DEPARTMENT OF POLITICAL SCIENCE
AARHUS UNIVERSITY

SURVIVAL KIT FOR PHDS

These pages contain practical information about being a PhD student at the Department of Political Science, arranged roughly according to the 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

First Steps

Staff and Important Contacts

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

Staff portal: This link: ps.medarbejdere.au.dk/en/ leads you to the **staff portal** of the Department of Political Science. Here you can find internal news and events, lots of practical information (e.g. important phone numbers, lunch scheme, language editing service, absence and holidays, administrative systems, etc.), research support, info on teaching and exams and much more.

Staff contact information is listed on the staff portal homepage: https://ps.medarbejdere.au.dk/en/about-the-department/department-staff

Head of Department: Peter Munk Christiansen: 8716 5685/30115340, Building 1341, Office 212, pmc@ps.au.dk.

PhD Coordinator: Helene Helboe Pedersen: 8716 5606/51296674, Building 1341, Office 218, helene@ps.au.dk.

Department secretary: Olivia Belling-Nami: 8716 5601, Building 1331, Office 128, olbe@ps.au.dk

Administrator: Helle M. H. Bundgaard: 8716 5602, Building 1331, Office 125, helle@ps.au.dk

Studies Secretary of Department: Susanne Vang: 8715 2198, Building 1331, Office 119, susanne@ps.au.dk.

Accountant: Ruth Ramm: 8715 2202, Building 1331, Office 115, rr@ps.au.dk.

International Centre Coordinator: Inge Aachmann Pedersen, 8715 3603, Building 1651, Office 112, iap@au.dk.

International Academic Service: ias.au.dk/international-academic-staff-ias/.

IT support: 8715 0933, bss.it@au.dk, www.au.dk/bsssupport, located in Building 1322.

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

BSS Graduate School HR Support: bphd@psys.au.dk.

Janitors/Betjentstuen: 8715 0552.

MIT.AU.DK

MIT.AU.DK (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 Brightspace 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 your 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 the PhDs) has an *internal welcome profile* that is posted on the Staff Portal. The staff photo will take place in Vandrehallen, Ndr. Ringgade, Building 1413 from 10-12 and 13-15. Please see the link for updated information: medarbejdere.au.dk/en/administration/communication/photography/

You will also be requested to set your PURE profile (on this website https://medarbejdere.au.dk/en/pure/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 copy and paste this into the signature line and edit with your details.

Name
PhDstudent

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/

SCHOOL OF BUSINESS AND SOCIAL SCIENCES
AARHUS UNIVERSITY

AACSB ACCREDITED   ASSOCIATION OF MBAS ACCREDITED   EQUIS ACCREDITED

IT, Printers and 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, www.au.dk/bsssupport, located in Building 1322. They are open between 8:00 and 16:00 every workday.

MyPhD

MyPhD is an online tool where you manage your PhD activities such that it gives an updated oversight of your progress and completion of agreed-upon activities related to the completion of your PhD. You need to update MyPhD biannually and get the content accepted by your main supervisor, PhD coordinator and the graduate school. 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 fieldwork, 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. It is important that you keep MyPhD updated and that all information added is precise and correct. MyPhD is used to automatically generate your PhD diploma, so please make sure that all information is correct and avoid spelling mistakes etc.

Link:https://phd.au.dk/for-current-phd-students/myphd-login/myphd-user-guide-for-students

Book Account and Application for Research Money

During the first 30 months of your PhD, you are given an allowance of DKK 12,000 for the purchase of books and other research costs such as purchase of an iPad or other digital reader devices. You can be allowed to spend some of the DKK 12,000 within the last six months of your PhD, but this requires approval from the PhD coordinator.

For larger research expenses, such as fieldwork, coding or surveys, you can apply for small grants offered by the department. Calls are typically in the spring semester and you can apply for up to DKK. 30.000. If you apply, you are expected to co-finance the costs with DKK 6,000 from your book account money. The department will evaluate the application based on the importance of the funding for your project and the financial situation of the department.

As with Studying Abroad, the department strongly encourages PhDs to apply for additional funding from other sources. See Annex V for a list of potential funding sources that are frequently used by PhDs.

