact that the doctorate premium will only be paid to the other university after two years.
- If the supervision is performed by (co)supervisors from various institutes, the supervisors should come to clear agreements about the division of the doctorate premium at the start of the PhD. The (co)supervisors are responsible for informing the account managers of the

institutes in question of this agreement. The Academic Directors can monitor this in the Performance & Development (ROG) meetings or in other ways.

6. Other

- **Funding from LUF.** Only external PhD candidates and students can apply to LUF for funding of costs such as expensive travel abroad or other matters. This possibility is no longer available to PhD candidates with a University appointment who have other funding opportunities.
- **Funding from the Graduate School for activities for PhD candidates.** The Graduate School has a budget (€4,250) to pay for PhD drinks and meetings etc. The PhD Representative initiates these activities and the budget is administered by the Vice Dean. Funding is also available to promote the integration of self-funded PhD candidates. .
- **Agreements about remuneration for any other costs related to a PhD defence,** such as the reception etc., are the full responsibility of the institutes.

Applicable provisions:

Article 13

Paragraph 7. In principle, the dissertation should not exceed 100,000 words. On behalf of the Doctorate Board, the Dean may allow this limit to be exceeded at the written request of the supervisor.

Rules and Policy: see <https://www.medewerkers.universiteitleid.nl/po/arbeidsvoorwaarden-salaris-en-vergoedingen/vergoedingen-en-declaraties/incidentele-vergoedingen/rechtsgeleerdheid/fdr-bestuur-bureau?cf=rechtsgeleerdheid&cd=fdr-bestuur-bureau#tab-2>