

Regulations printing and reception costs PhD's
Laid down by the Executive Board: 24.11.2015
Takes effect on: 1 January 2015

Regulations printing and reception costs PhD's Maastricht University

This is a translation of the document 'Regeling druk- en receptiekosten promovendi Universiteit Maastricht' approved and adopted by the Maastricht University Executive Board. In case of a difference of interpretation, this translation cannot be used for legal purpose and the Dutch text of this regulation will be binding.

1. A PhD candidate within the meaning of these regulations refers to a person who concludes an academic research project with the conferral of a doctorate at Maastricht University.
2. The PhD candidate is entitled to an allowance for the costs associated with the PhD ceremony, subject to the conditions and provisions set out in these regulations.
3. Maastricht University will reimburse a portion of the printing costs of the PhD dissertation to the extent that UM will purchase ten copies of the dissertation at a rate of €0.36 per page.
If and to the extent that the printing costs of the dissertation are higher than the allowance the PhD candidate receives as set out above, the excess costs can be covered by the amount stated under 4.
4. The allowance referred to in Article 2 amounts to two thousand euros (€2,000) or a lower amount if the costs are lower, and is intended solely as an allowance for the costs of printing the dissertation and the costs of the reception attached to the doctorate conferral ceremony. Any costs other than those referred to above are not eligible for reimbursement.
5. PhD candidates should pay the printing and reception costs out of their own pocket and later submit an expense claim for these costs.
PhD candidates may request an advance on the allowance from the dean of the faculty conferring their doctorate.
6. If the PhD candidate also receives an allowance from a third party for the costs referred to in Article 5 or receives any other allowance, this will be taken into account when determining the amount of the allowance to be allocated to him/her in accordance with these regulations, which effectively means that the total amount of the allowances may never exceed the total amount of the actual printing and reception costs.
7.
 - A. The claim for the allowance must be submitted on the designated expense claim form, together with the original documents specifying the costs incurred, to the head of the faculty where the PhD ceremony will take place.
 - B. The expense claim will be settled by HR and Salary Administration in the Finance Service Centre, which will also ensure it is processed correctly for tax purposes. The tax implications attached to the allowance are for UM's account.
 - C. The expense claim must be submitted within six months of the date on which the research doctorate conferral ceremony was held. Any expense claims submitted after that period will not be processed.
8. In situations not provided for in these regulations the Executive Board will decide.
9. These regulations take effect on 1 January 2016.

Adopted by the Executive Board on 24 November 2015.