

## Survival kit for PhDs

These pages contain practical information about being a PhD student at the Department of Political Science and Government, arranged roughly according to order of the phases of the PhD and grouped into related areas. In the electronic version you can click on a topic in the Table of Contents below to jump to the appropriate section.

### Table of Contents

Survival kit for PhDs .....	1
<i>First Steps</i> .....	4
Staff & Important Contacts .....	4
MIT.AU.DK.....	4
Profiles .....	5
IT, Printers & Printing of material.....	5
PhD Planner .....	6
Book purchase allowance ( <i>or funding for research assistance</i> ) .....	6
Library services .....	6
<i>Getting Going</i> ....	7
Thesis: Choice of articles or a monograph.....	7
Courses – General Policy & ECTS Requirements .....	7
Application for approval of external courses .....	7
Approval for costs related to external courses.....	8
4+4: Masters & PhD Combined .....	8
Specific Courses .....	8
PhD presentations .....	9
Teaching responsibilities .....	9
K-system .....	9
<i>Life as a PhD</i> .....	10
Section Meetings.....	10
Weekly lunch meetings .....	10
Rotating PhD Representative Positions.....	10
Lunch .....	10
Friday breakfasts.....	10
Facebook group.....	11
Maps of Campus Area .....	11
Supply Room.....	11

Staff Gym .....	11
Psychologists.....	11
International Center .....	11
Skat – Danish Taxes.....	12
International Club (UIC) .....	12
<i>Employment-Employer Specifics .....</i>	<i>12</i>
Salary as a PhD .....	12
Legal Organizational Structure.....	12
PhD Planner - Biannual assessment.....	13
MUS / Staff Dialogue .....	13
HR Contact.....	13
Illness .....	13
Holiday/Concurrent Holiday .....	13
Maternity/paternity leave.....	14
Pension Policy.....	14
<i>Work-related travel, Study Abroad &amp; Field Work .....</i>	<i>14</i>
Credit Card & Travel Insurance Card .....	14
Travel Procedures .....	14
AURUS: Managing Credit Card Expenses .....	14
Booking and planning travel.....	15
Per Diems / Daily Allowances.....	15
Conferences.....	15
Studying abroad.....	16
Field Work .....	16
<i>Final Steps .....</i>	<i>16</i>
Second Presentation .....	16
PhD Defense Committee.....	16
PhD Dissertation Summary .....	16
Completion bonus and publication bonus.....	16
Finalizing and Closing Out PhD Planner.....	16
Submission and assessment of the dissertation .....	17
Annex I – Travel Subsidy Application Form.....	18
Annex II –First PhD Presentation Policy.....	19
Annex III - Second PhD Presentation Policy .....	20
Annex IV – Teaching Policy .....	21



Annex V – Funding sources for field work and studying abroad.....	22
Annex VI – PhD Dissertation Summary Requirements .....	23
Annex VII - Committees at the Department of Political Science.....	24
Annex VIII – Check List for Closing out the PhD Planner .....	27
Annex IX – PhD supervisor guidelines .....	28
Annex X – Guidelines on the PhD Mentor Scheme at the Department of Political Science, Aarhus University.....	30

## *First Steps*

### **Staff & Important Contacts**

The campus wide staff listing is <http://www.au.dk/en/about/organisation/staffdir/> and allows you to use a lookup that includes photos and their building-mapped locations.

This link: <http://ps.medarbejdere.au.dk/en/> is the **staff portal** for the Department of Political Science and Government. The Staff portal includes larger department events, important phone numbers such as IT, and department administrative contacts.

Important contacts are listed on the Staff Portal homepage, and an expanded list is included under the *staff contact info* link (<http://ps.medarbejdere.au.dk/en/staff-contact-info/> or here for a full list: <http://ps.au.dk/en/contact/staff/>). Internal phone numbers can be dialed from desk phones using just the last five digits of the phone number.

**Head of Dept.:** Peter Munk Christiansen: 8716 5685/30115340, Building 1341, Office 212, [pmc@ps.au.dk](mailto:pmc@ps.au.dk)

**PhD Coordinator:** Christoffer Green-Pedersen: 8716 5692, Building 1340, Office 329, [cgp@ps.au.dk](mailto:cgp@ps.au.dk)

**Administrative Officer:** Birgit Kanstrup: 8716 5601, Building 1331, Office 128, [bk@ps.au.dk](mailto:bk@ps.au.dk)

**Administrator:** Helle M.H. Bundgaard: 8716-5602, Building 1331, Office 125, [helle@ps.au.dk](mailto:helle@ps.au.dk)

**Studies Secretary of Dept.:** Susanne Vang: 8715 2198, Building 1331, Office 119, [susanne@ps.au.dk](mailto:susanne@ps.au.dk)

**Accountant:** Malene Poulsen: 8716 5596, Building 1331, Office 130, [malenep@ps.au.dk](mailto:malenep@ps.au.dk)

**International Center Coordinator:** Inge Aachmann Pedersen, 8715-3603, Building 1651, Office 112, [iap@au.dk](mailto:iap@au.dk)

**International Academic Service:** <http://ias.au.dk/international-academic-staff-ias/>

**IT support:** 8715 0933, [bss.it@au.dk](mailto:bss.it@au.dk), <http://www.au.dk/bsssupport>, located in [Building 1322](#)

**BSS (Business School) Website:** <http://bss.au.dk/>

**BSS Graduate School HR Support:** Lene Lund Hausgaard, 8715 2178, [lene.lund@au.dk](mailto:lene.lund@au.dk), Building, 1447, #216

**Janitors/Betjentstuen:** 8715 0552

### **MIT.AU.DK**

MIT.AU.DK (<https://mit.au.dk/selfservice/>) is the staff administrative portal for all things related to general administration of your work. A few examples: MIT.AU.DK gives you access to Blackboard where you can access and post materials for courses you are taking / teaching;

setting up ad hoc Wi-Fi permissions for yourself or guests; housing applications; changes to email address; vacation and absence forms; requesting a Student ID should you need one (other than your staff access card), etc.

### Profiles

Each staff member (including PhDs) has an *internal welcome profile* that is posted on the [Staff Portal](#). You are asked to contact Ingrid Marie Fossum or someone from the [Communications section](#) of the Administrative Centre for BSS to take a photo for your profile. Ingrid's email is [if@au.dk](mailto:if@au.dk).

