Doctoral Financial Instructions

for the Faculty Regulations for the Doctoral Examination with Dissertation
Valid as of March 10, 2011
(replaces all former arrangements)

Candidates who are not employed by the FWO-V or as project assistants, and who are enrolled in the Programme, receive financial assistance to cover programme-related costs. The subsidy consists of a maximum of €750. This subsidy is intended for activities during the Doctoral Programme that have a demonstrable link with it.

The following costs will be considered for support:
• Travel and registration costs for participation in scholarly conferences, colloquia or other scholarly meetings both in Belgium and abroad. Participants are required to submit proof of participation and payment. Attendance of a Summer School or a research visit outside Belgium (e.g. to work in archives) are also considered, provided the applicant first submits an attestation issued by the institute visited. Doctoral students, who have already published, have to apply first to the FWO-V (Research Foundation - Flanders) or the Academische Stichting for financial assistance for a conference or research visit. All doctoral students are required to obtain written permission from their promoter prior to participation in the aforementioned activities.
• Translation and proofreading costs incurred in relation to the publication of the candidate’s own scholarly articles associated with the candidate’s doctoral research.
• Costs for the printing of the dissertation (the Faculty will pay for a maximum of 12/13 copies, to the value of at most €200. The student is required to submit 6/7 copies to the Research Secretariat depending on whether there is a co-promotor).
• Costs for the acquisition of relevant scholarly literature, software or photocopies essential to the doctoral research (maximum €250).
• Expenses for the provision of a reception after the defense. Of the financial assistance of €750 an amount of maximum €150 is reserved for the costs of the reception. This amount is available to all doctoral students of the Faculty.
• Costs incurred in empirical research.
• Costs incurred at libraries or archives.

Applications for financial assistance are submitted, together with the recommendation of the promoter and accompanied by the standard form and the necessary original documentary evidence, within a period of three months after receipt, to the administrative secretary of the Research Secretariat.

Doctoral students are only permitted to use €400 of the €750 during their doctoral studies. The remaining €350 is reserved for expenses concerning the printing and binding of the dissertation (€200) and for the reception after the defense (€150). If candidates still have funds left after these two expenses, they may request the use of these for the other purposes mentioned (with the approval of the promoter).
In addition to the financial assistance of maximum €750, it is also possible for doctoral students, who are not employed by the FWO-V or as project assistants or who are not otherwise linked to a project with congress funding, to submit applications for special conference grants. A special conference grant can be awarded only once every calendar year and only during the first four years of the Doctoral Programme. The grant is each time limited to a maximum value of €750. The special conference grants are reserved for active participation in international conferences (lecture/presentation of paper or poster) and are awarded on the basis of a motivated formal application, which must meet the following criteria:

- The application must be submitted to the Research Secretariat at least two months before the start of the conference;
- The minimum duration of the international conference is two days;
- Preference is given to international conferences which are not junior conferences.

The application must contain:

1. A letter of motivation written and signed by the candidate. The letter specifies (1) the innovative character of the paper that will be presented; (2) the role of the paper with regard to the doctoral research project; (3) the relevance of the international conference for the doctoral research project; (4) the significance of the international conference;
2. A letter of support written and signed by the promoter;
3. An abstract/summary of the paper or poster that will be presented at the conference (minimum of 200 words);
4. General information on the international conference (theme, programme, ...);
5. A proof of acceptance of the candidate’s paper or poster;
6. An estimate of costs (travel expenses, hotel, registration fee, ...);
7. Proof that the candidate has submitted an application for financial support to the FWO-V (Research Foundation - Flanders) or the Academische Stichting, or a statement explaining why the candidate is not eligible for the aforementioned types of funding (e.g. not having published yet).

The decisions with regard to the special conference grants are taken by the Chair and the Secretary of the Doctoral Committee of the Faculty of Theology and Religious Studies, on the basis of formal and qualitative criteria. Incomplete applications will not be considered. The decisions taken are final. The candidates will be informed on the outcome of their applications by the Research Secretariat.

Once the special conference grant has been awarded, the doctoral student needs to contact the travel agency Omnia for a detailed price estimate for the purchase of the required plane and/or train ticket:

Travel agency Omnia
Mgr. Ladeuzeplein 15, 3000 Leuven
Phone: 016/24 38 10
Fax: 016/24 38 01
E-mail: zakenreizen@omnia.be

Opening hours: Monday to Friday from 09.00 to 17.00 hrs, Thursday from 09.00 to 19.00 hrs

The detailed price estimate of Omnia needs to be forwarded immediately, after receipt, to the Research Secretariat, so that an order form can be drawn up by the Faculty’s financial antenna (for more information: http://theo.kuleuven.be/page/financial_guidelines/).

The other expenses made as part of the awarded special conference grant are to be submitted to the Research Secretariat as soon as possible after the conference has taken place together with the required original receipts.