An Incomplete Checklist for “Stays Abroad” and Internships

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Thanks to
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Stay Abroad vs. Internship

Stay Abroad
- University / R&D
- Required
- Part of your PhD
  - TA exemption*

Internship
- R&D / Company
- Optional
- Delays your PhD
  - On leave from AU
- Somehow unrelated to your PhD

*Up to 6 months, you are required to send an e-mail to GSST to announce your stay abroad and the time frame of your exemption.
Motivation

- Experience a new environment
  - University, R&D department, or company
  - Where do you want to be after your PhD?
  - Add something to your CV

- Develop yourself
  - Use it as an opportunity to reinvent yourself
  - Spend time on reflection, before, during, and after

- Boost your PhD
  - Write papers, take a break, learn something new
Select Your Destination
Find a Stay Abroad or Internship

Stay Abroad
- University / R&D
- Find a host
  - Existing contact
  - Non-existing contact
  - Ask your advisor

Internship
- R&D / Company
- Find a host
  - Existing contact
  - Online applications
    - E.g. google, facebook
Start Planning Early

• Start planning 6-12 months before your trip
• Internships are typically available during the summer
• Stays abroad are typically placed late in your PhD
Work

Stay Abroad

- Talk to your host and define a project
  - Research
  - Don't bring your work from Aarhus

- Talk to your host and agree on the project and any expectations (a paper?)
  - Ask for relevant papers

Internship

- You are given a predefined project
  - Implementation
  - (Research)
Prepare Your Trip
Transport

• Check if you need a visa, and get it ASAP
  – Travel to CPH, long queues to get an appointment

• Book your flight tickets
  – Wait until you have a visa
  – Cheaper to buy a return ticket
    • Always buy a return ticket if you travel to the US, Israel
  – [Stay abroad] The university pays for your travel
    • You need a CWT and Aurus account. An AU credit card is also nice to have.
Sublet Apartment

• Paying rent two places is expensive
• Often you are allowed to sublet your apartment
  – Ask your landlord
• Sites
  – www.boligportalen.dk
  – studerende.au.dk/rejsud/fremlejeafbolig/
• Use a contract
  – www.mbbl.dk/publikationer/lejekontrakt-til-privat-udlejning
Rent Apartment

• Search early
  – Can be expensive
  – Difficult in high-density internship areas

• Ask your host if they can help

• As a last resort, try www.airbnb.com
  – Expensive but easy to find something
Other Administrative Tasks

- Redirect your (old-style) mail
  - Ask for a form at the post office
- [Internship] Apply for PhD leave
  - Write an e-mail to GSST
- Announce leave to:
  - The *nation register of persons* *(not if you don't sublet and travel < 6 months)*
  - The *danish foreign ministry* *(optional)*
- *[Non-danish citizens]* Do check how this affects for visa/work/stay permits.
Medical Insurance

Stay Abroad
- AU travel and medical insurance
- Remember to get the insurance card

Internship
- No coverage
- Notice, that normal travel insurances does not cover 3-6 month stays
During Your Trip
Spending Time Abroad

• You will have a lot of free time
  – Work
  – Explore your host institution
  – Explore the city you are visiting

• Expect a higher workload late in your trip

• Remember to have fun
Spending Time Abroad (cont.)

• Talk to people
  – Extend your network
  – Get new inputs
  – [Internship] Ask other interns about their experiences

• Attend talks and courses
Spending Time Abroad (cont.)

- Sightseeing and interesting groups
  - www.meetup.com
- Communicate with your advisor
- Before you leave, ask someone to handle your local mail
After Your Trip
Taxes

- Tax deductions for food and lodging expenses
  - [www.skat.dk/SKAT.aspx?old=1789759](http://www.skat.dk/SKAT.aspx?old=1789759)
  - ~660,- each day, 25,500 maximum each year
  - Tip: Plan your stay over two calendar years
  - Not applicable if your host pays food and lodging
  - Similar deduction if you have a spouse in DK (only one is applicable)
Taxes (cont.)

[Internships]

• You need to (sometimes) pay tax in DK for your internship salary
  – Depending on your destination country and duration, you need to pay tax according to 3 different calculation models
  – In general, you pay full tax in your host country and in DK for your income
  – You get tax exemptions in DK equal to the tax paid in your host country (on trips <6 months) or the tax paid in DK (on trips >6 months)
  – See www.skat.dk/SKAT.aspx?oId=87627

• These rules does not necessarily apply to non-danish citizens, contact skat to clarify the rules
Reflect

- Spend some time reflecting upon your trip
- Talk to your advisor about your experiences
- Use this to develop yourself!
Resources

• Instructions for PhD students for going abroad
  – phd.au.dk/gradschools/scienceandtechnology/programs/computerscience/stayingabroad/

• General instructions for AU staff for going abroad
  – ias.au.dk/goingabroad/

• For masters students, with a single relevant section
  – studerende.au.dk/en/exchangestudy/tipsandadvice/beforedeparture/