You will also be requested to set your PURE [profile](#) (on this website <http://medarbejdere.au.dk/en/pure/>), which will be used as your external profile related to your work and research at the department.

The signature line of your work email account can be setup in Outlook. You can navigate to this in Outlook under File/Options/Mail/Create or modify signature for messages.

The following is the general information most staff include, and you can just copy and paste this into the signature line and edit with your details.

#### **Name**

PhD student

Tel.: +45 871x xxxx

Mail: name@ps.au.dk

#### **Department of Political Science**

Aarhus BSS

Aarhus University

Bartholins Allé 7

DK-8000 Aarhus C

<http://ps.au.dk/>



DEPARTMENT OF POLITICAL SCIENCE  
AARHUS UNIVERSITY



### IT, Printers & Printing of material

You can call IT to connect your laptop to printers near your office area or for any other technical questions or support. This would also apply to issues with presentation technology.

**IT support:** 8715 0933, [bss.it@au.dk](mailto:bss.it@au.dk), <http://www.au.dk/bsssupport>, located in [Building 1322](#). They are open between 8:00 and 16:00 every work day.

Secretaries assigned to your department area can assist with preparing copies and compendiums for classes you will be teaching. You can contact the Administrator (currently Helle M.H. Bundgaard) for assistance. This would also include material for other seminars and larger jobs.

### PhD Planner

The [PhD Planner](#) is an online tool that the department uses for the oversight of your progress and completion of agreed-upon activities related to the completion of your PhD. Here you will list courses you are taking, track ECTS, and update them as you complete them. You will also list conferences, teaching courses, 'change of environment' plans such as studying abroad or field work, as well as dissemination elements of your research. See Biannual Assessment for the administrative process related to this. You will likely be asked to complete the first plan within the first three months of your PhD and then 'submit' online for your supervisors' review and approval up the chain of authority. It is important that you keep the PhD Planner updated and that all information added is precise and correct.

Link: <http://phd.au.dk/graduate-schools/businessandsocialsciences/phdplannerlogin/>.

### Book purchase allowance (or funding for research assistance)

During the course of your PhD, you are given an allowance of DKK 12,000 for the purchase of books. The funds can also be used for paying for a research assistant, to purchase an iPad, expand your Dropbox, or other digital reader device. However, keep in mind that alternative uses would need to be pre-approved. Ipads can be purchased via the BSS IT webshop, link found here: <http://medarbejdere.au.dk/en/administration/it/buy-it-equipment-and-software/aarhus-bss-it-webshop/>.

You can use your corporate credit card for purchasing books on various websites (Amazon websites include: amazon.com, amazon.de, amazon.co.uk, for instance) or Faktum which is a frequently used Danish website. You can set up an account connected with the university on their website: <http://ftu.dk/>. You will need to reconcile all purchases using the credit card with the Accountant, so make sure to provide invoices / receipts for each purchase.

### Library services

Your local Political Science library can help you with questions or requests regarding general library services, acquisition of new books and journals to the library, information retrieval and management, developing search strategies and performing systematic searches, copyright rules relating to syllabus lists, and PURE.

Your contact librarians are Mette Ahlers Marino ([mam@au.dk](mailto:mam@au.dk)) and Steffen A. Gjedde ([sag@au.dk](mailto:sag@au.dk)). The library here is very helpful and resourceful. You can set up an informal meeting with them to discuss your research areas and they can also be on the lookout for useful materials or offer suggestions. Often, they might purchase a book that is relevant to your work and allow you to check it out, which frees up more funding in your book allowance for other materials.

You can search for and request books on the library website (<http://library.au.dk/en/>), add them to your 'basket' and request delivery, and they will be delivered to your mailbox in the mailroom. You can also use forms on this website to request books to be borrowed from other libraries in Denmark or abroad.

### *Getting Going ....*

#### **Thesis: Choice of articles or a monograph**

Discuss early on with your advisors what form your dissertation should take. There are two general options: a collection of related articles or a monograph. There is no formal criteria for how many articles you must produce in order to be approved for defense of your dissertation, but generally students present between 3 and 5 articles and a summary. Guidelines for the summary can be found in appendix VI. Whether your number of articles is sufficient also depends on how many are co-authored and how much research is embedded in the articles in terms of data collection, presentation of new theoretical ideas etc. Three sole authored articles are considered the minimum standard and at least 1 sole authored article is expected. Hybrid models like a shorter monograph and two articles are also possible. Articles do not have to be accepted for publication but they need to be publishable. Discuss this matter with your supervisors and the PhD Coordinator. Both forms have advantages and disadvantages, and you should look for the format which presents your research in the best way.

#### **Courses – General Policy & ECTS Requirements**

Normal PhD students (referred to as a ‘5+3’ within the Aarhus University System) must take PhD courses with a value of 30 ECTS in total. In general, the Department allows you to **take 20 ECTS within the Department**, and seek out courses specifically relevant to your topic area or research methods at institutions throughout Denmark and internationally **for the remaining 10 ECTS**.

#### **Application for approval of external courses**

If you would like to include an external course to your PhD plan with accredited ECTS, you must submit the following to the Programme Chair:

1. An **application**. The application should be supported by your main supervisor to confirm that the course is relevant to your PhD project
2. A **detailed course programme** and information about the **amount of preparation** for the course
3. A **course diploma**

Please note that the approval is of an academic nature and not an application to make the PhD administration pay any course fees. (And the department is hesitant towards financing courses for less than 5 ECTS unless they are cheap.)

ECTS credits for external courses are allocated on the same basis as the school’s own courses. This is one of the reasons why you have to submit a detailed course programme and information about preparation together with your application. Consequently, the allocated ECTS value might differ from the ECTS value stated in the external course certificate.

Please note that passive participation in workshops and conferences is not normally accredited.

Upon receiving approval and ECTS credits from the Programme Chair for your participation in an external course, you must update your PhD plan.

### Approval for costs related to external courses

If a course implies costs for the department, a budget must be approved by the Accountant. See [Annex I](#) for the Travel Subsidy Application Form. Normally, if the course is approved, the Department will cover the transportation costs as well as a per diem amount (125 DKK pr. day), depending on what is supplied by the institution offering the course and the location of the course. Discuss with the PhD Coordinator for specifics.

