

Financial information for external PhD candidates

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

External PhD candidates do not receive a salary and are not eligible for other terms of employment at Radboud University.

External PhD candidates are self-funded. This means that external PhD candidates must support themselves financially during their PhD trajectory, for example by receiving a salary from employment elsewhere, by applying for scholarships or stipends or by funding their PhD track from private means.

External PhD candidates are also responsible for funding their own research and training costs associated with carrying out their PhD project (e.g. attending conferences, conducting fieldwork). Sometimes external PhD candidates get a discount in registration costs and they can also make use of the [international mobility options](#) to the extent that funding is available.

PhD budget

For external PhD candidates, the GSH – Faculty of Arts provides a small PhD budget of maximum € 1,000 for the total duration of the PhD track to spend on research related costs. This PhD budget can only be claimed after the external PhD candidate was granted a 'go' after the go/no go meeting, that usually takes place 24 months after the start of the external PhD track. This funding can only be claimed if the external PhD candidate requesting the funding is correctly registered with the GSH and participates in completing the annual checkpoints (progress report + confidential questionnaire).

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. If in doubt, please contact the coordinator of the Graduate School (gshcoordinator@let.ru.nl) well in time before you incur the costs;
- If you choose to participate in training offered by one of the national research school in the humanities, the standard participation fee of € 500 is taken out of your PhD budget to pay for your registration;
- 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 your PhD budget to print your PhD thesis. There's a separate financial arrangement for this (see below).

How to spend your PhD budget

- All declarations on your PhD budget should be submitted via a '[declaration form non-employee](#)'. Please send the completed form with proof of payment to crediteuren@cif.ru.nl, and put gshcoordinator@let.ru.nl in cc;
- The required 'specification' that needs to be included in the declaration form can be requested from the GSH coordinator (gshcoordinator@let.ru.nl);
- Note that travel costs can be relatively high. For this reason, we strongly recommend you to apply for funding for (international) trips. Information about funding options through Radboud University can be found [here](#).

Practicalities

- External PhD candidates are themselves responsible for keeping track of their PhD budget;
- PhD budgets cease to exist three months after the initial six year registration of external PhD candidates 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 to discuss your PhD budget in relation to your research plans. You may contact the coordinator via gshcoordinator@let.ru.nl.

Budget for printing your PhD thesis

All PhD candidates, including those registered as external 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 € 1,200¹;
- 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;
- External PhD candidates claim their costs using a '[declaration form non employee](#)', which they complete and send to crediteuren@cif.ru.nl;
- The required 'specification' can be requested with the GSH coordinator (gshcoordinator@let.ru.nl);
- 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 (gshcoordinator@let.ru.nl).

¹ Before this date, it was € 2,200. The amount has been changed due to budget cuts.