

Expense allowance for PhD candidates

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The aim of this document is to formulate a uniform regulation regarding expenses incurred during a PhD trajectory for all PhD candidates of the faculty. PhD candidates may be connected to our university in different ways, for example as an employee or on a grant (see [appendix 1](#)). This may give rise to differences in reimbursement policies, which cannot be eliminated everywhere, but which we try to reduce as much as possible.

The overview below explains the possibilities for expense reimbursement for PhD candidates. Where possible, guidelines applicable to employed PhD candidates are also applied to PhD candidates who are not employed by the VU. No rights can be derived from this document. The principle of reasonableness and efficiency is leading in all cases. Obviously, it is not the intention that expenses are reimbursed twice, for example through an external partner/employer or grant provider and the VU.

What is meant by expenses?

First and foremost, the VU provides the necessary facilities for carrying out the research related to a PhD trajectory, such as an adequate workplace (e.g. laptop and IT facilities) and coverage of the research costs (e.g. bench fee). These costs fall outside the scope of this regulation.

This regulation focuses on expenses that a PhD candidate would incur themselves and then be (partly) reimbursed, such as:

- expenses related to the defense ceremony: printing the thesis, travel to the location of the defense, purchase/rental of clothing, reception afterwards or other expenses
- education/training, including language course, and conference attendance
- business trips

Of course, other expenses are conceivable, incurred by the PhD candidate himself/herself and not mentioned here. The PhD candidate can discuss with the supervisor whether tailor-made arrangements can be made for reimbursement.

Expenses incurred by a PhD candidate should be reimbursed by the scientific departments. Research grants may be used for this purpose.

Expense reimbursement overview

Type of expenses	Reimbursement	Comment
Promotion, including printing thesis (5 of which are mandatory copies for Beadle Office), clothing, travel or other expenses	A sum of €500 will be paid to the PhD candidate to meet the costs of the defense ceremony according to Promotion Rules, including printing thesis, purchase/rental of clothes, travel expenses (see below) or other expenses. N.B. Signing a license agreement to make the thesis non-exclusively public in digital form is a condition for getting the expense allowance.	Amount is evaluated periodically by VU, and is allocated to faculty/department through VUSAM.
International travel expenses to defense ceremony	If the PhD student lives abroad at the time of the defense ceremony, tailor-made arrangements are made for travel expenses if they exceed the amount of €500. Of course, the VU's business travel policy and its provision regarding which transport and reimbursement for this should be taken into account.	Prior consultation with promotor mandatory.
Reception/ drinks after promotion ceremony	Costs of reception/ drinks after promotion ceremony are at own expense. In accordance with the faculty's gifts regulation , the PhD candidate and departmental staff are offered coffee/tea and cake at the department/VU.	Gifts regulation of faculty is leading.
Education/Training and conference attendance	In consultation with the supervisor and co-supervisor, the training	Education/Training is determined in the

	needed for the PhD trajectory is determined and paid for by the department. The guidelines of the graduate school are taken into account. Be aware of a reference amount of €5000 for costs of education/training (30 EC per PhD candidate) and conference attendance.	Teaching and Supervision Plan (TSP)
Dutch language course	If desired, a department may choose to offer a Dutch language course for all its non-Dutch-speaking PhD candidates. For PhD candidates receiving the 30% rule , language courses cannot be reimbursed untaxed. Hence, it is chosen not to reimburse individual language courses.	
Business trips	In accordance with VU business travel policy, pre-approved business trips are reimbursed. Permission for business trips is always required from the supervisor. The relevant guidelines for Declarations and commute allowance can be consulted on VUweb.	Budget is provided by the department. Policy/Budget by department may vary.

For salaried employees, compensation for commuting in accordance with the Collective Labor Agreement (CAO) applies. For PhD candidates not employed by VU, there is no arrangement for reimbursement of commuting expenses. In consultation with HR, it may be possible to grant an expense allowance in accordance with the CAO.

Annex 1: What type of PhD candidates¹ knows the VU

- with employment VU
 - as employed PhD candidate
 - as another employed staff member, e.g. junior lecturer
- without employment VU
 - externally funded PhD candidate by a Dutch or foreign organization
 - scholarship PhD candidate
 - external PhD candidate in which the doctoral track takes place with own resources and in own time (self-funded)
- full-time/part-time

¹ Not comprehensive.