### 4+4: Masters & PhD Combined

4+4 students combine their masters with the PhD program, and generally 'start' their PhD contract in the second year of their master's degree. They must take their remaining 60 ECTS master courses as well as PhD courses with a value of 30 ECTS in total. 30 ECTS of the master courses' points are contained in the master dissertation (including the course *Social Research as a Craft*), and the remaining 30 ECTS of the master program may be chosen freely. The 30 ECTS PhD courses must include 10 ECTS from courses on methodology supplied by the department, and the remaining courses (20 ECTS) may be chosen freely. 4 + 4 students must apply for merit for PhD courses that they want to be credited their candidate education. They do so through the IT self-service: <http://studerende.au.dk/selvbetjening/> where they must upload the proof of their courses.

### Specific Courses

See this website and talk to your supervisor, professors in your section, and the PhD Coordinator about all potential courses available for you at the department. For upcoming semesters here is the list of available courses:

<http://phd.au.dk/gradschools/businessandsocialsciences/courses/>.

For the Political Science Department courses, check here:

<http://phd.au.dk/gradschools/businessandsocialsciences/programmes/politicalscienceandgovernment/courses/>.

You receive 10 ECTS for the course *Social Research as a Craft*. Another 10 ECTS for courses on methodology supplied by the department (you can choose from the list below or others that become available). The remaining courses (10 ECTS) may be chosen freely

*Below are listed the most standard courses which may change over time:*

1. Social Research as a Craft: This course is normally offered in the Spring Semester and is compulsory. You will be contacted regarding participation.
2. Responsible Research Course – *currently being developed*
3. Information Retrieval and Information Management Course (Offered twice a year by the Library, short-course, no ECTS)
4. Introduction to Planning, Presentation Technique and Teaching (Offered twice a year by CUL, short-course, no ECTS)
5. Case Selection (spring semester, for further information please contact Derek Beach, [derek@ps.au.dk](mailto:derek@ps.au.dk)) (5 ECTS credits)
6. Causal Oriented Qualitative Case-Studies (autumn semester, for further information please contact Derek Beach, [derek@ps.au.dk](mailto:derek@ps.au.dk)) (5 ECTS credits)
7. Foundations of Quantitative Methods – math, probabilities, models and estimators
8. Advanced Quantitative Methods – there are generally four modules, each worth 5 ECTS. You can choose any or all of the courses, for a total of 20 ECTS if you take all.



9. Advanced Qualitative Methods – there are generally four modules which cover the following areas: *process tracing, collection and analysis of texts, qualitative content analysis and advanced coding with NVIVO, and discourse analysis*. Each module is worth 5 ECTS. You can choose any or all of the modules (which would total 20 ECTS).

**10. Common courses at other institutions:**

- a. *ECPR Method Schools*: [www.ecpr.eu](http://www.ecpr.eu)
- b. *University of Essex Summer School*: <http://www.essex.ac.uk/summerschool/>
- c. *St. Gallen GSERM*: <http://www.gserm.ch/stgallen/>

### PhD presentations

Twice during the course of the PhD programme, you must present your project and research achievements to other PhD students and interested academic staff at the Department of Political Science. All students are expected to participate actively in the subsequent discussion.

- You arrange the date for your presentation together with the PhD coordinator and your supervisors
- The first presentation takes place about three to six months after enrollment
- For the first presentation, the written presentation of max 7,000 words (including references) is emailed to the Administrative Officer one week before your presentation
- The second presentation takes place in the last three to six months of your PhD. No written material should be supplied in advance.

See [Annex II](#) and [Annex III](#) for the latest policies. You can organize with your supervisors and the PhD Coordinator for the best timing of these presentations.

Here you can find a list and schedule for upcoming PhD presentations:

<http://phd.au.dk/gradschools/businessandsocialsciences/programmes/politicalscienceandgovernment/phdprojectpresentations/>

### Teaching responsibilities

You are obliged to teach two courses. See the **latest policy** related to these **teaching obligations** in [Annex IV](#). *(Policy currently under development as of March 18, 2016.)*

Planning this will involve discussions with your supervisors and other professors (and possibly the PhD Coordinator) in the Department to find appropriate teaching opportunities (also according to the policy requirements).

The department strongly encourages PhD students to join one of the courses supplied by the Centre for Teaching and Learning for PhD-students. See more at: <http://cul.au.dk/en/>

### K-system

You may from time to time hear or read about the K-system. This is the system by which postdocs, associate professors and full professors fulfill their teaching obligations. Under normal circumstances, this is irrelevant to PhD teaching obligations.

## *Life as a PhD*

### Section Meetings

The Political Science Department is informally organized into six “sections”, based on general spheres of related research. These include the:

- 1) Comparative Politics Section I – *focused at the moment on political actors, i.e. citizens, voters, political parties, interest groups etc.*
- 2) Comparative Politics Section II – *focused on political institutions, the welfare states and more macro-level studies of democracy, civil war, taxation, accountability, etc.*
- 3) Political Theory section
- 4) International Relations section
- 5) Sociology section
- 6) Public Administration section

You will normally be included in the section which relates closest to your research and will generally be in your main supervisor's section as well.

### Weekly lunch meetings

All PhD students meet for **lunch once every week in the large meeting room** (Building 1330, Store Mødelokale). Normally the meetings are held **every Wednesday** but often adjusted in the Spring Quarter to Thursdays during the months when most new PhDs are taking the ‘Craft Course’. A short message will be sent via e-mail with possible agenda items. If you are not receiving these emails, mention it to the PhD Coordinator or the informal chair of the PhD lunch group (if you are not aware of who that is, ask your office mate or the PhD Coordinator otherwise).

### Rotating PhD Representative Positions

[Appendix VII](#) contains a list of formal and informal committees and their purposes, where the PhD group is represented. The PhD students generally take turns assuming the different committee responsibilities and roles.

### Lunch

On all other days, most of the department staff just informally gather in the lounge area for lunch. You can keep food in the refrigerators in the kitchen, as well as **order food** (and you will find the small informal buffet provided in the kitchen, for those who have ordered on the Aarhus University website. The link is here: <https://auws.au.dk/default.aspx?id=27771> and you will receive a **weekly email with a menu** (in Danish) from Administrative Officer, entitled “**Uge**” (which means *week* in Danish).

You can also stop over to the **Kanteen** across the street where you can purchase a variety of lunch items from around 11:30 until 1:00ish.. ask anyone to point you in the right direction or see the location on the [university map building locator](#).

