**REIMBURSEMENT POLICY FOR PRINTING COSTS OF DOCTORAL THESIS OF THE FACULTY OF SCIENCE, RADBOUD UNIVERSITY NIJMEGEN**

1. This policy applies to all doctoral candidates of Radboud University Nijmegen.
2. Reimbursement must be applied for within six months of having made the costs.
3. Any request for the reimbursement of printing costs should include:
   1. the original final invoice, clearly stating the total amount of the printing costs of the doctoral thesis.
   2. an original statement signed by the registrar confirming submission of the required number of copies of the doctoral thesis from the doctoral candidate.
4. The printing costs will be reimbursed up to a maximum of EUR 2,200. The total amount to be reimbursed may not exceed the printing costs made by the doctoral candidate.
5. This policy is effective as of 1 January 2006.

*FACULTY OF SCIENCE IMPLEMENTATION REGULATION:*

*The faculty board will implement the regulation as follows:*

*- Reimbursement will not exceed a maximum of EUR 2,200, of which EUR 1,360 will be covered by the general faculty funds. Additional costs exceeding that amount (up to the maximum of EUR 2,200) will be covered by the department and/or the research institute. The doctoral candidate must inform these parties about the costs in advance. It is advisable to discuss this matter with the department head and the director of the institute in a timely fashion.*

*- In all cases, reimbursement is granted as a supplement to reimbursements already granted by other sources. With regard to financing from other sources, particularly from NWO, NWO foundations and others (e.g. charities), the faculty assumes that the reimbursement available from the body in question has in fact been received, unless the doctoral candidate can provide written proof that he/she is not eligible for that particular reimbursement according to the conditions laid out by the financing body. In this case, the burden of proof lies with the applicant. Please submit proof in your request.*

Your request should be submitted to the Personnel Department. When submitting your request, you must include documents from the registrar (regarding the submission of the required number of copies of the dissertation), the original invoice from the printing costs and, where applicable, proof of received or requested reimbursements, as well as proof that the manuscript has been accepted and a date has been set for the defence ceremony.

**REIMBURSEMENT APPLICATION FORM FOR COSTS OF DOCTORAL THESIS**

Name: BSN-number:

Address:

Postcode and Town:

E-mail address:

IBAN bank account number:

in case of a foreign bankaccount: also the name and city of the bank:

and the BIC (SWIFT)code:

Employed by/funding received from: (select: RU, FOM, STW, NWO- CW, NWO-ALW, etc.)

Period of employment: From To

Name of department and name of PhD supervisor:

Manuscript approval date: Defence ceremony date:

Requests reimbursement of printing costs of doctoral thesis

-> Please attach the original final invoice from the printing company and the original statement from the registrar and other required documents for verification.

-> Reimbursements from other sources: yes / no

If yes, send proof of source and amount.

*NB. If you receive contributions or reimbursements from other sources at a later date, it is your responsibility to report them.*

Date and signature of applicant:

*\* For RU reimbursements exceeding EUR 1,360, the signature of the head of the institute where you were working is required.*

Additional costs totalling EUR ………… to be passed on to: (code institute / department) ………..

Date, name and signature of research institute director for costs exceeding EUR 1,360:

Signed by Personnel Department approving reimbursement:

Signed by Finance Department (FEZ) confirming payment, including the passing on of costs: