Date: November 2025
Subject: Internal regulations for Faculty ceremonial affairs (inaugural addresses, jubilees, retirements, and PhD graduations)

From 1 January 2026, the budgets for facilities and allowances provided by the faculty for inaugural addresses, valedictory addresses, PhD ceremonies, departures or jubilees, and how these are managed by the staff members, Faculty, departments or organizational unit, have been updated to the following:

Allowance for departures and jubilees

Target group
This regulation applies to all staff members.

Departures
If a permanently-employed staff member has worked for at least five consecutive years at Leiden University, and is leaving because of retirement or another job inside or outside the university, a farewell reception may be held at the Faculty's expense for a maximum of €500. In cases of shorter employment duration or temporary contract, the farewell reception may be held at the Faculty's expense for a maximum of €250.

If the departing staff member is a full professor who is retiring and will be giving a valedictory address, the rules for the Valedictory Address (below) apply instead.

Jubilees
A distinction is made between civil service jubilees and Leiden University jubilees. A civil service jubilee is a jubilee marking 12.5, 25, 40 or 50 years of employment by the government or in one of its facilities or institutes, including the University. A Leiden University jubilee is a jubilee to mark 12.5. 25, 40 or 50 years of employment at Leiden University. The date of a university jubilee may coincide with a civil service jubilee.

If the staff member in question so desires, a reception can be held on their behalf to a maximum amount of €500, to be paid out of the material budget of the unit for which they work. If the dates of a civil service jubilee and a university jubilee do not coincide, the person in question can opt for a reception to celebrate the occasion of one of the two jubilees.

In lieu of a reception
If the person in question prefers not to hold a faculty reception for a Departure or a Jubilee, they may opt, for example, to:
- lunch with colleagues (and family members if required)
- dine with colleagues (and family members if required)
- share coffee and cakes
- host informal drinks (possibly at a location other than the faculty)

The maximum contribution of €500 (from the Faculty or the organizational unit, depending on the type of celebration) also applies to each of the above.

Organization
The head of the department or organizational unit is responsible for organizing the Jubilee or Departure celebration.

Allowance for inaugural and valedictory addresses

Target group
This regulation applies to full-time and part-time professors with at least a 0.1FTE contract at the Faculty.

Inaugural address
The Faculty will cover up to €500 of the costs incurred to organize an inaugural address given by a newly appointed Faculty professor can be reimbursed on provision that the address is organized in accordance with the standards set by the University's guidelines on inaugural addresses.

Valedictory address or lecture
Up to €1000 of the costs incurred to organize a valedictory lecture given by a professor upon their retirement can be reimbursed on provision that the address is organized in accordance with the standards set by the University's guidelines on valedictory lectures. €500 will be paid from the host department budget and €500 from the Faculty budget.

Organization
The professor must first inform the Department Head and Executive Director of their interest in holding an inaugural or valedictory address. After receiving permission to use the budget for this event from the Executive Director, the professor is responsible for all subsequent organization.

Allowance for PhD ceremony

Target group
This regulation applies to all PhD candidates enrolled in the Faculty of Archaeology (FdA) Graduate School, who obtain their doctorate from Leiden University, and whose supervisor is a staff member of the FdA, regardless of the PhD type. A condition for the award of the allowance is that the person in question has not previously received an allowance for the same expenses from another source.

Costs of printing a PhD thesis
The FdA Graduate School contributes a maximum of €1000 for the costs of printing and formatting a PhD thesis, on the basis of reimbursement after the PhD candidate provides the receipt and one printed copy of the thesis. All additional costs are to be covered by the PhD candidate. Beyond the University regulations (Leiden University PhD Regulations), the Faculty does not impose any requirements on the layout of the thesis or the choice of printer.

Renting clothes
The costs incurred for renting the prescribed clothing are not covered by the Faculty or graduate school and must be paid by the individuals involved.

Reception
The organization of a reception and the costs related thereto are the responsibility of the PhD candidate.

Travel and accommodation expenses
The Graduate School offers limited funding to help reimburse the travel and accommodation expenses of the Examining Committee ("oppositiecommissie") in order to attend the defense. Additionally, the co-supervisor and PhD candidate may request to use some of these funds if they are not based in the Netherlands. A maximum of €1500 (total amount for all traveling persons for one defense) can be reimbursed if all members are traveling from within Europe. In case a

committee member, PhD candidate, or co-supervisor is traveling from outside Europe, the maximum reimbursement can be raised to €3000 (total amount for all traveling persons for one defense). The expenses eligible for reimbursement include travel and accommodation up to a maximum of 3 nights, whereas other expenses such as meals are not covered.

The supervisor is responsible for allocating funds and notifying Committee members about these allocations, as well as outlining reimbursable expenses, and providing instructions for submitting reimbursement requests. Partial reimbursements, up to a fixed Euro amount, are possible and recommended. Please note that the Graduate School does not make the arrangements for travel and accommodation, but only provides reimbursement upon receiving the expense claim.