### Friday breakfasts

**Every Friday at 9:00 a.m. the PhDs gather in the lounge area for a breakfast.** The PhD group organizes a list informally for each PhD to bring breakfast – rolls and sweets generally – once or twice a year, for the entire group. Talk to the PhD lunch chair if you are unsure how to ‘get on the list’. The goal is simply to encourage interaction within the group.

### Facebook group

The PhD Facebook group link is here:

<https://www.facebook.com/groups/199093390447021/>.

### Maps of Campus Area

Here you can find a very helpful website of maps and directory of campus buildings, as well as staff for the entire university. Link: <http://www.au.dk/en/about/organisation/find-au/buildingmap/?b=1332>.

### Supply Room

There is a **supply room for basic amenities for your office** and teaching materials, such as notebooks, pens, folders, binders, pads of paper, board markers, ID badge holders, lamination, etc. If the attending staff is not in the office / door locked, you can use your card and code to scan in to access necessary supplies. The supply room is located at the Reception Office: Building 1331, office 115.

### Staff Gym

There is a staff gym available for all employees at Aarhus University. It is located at Katrinebjergvej 89 B (just up the street from the University). The website and information link is: <http://motion.au.dk/en/>. The monthly membership fee is 75 dk and you can also get a membership for your partner/spouse.

Staff registration form here:

[http://motion.au.dk/fileadmin/motion.au.dk/Indmeldelsesformular\\_engelsk\\_ansatte.pdf](http://motion.au.dk/fileadmin/motion.au.dk/Indmeldelsesformular_engelsk_ansatte.pdf)

Spouse registration form here:

[http://motion.au.dk/fileadmin/motion.au.dk/Indmeldelsesformular\\_engelsk\\_aegtefaeller\\_samlever\\_samt\\_Nes-.pdf](http://motion.au.dk/fileadmin/motion.au.dk/Indmeldelsesformular_engelsk_aegtefaeller_samlever_samt_Nes-.pdf).

You can email [marianne.vedsoe@bios.au.dk](mailto:marianne.vedsoe@bios.au.dk) or [FMAU@live.dk](mailto:FMAU@live.dk) for more information.

### Psychologists

If you feel at some point that you need some support, you may be able to receive some subsidization through the Danish health care system, but you must see your local assigned doctor to determine if they will cover some portion of it. See the policy on the state website here: <https://www.borger.dk/Sider/Psykologer-og-psykiatere.aspx?NavigationTaxonomyId=ed52dd76-c2ea-4a95-950f-d2bd296a0c47>.

If your reasons for seeking support are work-related, then the department might be able to subsidize several sessions, depending on the situation. Discuss this with the PhD Coordinator to determine what is possible for your case.

Otherwise, there are some private practices who specialize in / are native English speakers in Aarhus, such as [http://karleenpaquette.dk/en\\_US/](http://karleenpaquette.dk/en_US/).

### International Center

The International Center can provide support, guidance and resources for international students and their families. You can contact the International Coordinator (currently Inge Aachmann Pedersen, 8715-3603, [iap@au.dk](mailto:iap@au.dk)) or visit their office in Building 1651, Office 112

(Høegh-Guldbergs Gade 4). For all kinds of information, please visit the website of International Academic Staff: <http://ias.au.dk/international-academic-staff-ias/>

They host an Intro day and take you down to the Municipality center to get set up with your CPR number, and offer presentations on various subjects including learning Danish (in association with <http://laerdansk.dk/>) and taxes you will be required to pay for bringing a car to Denmark.<sup>1</sup> They also provide all kinds of helpful booklets for helping you settle into your new life in Denmark.

### **Skat – Danish Taxes**

Skat, the Danish tax authority, collaborates with the International Center to offer several workshops a year to help you become more informed about your tax obligations to the state. You can visit their website: <http://skat.dk/>.

### **International Club (UIC)**

There is an email list you can subscribe to for the UIC. The current coordinator is Gitte Haahr-Andersen: 3069 8483, [gha@au.dk](mailto:gha@au.dk). These emails cover local events in Aarhus and interesting information about all kinds of things in Aarhus, as well as gatherings for the club, housing, etc.

Their website is [www.au.dk/uic](http://www.au.dk/uic).

## ***Employment-Employer Specifics***

### **Salary as a PhD**

Information regarding how your salary is determined, as a PhD student, can be found at the following link: <http://bss.au.dk/en/research/phd/conditions-of-employment/>. At Aarhus University, PhDs are considered staff members. Prior work experience does affect your total salary offer.

### **Legal Organizational Structure**

The PhD program is part of the larger BSS Graduate School (known colloquially as the “PhD School”). Their website link can be found here: <http://phd.au.dk/graduate-schools/businessandsocialsciences/>.

Formally all decisions regarding your employment including the contract, PhD Planner final approvals (see below), etc. are the responsibility of the BBS Graduate School. The formal responsible person is the Vice Dean for Research and Talent. In practice, there is a high degree of autonomy and delegation to the Political Science Department. The Vice Dean would generally only step in if some real conflict arises in relation to the completion of the obligations within your contract, which is rare. They will be involved in other particulars related to specific employer benefits / support such as maternity/paternity leave. Your first

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<sup>1</sup> If you plan on bringing a car to Denmark you have to get Danish license plates within 30 days. The registration fee is 180 percent of the car’s estimated current value. The estimation is done by the SKAT.” For more information please see <http://www.skat.dk/SKAT.aspx?oId=2068721>.

point of contact would be the Administrative Officer in our Department. She can refer you, when and where relevant, to specific contacts in the BSS Graduate School.

You can find the important, relevant contacts including BSS HR contact and Vice-Dean here: <http://phd.au.dk/gradschools/businessandsocialsciences/contact/>.

### PhD Planner - Biannual assessment

Twice a year, you will be assessed by your supervisor and via the PhD planner:

<http://phd.au.dk/graduate-schools/businessandsocialsciences/phdplannerlogin/>. The plan will then be reviewed by the PhD Coordinator. It is recommended that you have a talk with your supervisor on the progress of your studies before you are assessed. The goal is to ensure that you are progressing at a sufficient pace to complete within the allotted three years, and that you fulfill all the necessary elements.

There is a time planning tool which is built into the planner, once you enter expected/actual time frames for each activity, which can help you visually organize your three years.