You should use your corporate credit card for purchasing books on various websites (Amazon websites include: amazon.com, amazon.de, amazon.co.uk, for instance) The cheapest sites are currently www.Bookdepository.com, www.Saxo.com (if you buy a membership) or Amazon's second hand retailers. Note that books may be charged customs if bought from outside the EU. 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 (mama@kb.dk), Steffen A. Gjedde (sagj@kb.dk) and Kirsten Krogh Kruuse (kkkr@kb.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 (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. It is also possible to return library books in the mailroom.

GDPR Regulations (EU General Data Protection Regulation)

If you collect or use data with information about individuals, you must comply with the GDPR regulations. These regulations are complicated, but this cannot be used as an excuse for ignoring them. Be aware that they apply to all forms of data that involves *personal information* even if it is publicly available like names.

Find relevant information about GDPR on our Staff Portal: https://ps.medarbejdere.au.dk/en/research-support/data-management

The University has a website, medarbejdere.au.dk/en/informationsecurity/data-protection/, which explains the rules and offers an online course.

Annex XI is a memo from the department with relevant examples.

Getting Started

Thesis: Choice of Articles, a Monograph or a "Hybrid model"

Discuss with your advisors which form your dissertation should take. There are three general options: a collection of related articles, a monograph or a "hybrid model".

There are no formal criteria for how many articles you must produce in order to be approved for defence of your dissertation, but generally people present between three and five articles and a summary. Guidelines for the summary can be found in Annex 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. The equivalent of three sole authored articles is the minimum standard. If you have co-authored articles, more is expected. How many depends on the number of co-authored articles and the number of co-authors. At least 1–2 sole authored articles are expected. Articles do not have to be accepted for publication, but they need to be publishable.

A monograph should be between 200 and 300 pages including references, i.e. 75,000–110,000 words, plus possible appendices. It is important to think critically about the length of your monograph. Sometimes less is more. Very long monographs are demanding in terms of editing, securing internal coherence and making sure the theoretical argument is present throughout the whole manuscript.

Hybrid models consisting of a shorter monograph and two articles or a longer monograph and one article are also possible. Hybrid models can be attractive when you think you have the material to write one or two good articles, but also have important theoretical or empirical work that does not easily fit into an article format. They can also be attractive when you write a monograph, but have some additional material that does not fit the monograph well but is still relevant for the dissertation. If you choose a "hybrid model, the monograph part should also function as the summary.

Discuss this matter with your supervisors and the PhD coordinator. All three forms have advantages and disadvantages, and you should look for the format that presents your research in the best way. You do not any point formally have to commit yourself to a certain form by ticking a box or similar. What matters is what you hand in the end.

Courses: General Policy and ECTS Requirements

Standard 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. The graduate school requires you to take 15 ECTS within the graduate school (department). Two courses are mandatory: The course on Social Science as a Craft (10 ECTS) and the course on responsible conduct of research (2 ECTS).

The remaining 15 ECTS can be taken outside the graduate school. You can seek out courses specifically relevant to your topic area or research methods at institutions throughout Denmark and internationally. A number of summer and winter schools offer a variety of courses. You can discuss this with your supervisors and fellow PhD students.

Application for Approval of External Courses

If you would like to include an external course to your PhD plan with accredited ECTS, you need to have it approved by the graduate school in advance. The guidelines for this can be found here, together with the application form. Be aware that the graduate school might need a few weeks to process the application.

Please note that the approval is of an academic nature and not an application to make the department 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. The standard rule is that one full day of teaching including preparation and possible test/exams is equivalent to 1 ECTS. A one-week course including preparation and exam thus normally grants 5 ECTS. This is one of the reasons why you have to submit a detailed course programme and information about preparation together with your application for pre-approval. Consequently, the allocated ECTS value might differ from the ECTS value stated in the external course certificate.

