

## **NPT guideline for budgeting the duration of PhD courses**

Problem: projects have a maximum duration of four years. In theory, PhD candidates should be able to finish within four years. However, often they do not finish within that time for a variety of reasons, e.g. because they were not able to start on time or there was some delay during their studies. How do we deal with these situations?

### **If we know when the budget is being prepared and assessed that the studies will overrun:**

- the maximum duration of the project remains four years;
- if there is a valid reason why the studies should take longer, an extra amount can be budgeted in the final year to finance any overrun.

### **If it becomes clear during the project that the studies will overrun:**

- if the PhD candidate has not started his or her studies within one year of the official start date, Nuffic's permission must be obtained before starting the studies;
- if the studies started on time, but are likely to overrun, the budget can be adapted in order to create budget for the overrun;
- Nuffic must give its approval.

Please note that overruns must be reported on in the progress reports and be included in revised planning and budgets.

### **At the scheduled end of the project, Nuffic will examine whether:**

- the entire project can be extended in a budget-neutral way (if other activities have also been subject to delays);

or

- a lump sum can be made available, subject to the obligation that the project partners guarantee that
  - the PhD candidate is allowed to complete his or her studies;
  - the projectpartners will cover any costs necessary to do so, even if the lump sum is insufficient;
  - that Nuffic is kept informed of progress until the study is finished.

**Please note that the total project amount will not change. If additional budget is necessary for PhD candidates, budgets for other activities will have to be reduced.**