### MUS / Staff Dialogue

A MUS is, in general, an interview with an employee's boss. In Danish MUS stands for Medarbejder Udviklings Samtale, or *staff development interview*. The goal is to just have a casual, built-in check on how you are doing in general – personally and professionally – in managing the PhD experience, and identify any areas that need more attention, or support from the Department. You are entitled to one MUS a year. Your first MUS will normally be within six months after your enrolment as a PhD student and the last one within the last six months of your enrolment. All interviews are with the department's [PhD Coordinator](#). You can always ask for a talk with the PhD Coordinator on any matter that bothers you.

### HR Contact

The Administrative Officer in the Political Science Department would be your first point of contact, but the secondary one is the BSS Graduate School HR Support contact.

Check the [staff and important contacts list](#) above to find this contact, or check the BSS Graduate School contact webpage for updated information:

<http://phd.au.dk/gradschools/businessandsocialsciences/contact/>.

### Illness

It is essential that you inform the Administrative Officer in writing as soon as possible about any illness, as well as fill in a form with the period of your illness (the form is in the mailroom).

If you have any pregnancy-related illness, you must also inform the Administrative Officer.

### Holiday/Concurrent Holiday

You earn 2.08 days of paid holiday per month you work. Please note that you will normally have five weeks of holiday. Non-Danish PhD students are entitled to 'concurrent' holiday, which means that you earn holidays as you work and do not have to wait until after the first year of graduate school is completed (as is the case in the Danish work force). This is a choice that you can confirm with the HR support. It is covered by the rules contained in section 2a, subsection 8 of the Danish Holiday Act.

There is a 'special sixth week' of holiday that you will start to earn after the first year of your contract is completed. You can choose to either take this as additional pay, or take another week of leave. Discuss this policy with the Administrative Officer for more details and the relevant policy.

All holidays must be arranged with the department by informing the Administrative Officer when you take a holiday. By the time your employment ends all your holiday must have been taken.

Newly appointed PhD scholars who have a holiday request form from a former employer must inform the [Administrative Officer](#) (currently Birgit Kanstrup) about their holiday plans to ensure wage deduction.

### **Maternity/paternity leave**

You must notify your department ([Administrative Officer](#)) no later than three months before the expected date of childbirth (the mother) and one month before the expected date of childbirth (the father). Special forms are available for this purpose on Aarhus University's website:

<http://medarbejdere.au.dk/en/administration/hr/parentalleave/>

Maternity and paternity leave policies can be found here:

<http://medarbejdere.au.dk/en/administration/hr/parentalleave/>

Depending on how it is shared, combined maternity/paternity leave can include full salaried paid leave for 8-12 months.

### **Pension Policy**

There is a new special exception to paying into the Danish pension fund, provided for foreign staff members. See the Administrative Officer for the latest policy.

## ***Work-related travel, Study Abroad & Field Work***

### **Credit Card & Travel Insurance Card**

As soon as you arrive you should organize with the Accountant to receive a corporate credit card and receive a travel insurance card. If you have not received forms or requests for information related to each of these within the first two weeks, check with the [Accountant](#).

Insurance during any work-related travel is provided by the university. Remember to take your university insurance card with you every time you go on work-related travels.

### **Travel Procedures**

The most up-to-date Travel Subsidy Application form can be found here:

<http://ps.medarbejdere.au.dk/en/blanketter-skemaer-og-skabeloner/>. An example of the form is also included in [Annex I](#).

### **AURUS: Managing Credit Card Expenses**

AURUS (<https://aurus.au.dk/bwtem>) is the online management system used by the department for the organization and financial management of travel-related expenses. You are *not* expected to manage your expenses in AURUS directly, but simply to provide



necessary information to the Accountant. You will receive emails for every expense recorded on your university-provided corporate credit card and will need to supply the requisite receipts for each expense, according to agreed-upon policies and approved expenditures.

### Booking and planning travel

For anything to do with travel please contact the Accountant (currently Malene Poulsen) after receiving approval for the travel by the PhD coordinator. **Flights and long-distance travel are normally booked through the university's travel agency** (currently CWT), and you can coordinate with them for quotes.

CWT Contact information: 33637744, [au.dk@contactcwt.com](mailto:au.dk@contactcwt.com), or visit their website at <http://www.carlsonwagonlit.dk/>. Although sometimes [www.momondo.dk](http://www.momondo.dk) or similar websites are used to estimate your travel expenses.

Normally, the corporate credit card is to be used for all other travel-related expenses (e.g.) taxis. *Food expenses are normally not paid for with the credit card. It is strictly forbidden to use the credit card for private purposes.*

### Per Diems / Daily Allowances

Conferences and other specifically-arranged, subsidy-approved travel includes a per diem (for conferences 477 DKK per day, and for courses 125 DKK per day, in 2016). The amount will be budgeted by the Accountant and will be transferred to your personal bank account after the conference. *(Please remember that you're not allowed to use your university credit card for private purposes or meals etc., but only for transportation to and from the airport, hotel and conference fees.)*

### Conferences

PhD students are encouraged to participate in international workshops and conferences. It is normally required that you prepare a paper/chapter that will be presented at the conference.

Talk to your supervisors and colleagues about conference participation. They can give you helpful advice about all the conferences out there and share experiences with you.

As discussed in the "Booking and planning travel" section, if you are accepted for a conference you have to formally apply for travel subsidy and prepare a conference budget. As mentioned above, you can find the application form in the post room or you can download it by following this link: <http://ps.medarbejdere.au.dk/en/forms-and-templates/>. The budget must be approved by the PhD Coordinator and then you can send your completed subsidy application form to the Finance Coordinator for approval.

The department normally only funds one overseas conference a year.

After approval, you are ready to book your tickets and hotel room. You can use the Travel Management System CWT (<http://www.carlsonwagonlit.dk/content/cwt/dk/da/home.html>) or other private companies to book your tickets and hotel rooms. Discuss with the Accountant (currently Malene Poulsen) for confirmation of the best way to proceed in booking flights and hotels. Always use your university credit card to pay for travel-related expenses and remember that it is necessary to keep all travel-related receipts.



As mentioned under the AURUS section, soon after you have booked your tickets you will receive an email from AURUS which lists your credit card transactions and asks for reimbursement. Please contact the Accountant and provide her with receipts for all transactions that are listed in your personal AURUS account.

