

Financial information for RU employed PhD candidates

Graduate School for the Humanities (GSH) – Faculty of Arts

RU employed PhD candidates receive a salary for the period that they are employed by Radboud University to carry out their PhD research.

PhD budget (or 'bench fee')

PhD candidates that are employed by the Faculty of Arts and whose tracks are funded by Radboud University (so-called 'eerste geldstroom' projects) have an individual PhD budget of € 6,000 for the total duration of their PhD track to spend on research related costs.¹

If your project is funded through an external institution (so-called 'tweede/derde geldstroom' projects), such as NWO or ERC, your PhD budget should have been included in the original funding application and should be paid by the funding institution.² This 'external' PhD budget is 'transferred' from the external funding institution to our faculty.³

The financial administration of the Faculty of Arts is responsible for providing the relevant budget number or specification that you should use when you claim your costs.

What (not) to spend your PhD budget on

- You may only use your PhD budget to cover expenses that are directly related to your PhD research. When in doubt, please contact the coordinator of the Graduate School (gshcoordinator@let.ru.nl) well in time before you incur the costs;
- A standard amount of € 1,000 from your budget is always allocated for your registration fee with one of the national research schools in the humanities;
- You cannot use the PhD budget to cover personnel costs, including translation and proofreading costs;
- You cannot use the PhD budget to buy books or other publications. If you need books or other publications that are not available in Open Access or at any Dutch university library, you can ask your supervisor to use the departmental library budget to buy the requested item;
- You cannot use the PhD budget to cover Article Processing Fees for Open Access journals. In many OA journals, RU employees can publish for free. Please find these specific arrangements [here](#);
- All incidental expenses up to € 50 should be claimed from the departmental budget for material costs. Please find the specific information [here](#);
- You cannot use your PhD budget to print your PhD thesis. There's a separate financial arrangement for this (see below).

How to spend your PhD budget

- At the start of your PhD track, you receive an e-mail in which your PhD budget number is mentioned. This number is a so-called "specification", which you need to declare your costs;

¹ PhD candidates whose employment started before 1 January 2023 have a PhD budget of € 5,000 for the total duration of their PhD track.

² It is possible that the amount of the PhD budget differs from the standard RU PhD budget.

³ If a specific PhD budget was not included in the original funding application, there might be other project budgets to pay PhD research related costs with, such as a 'travel budget' or 'material budget'. As a PhD candidate, you need to address these funds first. If there is no such budget, or if you can claim less than € 6.000,- from this budget, please contact the GSH coordinator via gshcoordinator@let.ru.nl.

- All declarations on your PhD budget should be submitted via [BASS](#). Please take a look [here](#) for instructions and note that you can only access BASS when you are logged into the RU network, either from your RU workplace or from elsewhere via [VPN](#);
- All declarations submitted via BASS are first automatically submitted for approval to your supervisor (not necessarily the same person as your first promotor), then to the budget manager (i.e. the GSH coordinator) and then to the Accounts Department;
- Travel costs can only be reimbursed when you have followed RU policy in booking your trip. Currently, all travel requests are submitted through [DGI Travel](#);
- Note that travel costs can be relatively high. For this reason, we strongly recommend you to apply for other funding for (international) trips. Information about additional funding options through Radboud University can be found [here](#).

Practicalities

- PhD candidates are themselves responsible for keeping track of their PhD budget;
- For a detailed overview of your PhD budget, please contact the Faculty of Arts Financial Department (finadmletteren@let.ru.nl);
- PhD budgets cease to exist three months after the termination of your contract came to an end. If there is any money left in the PhD budgets, it will be used by the research institute for other PhD candidates.
- At any time during your PhD track, you can ask for a meeting with the GSH coordinator who manages the PhD budgets to discuss your PhD budget in relation to your research plans. You may contact the GSH via gshcoordinator@let.ru.nl.

Budget for printing your PhD thesis

All PhD candidates can claim a one-time reimbursement for the printing costs related to their PhD thesis.

- The reimbursement can be claimed once;
- From 1 April 2026, the maximum amount for the reimbursement is € 1,200⁴;
- Eligible for reimbursement are actual printing costs as well as costs related to these printing costs, such as postal costs and costs for design and lay-out;
- Reimbursement can only be requested when the Beadle's Office received the proper number of dissertations;
- Reimbursement can only be requested when the University Library received a digital copy of the PhD thesis;
- PhD candidates who are still employed by RU claim their costs via [BASS](#);
- PhD candidates whose contract ended, claim their costs using a '[declaration form non employee](#)';
- Declaration forms can only be processed when:
 - all relevant information is complete;
 - proof of payment is included;
 - a declaration signed by the Beadle's Office is included stating they received the proper number of dissertations;
 - a confirmation by the University Library is included stating they received a digital copy of the PhD thesis.

If you have any questions related to the financial information as described in this document, please contact the GSH coordinator (gshcoordinator@let.ru.nl).

⁴ Before this date, it was € 2,200. The amount has been changed due to budget cuts.