



Date: August 2018

Subject: Internal regulation for inaugural and valedictory addresses, PhD conferral ceremonies, departures and jubilees Faculty of Archaeology

From 1 September 2018, the budgets for facilities and allowances provided by the faculty for inaugural addresses, valedictory addresses, PhD ceremonies, departures or jubilees are managed by the departments, and in some cases, by the faculty.

Allowance for inaugural and valedictory addresses

Target group

This regulation applies to full-time and part-time professors employed (paid or voluntary) at the faculty.

Inaugural address

The costs incurred to organise an inaugural address given by a professor at Leiden University *can* be reimbursed on provision that the address is organised in accordance with the standards applicable to the University's guideline. Maximum reimbursement: € 500. One should send a request to the executive dean.

Valedictory address or lecture

The facilities and allowances that apply to valedictory addresses are the same as those governing inaugural addresses (see the above).

If a professor opts to hold a valedictory lecture, the costs relating to the organisation of the lecture in one of the faculty's lecture halls *can* be reimbursed provided it is organised in accordance with the appropriate standards applicable. In the event of a valedictory lecture, a maximum amount of € 500 may be claimed from the department for a reception optionally held at the faculty's premises and/or a dinner.

Allowance for PhD ceremony

Target group

This regulation applies to all PhD candidates (paid and voluntary) appointed at the faculty who obtain their doctorate Leiden University under the supervision of a professor of our faculty. A condition for award of the allowance is that the person in question has not previously received an allowance for the same expenses from another source.



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Costs of printing PhD thesis¹

The department contributes a maximum of € 1,000 for the costs of printing a thesis. All additional costs are for the account of the PhD candidate. The department imposes no conditions as to the number of editions, the choice of printer and the lay-out of the thesis. The Library wishes to have a number of copies of the thesis for its own use. The Library has its own allowance regulation for this purpose.

Renting clothes

The costs incurred for renting the prescribed clothing are for the private account of all those involved.

Travel and accommodation expenses

Travel and accommodation expenses incurred by external members of the doctoral committee for the actual PhD conferral ceremony will be reimbursed to all those concerned on provision of receipt of payment.

A maximum of € 1,500 can be reimbursed; in case of a transatlantic flight (max. 1 person for a maximum stay of three nights) the total amount of € 2,000 can be reimbursed. In both cases the faculty will pay.

Organisation

The department is responsible for organising the PhD conferral ceremony in conjunction with the beadle of University.

Allowance for departures and jubilees

Target group

This regulation applies to tenured 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 outside the university, a farewell reception may be held at the faculty's expense for a maximum of € 500.

In case the staff member chooses to take another job within the university, the same number of years apply. In other cases, it is up to the discretion of the unit where he/she was employed to organise a farewell reception, with the same maximum, on the account of the material budget of that unit.

In all cases, the total amount of reimbursement from the Faculty (including the unit) may not surpass the maximum of € 500.

Jubilees

A distinction is made between civil service jubilees and Leiden University jubilees.

¹ This rule does not apply to PhDs who have started prior to September 1, 2018. For them the old regulation is valid, i.e., until January 1, 2023.



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A civil service jubilee is a jubilee marking 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 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 his/her behalf at the department's expense to a maximum amount of € 500. 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.

If a departure and a jubilee are celebrated at one instance the above (see: Departures) applies.

In lieu of a reception

If the person in question prefers not to hold a faculty reception, he/she 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 departmental contribution of € 500 also applies to each of the above.

Organisation

Guidelines pertaining to the organisation of the farewell or jubilee celebration can be found at the department. The secretary will ensure a bouquet of flowers (max. 25 Euro) is presented on behalf of the faculty.