### **Studying abroad**

The Department encourages a stay at a foreign university of three to nine months (<http://phd.au.dk/graduate-schools/businessandsocialsciences/goingabroad/>). Talk to your supervisors about which universities you should consider. The department subsidizes the stay with DKK 6,000 per month for stays of between 3 and 9 months. On top of that, the department pays travel costs and some other minor items. Remember to apply for the departmental subsidy well ahead of your stay abroad. The department strongly encourages the PhDs to apply for additional funding from other sources. Charges by your host university like tuition and local health care insurance should normally be covered by applying to private foundations (see appendix V).

### **Field Work**

As necessary for your research, the Department will support field work-related expenses on a negotiated basis. As with Studying Abroad, the department strongly encourages PhDs to apply for additional funding from other sources. Develop a budget for expected expenses, and present your budget along with other (potential and approved) funding sources to the PhD Coordinator for negotiation and approval. See Annex V for a list of potential funding sources that are frequently used by PhDs.

## ***Final Steps***

### **Second Presentation**

(The policy currently being updated.) In general your second presentation to the Department at large will occur in the last six months of your PhD. This presentation will be less focused on critiquing your written work as it is a preparation for defense and identifying weaknesses to strengthen. See [Annex III](#) for the latest policy on this presentation.

### **PhD Defense Committee**

You are not responsible, nor involved in the organization of the defense committee. This is the responsibility of your supervisor.

### **PhD Dissertation Summary**

See [Annex VI](#) for the summary requirements for an article-based dissertation model.

### **Completion bonus and publication bonus**

The completion bonus is paid automatically to you if you finish on time. For the publication bonus, you must apply to the Ph.D.-coordinator. Please see the following link:

[http://phd.au.dk/fileadmin/grads.au.dk/BSS/endelig\\_lokalaftale\\_version\\_181108\\_uk.pdf](http://phd.au.dk/fileadmin/grads.au.dk/BSS/endelig_lokalaftale_version_181108_uk.pdf)

### **Finalizing and Closing Out PhD Planner**

Be aware that there are particular formats for the proper way to present information in the PhD planner. See Annex VIII for specifications.



### Submission and assessment of the dissertation

Contact your **personal secretary** in due time before your deadline to arrange for language revision, layout of the manuscript etc.

Contact the PhD coordinator no later than 1 month prior to the submission of your dissertation. Please also contact Birgit Kanstrup.

The following documents must be submitted together with the dissertation:

- Danish Summary
- English Summary
- Co-author Statements

Regarding list of PhD activities: The activity list is no longer necessary since the information registered in the PhD Planner will appear on your diploma supplement.

Please e-mail your **final thesis** to Birgit Kanstrup as a pdf-file + 3 hardcopies.

The cover page should include the following information: Name, Department, University, and Logo.

If the committee finds that the dissertation as a whole fulfills the requirement of the ministerial Ph. D. executive order, a date for your defense will be set. No revisions of your dissertation are then expected or allowed. In the case the committee finds that revisions are necessary, the committee and the PhD Coordinator will agree with you on a deadline.



### Annex I – Travel Subsidy Application Form

CPR-number:							-				
Position:											
Name:											
Address:											
Postal code and city:											

Purpose of the trip: (Use extra sheet if necessary. Enclose abstract, invitation, program, etc.)	
Destination:	
Time frame for meeting/conference:	

Estimated expenses:				Foreign currency	Exchange rate	Amount in DKK
Transportation:						
Accommodation:		days @				
Hotel:		nights @				
Fees (not including lodging/board above):						
Other expenses:						
Total:						
Subsidy applied for/awarded from other source (total DKK):						
Date:		Source:				
Total applied for:						

Applying for subsidy	from department		Project name:	
	from project			

Has the applicant received travel subsidies from the department in this or in the two previous fiscal years?				Yes		No	
If yes, please fill in:							
Purpose:		Year:		Amount:			
Purpose:		Year:		Amount:			
Purpose:		Year:		Amount:			
Purpose:		Year:		Amount:			
Purpose:		Year:		Amount:			

Is the applicant presenting a paper at the conference?				Yes:		No:	
Other comments:							

Date:		Applicant's signature:	
Department's authorization:			

## Annex II –First PhD Presentation Policy

# Format for first Ph.D.-presentation

- An oral presentation lasting max 10 minutes summing up the main points
  - 50 minutes for comments and questions from the audience
    - Written material in advance (max 7000 words)  
3-6 months after enrolment

The written material should address the following points (if relevant):

1. What is the preliminary research question of the dissertation?
2. What is the empirical and theoretical motivation of the project?
3. What is the gap in the literature that you are addressing and why is this an important gap?
4. What is the research design of the project?
5. Which data are you going to use?
6. What do you see as main challenges of the project?

What do we want to achieve with this format:

1. First training in presenting the project to a broad audience
2. Feedback on the project at its early stages
3. Training of the Ph.D.-group in providing constructive feedback on projects

### **Annex III - Second PhD Presentation Policy**

## **Format for second Ph.D.-presentation**

- An oral presentation lasting 25-30 minutes
  - 30 minutes for questions and answers
    - No written material in advance
- 4-6 months before final date of submission

The presentation should address the following points:

7. What is the research question of the dissertation?
8. Why is this an important research question?
9. What is the theoretical argument of the dissertation?
10. What are the broader implications of the findings of the dissertation?

What do we want to achieve with this format:

4. Training in oral presentation for a broad audience who has not read anything in advance
5. Training in answering questions during Q and A time
6. Training in presenting the core of a dissertation in a condensed form
7. More focus on the (theoretical) contribution of the dissertation as a whole rather than the individual papers.

## **Annex IV – Teaching Policy**

*TBD – planning to incorporate the co-teaching policy as well as overall teaching policy..*

## **Annex V – Funding sources for field work and studying abroad**

- Augustinus Fonden
- Hede Nielsens Fond
- Knud Højgaards Fond (only for Danes)
- Oticon Fonden
- Torben og Alice Frimodts fond
- Vilhelm Bangs Fond
- Vilhelm Kiers fond
- Tømmerhandel Vilhelm Bangs Fond
- Christian og Ottilia Brorsons Rejselegat

## Annex VI – PhD Dissertation Summary Requirements

*Last updated: March 10 2015*

### **Requirements for the summary of PhD dissertations (article-based model)**

The Graduate School's guidelines for the PhD programme specify that an article-based dissertation contains a summary that explains context and contribution to the PhD project. According to the executive order, all PhD dissertations must include an English and a Danish resume.

