

Guidelines for future supervisor of a PhD student

This note is planned as a help to future supervisors of PhD students. In addition to the note, it is recommended to consider taking contact to members of the local PhD committee, the secretary of the PhD committee as well as experienced PhD supervisors in the department. Furthermore to study the Graduate School for Science and Technology's (GSST's) guidelines:

<http://phd.scitech.au.dk/about-us/basic-principles/>

https://phd.tech.au.dk/fileadmin/phd-nat-tech/Rules_and_regulations/TECH_Rules_and_regulations_-_September_2020_-_final_version.pdf

In case of application for external project funds:

Contact your Project Economist (Controller) and get help to make a budget for: Salary¹, tuition fee², and running costs. It is the responsibility of the supervisor to ensure coverage of these expenses.

Tuition fee in GSST is currently 80.000DKK per year – this means that as a starting point there is a need for 3 x 80.000DKK for a full PhD study. For the salary costs, we take outset in the highest rate of pay for PhD students, but this has to be cleared with the project economist.

In cases where the full tuition fee or running costs cannot be covered, there is an option to apply for support of e.g. 50.000 DKK per year from ENVS, but as a starting point the supervisor is expected to cover these costs from external funds.

In case of self-paying PhD students (to this group is also included students funded by a national stipend like e.g. the Chinese CSC), the supervisor is referred to the following guideline:

https://envs2.au.dk/Medarbejdere/Referater/Ledelsesmoder/2017%20referat%20og%20dagsorden/Bilag_5_Retningslinjer_for_selvbetalere_2017_opdateret_13072017.pdf

Application to the Graduate school GSST:

The Graduate School GSST has four annual application rounds (as also noted elsewhere on this homepage). In these application rounds, the qualifications of the student is evaluated, and it is possible to apply for 1/3 stipends from GSST.

As potential supervisor it is possible to have the student signed up in GSST in two different ways: 1) Specific call or 2) in the general call. To have a specific call in GSST, the potential supervisor has to document 2/3 funding for the study from other sources than GSST's funds, and a template from GSST needs to be filled in for the call (about one month before the application round).

For this a project description needs to be carried out and a listing of supervisors and documentation of funding. For a specific call, it is not necessary to have a candidate for the study in advance. In case a specific candidate is intended to be matriculated on basis of the general call, the application of the student needs to include a recommendation from the potential supervisor.

¹ A PhD at high rate of salary costs about 460.000 DKK in 2020 – it is recommended to adjust by 2% per year for salary increase – However, the project economist will provide help to this when the budget is made. A PhD a medium rate of salary will cost about 402.000 DKK in 2020. Regarding running costs, this depends totally on the type of study – is it a wet or a dry PhD study and how many travels, conferences etc. are anticipated!? When in doubt – have a talk with the project economist and/or experience colleagues!

² Tuition fee are the expenses for matriculation in the graduate school

This recommendation needs (as previous stated) to contain documentation of the funding of minimum 2/3 of the expenses from other sources than GSST. A recommendation is not a demand in relation to specific calls.

Assessment of application for enrollment:

The qualifications of the student is assessed by the departments PhD committee on basis of the application from the student submitted in the electronic submission system. The PhD committee assess the qualifications on basis of exam papers, eventual scientific publications (e.g. scientific journal articles), enclosed recommendations and the project description from the student.

In case of a specific call, the potential supervisor will be requested (by GSST) to perform a pre-assess, which at submission will be passed on to the PhD committee chair. When the members of the PhD committee have assessed their applications, the assessments are checked by the chair of the PhD committee who subsequently submits these to GSST. The next step is then that all applications on cross of PhD programs are evaluated in the GSST assessment committee (where ENVS, just like all other PhD programs, has one member).

Before the evaluation in the assessment-committee interviews (e.g. over skype) needs to be carried out for the candidates in play for stipends; in these interviews one member from the PhD committee has to attend (or alternatively a substitute in case this is not possible). A short note from the interview is written into the assessment, or if this is too late for this, it is forwarded to the ENVS member of the assessment-committee.

The assessment-committee evaluate the assessments and decides on the background of these, whether the candidates are qualified, and they distribute the 1/3 stipends from GSST on the strongest applications.

In case GSST finds the student qualified, but does not support 1/3 stipend, then ENVS may be applied to cover this part (application should be send to the PhD committee in ENVS).

Upon admission of the student:

After a positive evaluation in the assessment committee, the secretariat of GSST informs the PhD committee and the project economists. The student is employed in ENVS but before this, the project economist needs to confirm to GSST that the economy is in place. Here it is crucial that the supervisor reacts very fast and deliver documentation to the project economist regarding expenses for salary, running costs and tuition fee.

Only when this is in place, the student will be offered the position.

The secretary of the PhD committee can support the student with help to find accommodation, planning of travel to Denmark etc. Before the student starts, a template for access to IT and entrance needs to be filled in. Supervisor needs in cooperation with the secretariat to find a suitable office space for the student and ensure access to computer, desk etc.

During the start-up period, the student and the supervisor will be invited to an introductory talk with the Head of PhD committee in ENVS.