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

Upon receiving approval and ECTS credits from the graduate school, 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 (Ruth). 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 (DKK 125 per 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 and PhD Combined

4+4 students combine their masters with the PhD programme and generally 'begin' their PhD contract in the second year of their master's degree. Within the first two years, they must take their remaining 60 ECTS master courses consisting of the following elements:

1. Complete courses amounting to 30 ECTS. 10 ECTS can come from completing the mandatory course on Social Science as a Craft offered by the department. The remaining can come from MA or PhD courses at the department or external courses (which must be approved following the procedure above). Courses that are not standard MA courses at the department (including the craft course) must also be approved by the regular (BA/MA) study board so they can become part of your MA. They do so through the IT self-service: https://mit.au.dk/ where they must upload the proof of their courses.
2. Write an extended PhD project description for the entire PhD OR a monograph chapter addressing research question(s) and research design AND write one more chapter from the dissertation – for example a theoretical chapter if the dissertation

will consist of a monograph OR an article that is close to being publishable if the dissertation consists of articles.
3. Based on this written material, an oral exam will take place in the last month of the second year to complete the MSc part of the 4+4 programme.

Within the final two years, the 4+4 students must take and earn an additional 30 ECTS following the guidelines for the 5+3 students. The 'Social Science as a Craft' course and other internal PhD courses (not MA courses) taken within the first two years count in terms of taking minimum 15 ECTS within the graduate school. If you take more than 60 ECTS during the first two years, the extra ECTS count in terms of the 30 ECTS if they have been earned through PhD 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: phd.au.dk/gradschools/businessandsocialsciences/courses/.

For the Political Science Department courses, check here: Courses (au.dk)

It is also a possibility to create your own PhD course with other PhD students at the department. Previously, there have been seminars on Political Behaviour, Public Administration, and Political Theory. The participants have received 5 ECTS for the aforementioned courses. It is advised to plan your own course well in advance since the course description needs to be approved by both the PhD coordinator and the graduate school. If you consider creating your own course, contact the PhD coordinator.

You receive 10 ECTS for the course on 'Social Research as a Craft'. The remaining courses (5 ECTS) may be chosen freely.

Common courses at other institutions:

a. *ECPR Method Schools*: www.ecpr.eu
b. *University of Essex Summer School*: www.essex.ac.uk/summerschool/
c. *St. Gallen GSERM*: 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.

- You arrange the date for your presentation together with the Olivia Belling-Nami olbe@ps.au.dk and your supervisors.
- The first presentation takes place about three to six months after enrolment.
- For the first presentation, the written presentation of max. 7,000 words (including references) is emailed to Olivia Belling-Nami one week before your presentation.
- The second presentation takes place in the last three to six months of you PhD. No written material should be supplied in advance.

The PhD group is divided into two groups and only one group attends a given presentation, i.e. you should only attend half the presentations. The PhD coordinator sends around a plan for which presentations you should attend.

See Annex II and Annex III for the latest policies. You can organise with you supervisors and the PhD coordinator for the best timing of these presentations.

Here you can find a list and schedule for upcoming PhD presentations: Project presentations (au.dk)

Teaching Responsibilities

You are obliged to teach two courses. See the **latest policy** related to these **teaching obligations** in **Annex IV**.

Annex XII contains advice on teaching for international PhD-students.

Planning this will involve discussions with your supervisors and the chair of your section (and possibly the PhD coordinator) in the department to find appropriate teaching opportunities (also according to the policy requirements).

The administrator (Helle M. H. Bundgaard) will send around emails with deadlines and regulations regarding course material. This email typically comes three months before the teaching begins and it is important to meet the deadlines.

The department strongly encourages PhD students to join one of the courses supplied by the Centre for Educational Development. See: https://ced.au.dk/

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 organised into six 'sections' based on general spheres of related research. These include the:

1) Political Behaviour and Institutions
2) Comparative Politics
3) Political Theory section
4) International Relations section
5) Sociology section
6) Public Administration and Leadership section

You will normally be included in the section that relates the closest to your research, and this will typically be in your main supervisor's section as well.

Weekly Lunch Meetings

All PhD students meet for **lunch once every week in the back of the lounge in building 1330**. Normally the meetings are held **every Wednesday**. A short message will be sent via email 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

Annex 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.** You will find the small informal buffet provided in the kitchen, for those who have ordered on the Kanpla website or in the Kanpla app (download in your App Store). The link is: www.kanpla.dk.

