

## **Regulation on reimbursement of printing and receiving costs for PhD candidates**

- 1.** A PhD candidate as referred to in these regulations constitutes a person who completes his/her PhD research at Maastricht University.
- 2.** PhD candidates will be reimbursed for the costs they incur in completing their PhD, in particular the costs of printing their dissertation and the costs of receiving their PhD. Other costs are not eligible for reimbursement. The maximum contribution to the costs of the care after the defence is €750.
- 3.** The UM Office for Academic Sessions (BAZ) also covers the printing costs for six copies of the thesis worth €0.36 per page. If the total printing costs are higher than the permitted fee for these six copies, the PhD candidate will be fully or partially reimbursed on the basis of Article 2 up to a maximum of € 2,000 less the reception costs incurred.
- 4.** In principle, PhD candidates cover the printing costs and the costs of the reception itself and then recover these costs. It is also possible to submit a request to the faculty dean for an advance on the fee.
- 5.** If a PhD candidate also receives a contribution from a third party for the costs referred to in Article 5 or receives another reimbursement, this shall be taken into account when determining the amount of the compensation for which he/she is eligible under these regulations. The sum of the fee(s) and the fee may not exceed the sum of the actual printing and receiving costs.
- 6.**
  - The application for reimbursement must be submitted to the BOSS using the form provided for that purpose, accompanied by original documents showing the costs incurred. The BAZ forwards the claim form and the attachments to the relevant faculty for assessment by the competent staff member. Upon approval, the claim, including seizures, is submitted to the personnel and payroll office.
  - The fee shall be paid by the personnel and payroll office of the FINANCE Service Centre, which shall also make appropriate tax arrangements. Any taxes associated with the refund are for the account of the UM.
  - The claim for compensation must be submitted no later than six months after the date of the promotional certificate. Claims submitted after this deadline or claims without proper accompanying documentation will not be processed.
- 7.** In situations that are not covered by these regulations, the Executive Board will take the final decision.
- 8.** These Regulations entered into force on 1 June 2019.

Adopted by the Executive Board on 11 June 2019.

### Example 1

The PhD candidate incurs the following costs:

- Reception: €800
- Printing: € 2,500 for 90 copies of the thesis (each copy = 100 pages).

Compensation granted:

- The reception costs are reimbursed up to a maximum of €750
- Six copies  $\times$  €0,36  $\times$  100 pages = €216; these costs will be reimbursed
- The remaining printing costs ( $\text{€}2,500 - \text{€}216 = \text{€}2,284$ ) will be reimbursed up to a maximum of  $\text{€}2,000 - \text{€}750$  receiving costs = €1,250.

Total reimbursed: €2,216

### Example 2

The PhD candidate incurs the following costs:

- Reception: €600
- Printing: € 1,000 for 35 copies of the thesis (each copy = 100 pages).

Compensation granted:

- The reception costs are fully reimbursed (€600 falls within the maximum of €750)
- Six copies  $\times$  €0,36  $\times$  100 pages = €216; these costs will be reimbursed
- The remaining printing costs are eligible for a reimbursement of up to  $\text{€}2,000 - \text{€}600$  receiving costs = €1,400. Because the remaining printing costs are  $\text{€}1,000 - \text{€}216 = \text{€}784$ , which is less than €1,400, the full €784 will be reimbursed.

Total reimbursed: €1,600