

PhD Defence Budget Guidelines

As of January 1, 2025¹

1. Source of PhD defence budget

If a budget is available within the project to which the PhD candidate is affiliated, the costs associated with the defence must be covered by this project budget.

If no such funds are available, the section budget may contribute to the defence costs, within reasonable limits as indicated below.

2. Which PhD defence costs are covered?

A. Dissertation

- The section budget can cover printing costs, up to a maximum of €1200 Euro (around 25-50 printed copies).

B. Committee

- Intercontinental committee members are expected to participate online.
- The section can cover reasonable costs for foreign committee members (**up to 1400 Euro in total including airfare and lodging costs**). Please book airline tickets for foreign committee members as soon as possible **and** not shortly before the defence. Committee members can book a hotel room. Our management assistants **know** which hotels have special prices for TU Delft (up to 100 Euro per night).
- If needed, the section budget also covers other reasonable expenses for the committee member (such as travel costs in the Netherlands, meals etc.)

C. Other costs

- The section can reimburse the rental of attire for the PhD candidate and paranympths based on actual costs. For the PhD candidate only, and only if needed, an attire can be purchased instead of rented, for a maximum amount of €150, based on receipts.
- The costs of a reception in the Aula can be reimbursed up to a maximum of €500. Only standard catering arrangements will be covered. Please check with our management assistants what qualifies as a standard arrangement.
- The section does not reimburse other costs, such as, the party and dinner after the defence, or payment for a professional photographer during the defence etc.

The expenses claimed for the budget categories A-C cannot exceed the maxima per category indicated above. No re-distribution between categories A-C is allowed. While these limits represent the maximum contribution from the department, cost minimisation is strongly encouraged.

¹ Updated on 6-2-2025

3. Approval process

If a financial contribution from the section is required, the promotor is responsible for preparing a budget for the defence. The budget must be sent for approval, [using this form](#), to the section leader, before Form C is submitted. Costs can only be reimbursed based on actual expenses made, and compensation will not exceed the stated maxima.