HIMS procedure for premiums to PhD students

In order to encourage PhD students to complete their thesis within four years HIMS offers a premium of € 2.000 for fulltime PhD students (including 4-year bursaries) upon completion of their manuscript within 48 months. If the manuscript is completed within 51 months a premium of € 500 will be granted. The time frame counted is the date the manuscript is approved by the promoter to send to the committee, not the promotion date.

Guest PhDs (company or bursaries with minimum 1 year attendance at HIMS), are eligible for a € 1.000 premium when sending their approved manuscript within 60 months after start.

(2020-2021 contract extension months due to Covid delay do not affect the bonus eligibility)

€ 2.000 premium
The premium can be paid via two different options:
1. As an untaxed sum. All costs (e.g. printing, reception etc.) regarding your promotion ceremony fall in this category. In case the costs are less than € 2.000,- the remaining amount will be made available via option 2;
2. As a taxed sum. The amount is paid with the salary and is subject to tax law. The money can be spent without restrictions.

€ 500 Premium
The premium will be made available as a reimbursement of costs regarding your promotion ceremony (e.g. printing, reception etc.), similar to above mentioned option 1.

€ 1.000 Premium (Guest Phds)
The premium will be made available as a reimbursement of costs regarding your promotion ceremony (e.g. printing, reception etc.), similar to above mentioned option 1. The PhD student must have worked at least one year fulltime at HIMS. Eligible are only students which earn 20% less than CAO PhD students 4th year.

How to apply for the premium
Step 1: Complete the attached application form and attach the following documents:
- proof of approved manuscript, stating date of approval by 1st promotor;
- proof of admission to the defense.

The completed form must be signed by the 1st promotor and the institute manager, Marcel Bartels, for approval.

Step 2:
If Option 1 is chosen, the PhD student declares his or her costs
   a) via the self-service tool if still employed by UvA
   b) via expenseclaims.uva.nl if not employed by UvA

If Option 2 is chosen, the institute manager will submit the form together with a payment request to the Personnel Department (PZ). PZ will give the final order for payment.

In all cases, please attach the original invoices to your reimbursement request, stating PAID BY HIMS/UvA. Please mention WBS element R.2322.0010 - unless otherwise stated.

APPLICATION FORM PREMIUMS FOR PhD STUDENTS HIMS

Name PhD student	
Personnel number	
Name research group	
Name 1st promotor	
Starting date research	
Date of approval by 1st promotor	
Date of PhD defence	
Appendices	− proof of approved manuscript by 1st promotor e.g. signed e-mail − proof of admission to the defense
Premium Amounts ✓ appropriate	☐ € 2000 premium untaxed via declaration Completion within 48 months for full time PhDs ☐ € 2000 premium taxed via salary administration Completion within 48 months for full time PhDs ☐ € 500 printing premium for full time PhDs Completion within 51 months ☐ € 1000 premium Completion within 60 months for Guest PhDs Worked a minimum of 1 year at HIMS and earn 20% less than PhD CAO

Signatures

1st promoter	PhD candidate	Institute manager
Name	Name	Dr. S.N.F. van Duren
Place, Amsterdam	Place	Place, Amsterdam
Date	Date	Date