The purpose of the summary is to explain how the different elements of the dissertation elucidate the overall research question and to supply additional information about and discussion of background, methods and results, which are relevant for the project but are not included in the individual articles. The summary is composed as an individual presentation that can be read independently of the individual articles. Some overlap between summary and articles is obviously inevitable.

The following elements may be included in a summary:

1. Introduction to the subject and explanation of its relevance
2. Research question and contribution to the literature
3. State-of-the-art in the field and the dissertation's theoretical argument
4. Design and method
5. Results, e.g. a resume of the individual contributions
6. Discussion and conclusion
7. List of references

A summary is normally 30-50 pages long, excluding references, but there are no specific page requirements. The Danish and English summaries are typically 2-3 pages each.

## **Annex VII - Committees at the Department of Political Science**

*All PhD students are encouraged to take on one of these responsibilities at some point during their PhD, however, given the restrictions to Danish-speakers for most of the external committee roles, not all responsibilities will be possible for foreign PhD students.*

### **Institutforum**

Institutforum is an advisory body where the head of department can communicate and discuss decisions with representatives from each of the sections, the administrative staff, the PhD's and the students. There are two PhD representatives in Institutforum (one from Political Science and one from CFA). Read more about Institutforum here (only in Danish):

<http://ps.au.dk/organisation/naevn-og-udvalg/institutforum/>

### **LSU (Lokalt samarbejdsudvalg/ Local collaboration committee)**

This committee is set up to involve the staff in discussions concerning the work environment at the Department. The members of the committee are representatives of the different groups of staff (PhD's, post docs/assistant professors, associate professors, professors, administrative staff, union representative) and the head of department.

There is one PhD representative in LSU. Read more about the committee here (only in Danish):

<http://ps.au.dk/organisation/naevn-og-udvalg/lokalt-samarbejdsudvalg-lsu/>

## **Committees and associations at Aarhus BSS**

### **Academic council**

According to the Danish University Act, the Academic Council must ensure the co-determination and involvement of staff and students in decision-making processes concerning academic issues. Thus, the role of the Academic Council is to ensure idea development, quality, transparency and legitimacy in decisions concerning academic issues at Aarhus BSS. The PhD students at Aarhus BSS elect two representatives in the council, which consists of the Dean, members of faculty, PhD students, students, and – as observers – technical and administrative staff at Aarhus BSS. For further information on the Academic Council, see <http://bss.au.dk/en/about-aarhus-bss/organisation/boards-and-committees/academic-council/>.

### **PhD committee Aarhus BSS**

The PhD committee assists the Head of the Graduate School. The members of the PhD committee are representatives of the academic staff and PhD students at Aarhus BSS. The members are elected by and among staff/PhD's. The committee has 14 elected members – 7 tenured faculty



and 7 PhD students representing the 7 fields within the Graduate School (Political Science, Business Communication, Psychology and Behavioral Science, Management, Economics and Business Economics, Law and Social Science and Business). The PhD students at Political Science elect a representative and an alternate for the PhD committee. Read more about the main responsibilities and work of the committee here:

<http://phd.au.dk/gradschools/businessandsocialsciences/organisation/graduateschoolcommittees/phdcommittee/>

### **PHABUSS**

PHABUSS is the PhD Association at Aarhus BSS. The aim of PHABUSS is to represent the common interests of PhD students enrolled at Aarhus BSS Graduate School in different bodies at Aarhus University, including the faculty level PhD committee and the university-wide PhD association, AUPA. The board of PHABUSS consists of representatives from every program (Political Science, Business Communication, Psychology and Behavioral Science, Management, Economics and Business Economics, Law and Social Science and Business). The PhD group at Political Science elect a representative and an alternate for board. Read more about PHABUSS here:

<http://phd.au.dk/gradschools/businessandsocialsciences/phdassociation/>

PHABUSS also have a Facebook group:

<https://www.facebook.com/groups/404584343071230/>

## **Associations at the University level**

### **AUPA**

AUPA is the coordinating body of all PhD associations at Aarhus University. AUPA works politically and strategically to improve talent development across the four main areas; Arts, Health, Science & Technology and Business & Social Sciences, as well as we include the surrounding society on matters of public interest. The PhD students at Aarhus BSS have three representatives in AUPA. Usually they are selected from the members of the PHABUSS board. Read more about AUPA: <http://phd.au.dk/aupa/>

You can also find AUPA on Facebook:

<https://www.facebook.com/AarhusUniversityPhDAssociation>

## **Posts with-in the PhD group**

### **Chair of the lunch meetings**

The chair of the lunch meetings sends out the agenda before meetings, chairs the meetings, and writes a short summary of the important points raised at the meetings.

### **"Kanden" representative**

"Kanden" is the Department monthly magazine mainly written by students. The "PhD Kanden representative" is a part of the editorial team of the magazine, which meet once a month to give feedback on the latest issue. In addition the person is responsible for finding a PhD to write the "PhD column" for every issue.

### **Responsible for the PhD gift box**

Whenever a PhD defend his/her PhD, gets married, or has a child the PhD group normally buy him/her a present with money from the gift box. Traditionally the office mate buys the present. The person responsible for the gift box collects money and reimburse the office mate.

### **Responsible for the breakfast list**

PhD's and post docs have breakfast together every Friday, and people take turns bringing breakfast according to the breakfast list. The person responsible for the breakfast list, makes the breakfast list☺

### **Party committee**

The party committee is perhaps the most important committee at the Department ☺ The committee usually consists of 5-10 PhD students. The committee organizes social events for the PhD students (and post docs) at the Department.



## Annex VIII – Check List for Closing out the PhD Planner

1. Contact your **personal secretary** in due time before your deadline to arrange for language revision, layout of the manuscript etc.
2. Please e-mail your **final thesis** to Birgit Kanstrup as a pdf-file + 3 hardcopies.
3. **Co-author statements** in English signed by co-authors (scanned or paper):  
(ex.: To Whom it may concern: "This is to confirm that the article "xxx" has been written jointly by xx, xx, and xx. All three authors are jointly responsible for all the material in the article" + signatures).
4. **List of PhD activities** – the activity list is no longer necessary since the information registered in your plan will appear on your diploma supplement.

### PhD Planner

Before handing in your thesis, you need to update and close your PhD-plan. Therefore, please make sure that all courses, publications, research stays and dissemination are marked as "*Completed*" or "*Discarded*" in PhD Planner.

