

# GSST guidelines in connection with admission of students with CSC grants

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## General

Once contact has been established with a potential applicant, it is important to be aware that the person must apply via GSST's four annual application rounds on equal footing with other applicants. The application deadlines are 1 February, 1 May, 1 August and 1 November. This requirement also applies so that candidates can obtain a letter of invitation, which acts as a provisional letter of admission from GSST for use with CSC applications. **Letters of invitation can only be issued by GSST and not by supervisors/programme chairpersons.** GSST requests supervisors to refrain from promising admission as a PhD student by sidestepping GSST.

## In special circumstances

*In special circumstances*, GSST can assess an application by agreement outside the official rounds. For the procedure to be carried out as expediently as possible, the applicant must still submit an application via GSST's website, after which the head of the graduate school – in consultation with the supervisor and chairman of the programme committee – assesses whether the applicant is qualified for admission to GSST. In other words, the applicant does not need to wait the normal seven weeks for a response, but can be notified within a shorter period. GSST can subsequently issue the applicant with a letter of invitation, in which it states that the applicant will be admitted to GSST on the proviso that CSC makes funding available. To ensure the procedure is carried out quickly, it is important in these cases that the supervisor or applicant contact GSST once more when the application has been uploaded.

## Administrative procedure

1. Contact with potential applicant.
2. Skype interview with applicant. Please note that GSST has requirements for proof of proficiency in English for students whose native language is not English or English was not the language of instruction during their Bachelor's and/or Master's programme. For more information, see [here](#).

3. Candidates send their application via the ordinary round (stating under 'funding' that they have applied/will apply for funds via CSC/other). GSST can subsequently issue a letter of invitation/provisional admission to qualified applicants.
4. When the applicants have their funding in place, they submit proof of this to GSST.
5. The application is administratively processed on an equal footing with applications from other applicants (in spite of admission approval).

## Note

- GSST charges the departments an annual fee of DKK 30,000, just as for other PhD students.
- CSC fellows are regarded by Aarhus University as self-financing PhD students and are therefore not insured by Aarhus University. These PhD students should personally take out a third-party liability and accident insurance. For more information about insurance conditions, please see GSST's insurance guide [here](#).
- In the case of pregnancy, maternity or paternity leave or long-term illness, there is no coverage of the CSC fellow's payroll costs during the leave or in connection with an extension – neither from CSC nor from AU.
- If the studies are disrupted prior to completion, a student with a CSC grant can risk having to pay a fine in addition to paying back all or part of the grant, as well as travelling expenses in connection with the study period.
- Because CSC fellows are not employed at AU, they have no duty to work. Supervisors should be aware that the students must comply with the duty to communicate their knowledge (dissemination), which can possibly take place by employing the student in a position as a teaching assistant.
- The previous double taxation agreement between Denmark and China was repealed on 1 January 2013. This means that PhD students may be liable to pay tax in Denmark and your CSC fellowship may therefore be subject to taxation. The extent to which PhD students are liable to pay tax in Denmark can only be determined by the Danish tax authorities (SKAT). You can read more about taxation of fellowships [here](#).

## Timeframe

GSST points out that a relatively long period of time can elapse between receiving a letter of invitation and actually starting as a PhD student at GSST. This is partly due to the processing time at the Danish Agency for International Recruitment and Integration (SIRI).

- 1 February, 1 May, 1 August and 1 November: deadline for PhD application
- Seven weeks after deadline: offer of admission.
- Nine weeks after deadline: admission papers and application for work and residence permit – and possibly even more weeks before the application is completed (depending on the applicant's place of residence, etc.).
- One to two months after submission of work and residence permit: the result is available at the place of application.
- Four to five months from application deadline: commencement of studies.