The supplement to your PhD certificate is based on the information you have registered in PhD Planner. Therefore, be as accurate as possible when entering information. The individual elements are transferred to the supplement of your PhD diploma.

#### Therefore, remember:

<u>Activity name:</u>	<u>Placement in Planner</u>	<u>REMEMBER</u>
Course activities	"PhD Course"	<i>Correct title, place, ECTS-points, start- and end date.</i>
Conferences	"Other Activity"	<i>Correct title, place, start- and end date.</i>
Teaching	"Dissemination"	<i>Title of course, place/university, start- and end date.</i>
Stay Abroad	"Research Environment Change"	<i>Country, university, start- and end date.</i>
Publications (not required)	"Publication"	<i>Full reference (author, title, journal/anthologies, year, page number)</i>
Other activities	"Other Activity"	<i>Activity, place, start- and end date</i>

Important: a conference or workshop title should be marked with "conference"

Example: *CONFERENCE: "Estimated Demand and Supply "* or *WORKSHOP: "Estimated Demand and Supply".*

This should be done to make sure that the activity is placed correctly in the supplement of your PhD diploma. Remember, only study activities, that have been approved as a part of your PhD program, can be included in the supplement.

Once you have reviewed all the plan elements in your PhD plan, the plan should be closed. This is done by pressing "*Close plan*". After you have closed the plan, the PhD graduate school automatically receives the plan and contact your supervisor for his/her approval of the study program.

## **Annex IX – PhD supervisor guidelines**

May 29, 2015

Department of Political Science

### **Guidelines for PhD supervision at the Department of Political Science, Aarhus University**

PhD supervision is an important element in the PhD degree programme. Being a supervisor is a long-term commitment and it is important that supervisors and PhD students match their expectations.

#### *1. Two-way communication*

- PhD students and supervisors keep regular contact and inform each other about all aspects of importance for the PhD programme.
- Supervisors are primarily academic counsellors, although in a broad sense which also includes advice on building academic networks, participation in academic milieus, etc. If a PhD student experiences other types of problems, they or the supervisors should contact the PhD coordinator.
- Dissatisfaction with the arrangement by either party should be discussed at a supervision meeting or taken up with the PhD coordinator. If the two parties cannot solve the problems on their own, the PhD coordinator should be informed and involved.

#### *2. Supervisor's responsibilities*

The overall principle of supervision is to give the PhD students the supervision they need. There are many ways to do this, but supervisors are typically responsible for:

- keeping informed about the progress of the PhD student's work in relation to the PhD plan
- giving advice about formulation and delimitation of theme and research questions
- participating in discussions about relevant theory and literature, design and data, hypotheses and results
- reading and commenting on drafts of articles and chapters for the dissertation on an ongoing basis
- supporting the PhD student in publishing, either alone or together with the supervisor or others to the extent that he/she can demonstrate competences in all phases of the research process
- discussing the PhD student's teaching obligations, including commenting on seminar descriptions, teaching plans and literature

- discussing the PhD student's need for courses and appropriate locations for the stay abroad
- encouraging the PhD student to participate actively in academic and social activities at the department
- following up on problems to prevent them for extending the duration of the programme, including actively contacting the PhD student if too much time has lapsed since the last meeting
- following the PhD student closely. Main supervisor and co-supervisor may agree on some kind of division of labour

### *3. PhD student's responsibilities*

- complete the programme within the defined framework in terms of time, project requirements, course participation and stay abroad
- report academic problems to supervisors in order to resolve the problems rapidly
- participate in an active and open debate with the supervisors and others with an academic interest in the project
- report academic as well as personal problems that may affect the dissertation to the supervisors or the PhD coordinator

## **Annex X – Guidelines on the PhD Mentor Scheme at the Department of Political Science, Aarhus University**

At the Political Science Department at Aarhus University, every new PhD student is strongly encouraged to enter into a mentoring relationship with a more senior PhD student. The main objective of this mentor scheme is to ensure that new PhDs quickly become a part of the PhD community at the Department. It is an initiative that aims to increase job satisfaction and lower the stress level for the individual PhD student while expanding group cohesion at the collective level. This note provides indications on how we envision the mentoring relationship and sets out the guidelines of the mentor scheme.

1. The mentor is a more experienced PhD-student who, through an on-going confidential relationship with the mentee, provides advice and knowledge on the formal and informal structure and norms of the department. The mentor is not a coach or a counsellor, nor is the mentor an academic advisor.
2. The mentor and mentee may talk about the following themes and issues:
  - a) Support in personal and social matters concerning the work environment (e.g. support in social integration; introduction to the PhDs' Facebook group; sharing of experiences with stress, frustration, relationship with the section etc.)
  - b) Integration into and experiences with the department (e.g. about the unwritten expectations towards a PhD; behavior at presentations and meetings; identifying who to contact for what)
  - c) Procedural advice and experiences regarding the PhD project (e.g. on structuring work; teaching experience; going abroad)
  - d) Guidance of a more technical nature (e.g. experiences applying for grants, choices regarding the PURE profile)
3. Procedure
  - a) The first meeting between mentor and mentee is supposed to take place within the first few weeks of the mentee's employment at the Department. This ought to be initiated by the mentor.
  - b) Following the initial meeting, meetings ideally take place minimum twice a semester, on request by the mentee. The mentor and mentee can decide on increasing this number
  - c) Should the mentor and mentee disagree on any issue or if either of them wish to stop the mentoring early, the PhD coordinator should be contacted, e.g. regarding appointing a new mentor.
4. The first meeting between mentor and mentee should include the following elements

- a) Themes and issues that would be interesting to talk about during the mentoring programme
  - b) The mentor and mentee's expectations of the mentoring programme
  - c) The next meeting and goals for the mentoring programme
5. Confidentiality
- a) The meetings and conversations between mentor and mentee ought to remain confidential.
6. Appointment
- a) The mentor is appointed to the mentee by the PhD Coordinator. In appointing the mentor, the PhD coordinator should take into consideration the following criteria:
    - Mentor and mentee should not be in the same section
    - Mentor and mentee should not be in the same office
    - The mentor should have at least half a year of experience, and must have one year left of the programme.
  - b) Every new PhD student is offered the possibility to have a mentor by default. Every new PhD student can decline this offer.
  - c) Every PhD asked to mentor a new PhD can decline this inquiry.