You can also go to the **canteen** 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 breakfast. The PhD group organises an informal list 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: www.facebook.com/groups/1990933904470 21/.

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: 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 in building 1331, office 122.

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: motion.au.dk/en/. The monthly membership fee is DKK 75, and you can also get a membership for your partner/spouse.

Find registration forms for staff and spouses here: How to become a member (au.dk).

You can email marianne.vedsoe@bios.au.dk or FMAU@live.dk for more information.

International Centre

The International Centre 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) or visit their office in building 1651, office 112 (Høegh-Guldbergs Gade 4). For all kinds of information, please visit the website of the international academic staff: ias.au.dk/international-academic-staff-ias/.

They host an intro day and take you down to the municipality centre to get you set up with your CPR number and offer presentations on various subjects including learning Danish and taxes you will be required to pay for bringing a car to Denmark. 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 Centre to offer several workshops a year to help you become more informed about your tax obligations to the state. You can visit their website: skat.dk/.

International Club (UIC)

There is an email list you can subscribe to for the UIC. The current coordinator is Marianne Condelli maco@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.

Well-Being and Stress

Being a PhD student is inherently challenging. During your time as a PhD student, you need to develop from being a top student to being a researcher who is able to conduct research meeting the international standards of political science. This is rarely a linear process and feeling confused at some point is part of the process.

To deal with the process, it is very important that you care about your well-being. The challenges of the PhD process should not lead to stress, i.e. a situation where you experience that the demands you are facing exceed your resources. Stress is different from being busy, and if not handled, it may have physical symptoms like insomnia, rapid heartbeat, dizziness or loss of appetite.

To avoid this, the department encourages that you talk openly with your PhD colleagues about the difficulties of the PhD process; they have probably experienced the same frustrations. An important way to avoid that the process of writing a PhD dissertation begin to stress you rather than just challenge you is to be part of working environment where you openly discuss the challenges of the process. It is important that everybody contributes to such a working environment.

The psychological challenges of the process is also something you should discuss with your supervisors. They are there to help you with that as well.

Your well-being is also a central part of the annual staff development talk that you have with the PhD coordinator. However, if you begin to experience any symptoms of stress, you should come to the PhD coordinator right away, so he/she can help you.

One thing he or she can do is to offer you psychological counselling through the university. If you prefer, this counselling is also available on anonymous basis, see https://medarbejdere.au.dk/en/administration/hr/workingenvironment/psychological-work-environment/psychological-counselling-service/

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: bss.au.dk/en/research/phd/conditions-of-employment-and-enrolment/. At Aarhus University, PhDs are considered staff members. Prior work experience does affect your total salary offer.

Legal Organisational Structure

The PhD programme is part of the larger BSS Graduate School (known colloquially as the 'Graduate School'). Their website link can be found here: 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 at 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 point of contact would be the Department secretary in our department. She can refer you, when and where relevant, to specific contacts in the BSS Graduate School.

PhD HR contacts: PhD HR contact.

Vice Dean for Research and Talent: Niels Mejlgaard.

PhD Planner: Biannual Assessment

Twice a year, you will be assessed by your supervisor and via MyPhD. 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 fulfil all the necessary elements.

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

Be aware that if your supervisors do not find that sufficient progress has been within the last six months, they can indicate so in MyPhD. This may result in the BSS Graduate School giving you three months to improve. If your supervisors are still not satisfied, the Graduate School can terminate your contract.

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. He/she will send you an invitation to the talks, but you can also always ask for a talk with the PhD coordinator on any matter that bothers you.

HR Contact
The Department secretary in the Political Science Department will be your first point of contact, but the second 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: Contacts (au.dk).

Illness
It is essential that you inform the Department secretary in writing as soon as possible about any illness.

If you have any pregnancy-related illness, you must also inform the Department secretary.

Holiday/Concurrent Holiday
As of September 2020, everyone has "concurrent holidays" which means that you earn 2.08 days of paid holiday per month you work. Please note that you will normally have five weeks of holiday per year. For PhD students who have accrued their full holiday entitlement, the holiday days will be scheduled as follows:

- 4 weeks in July (weeks 27–30 inclusive)
- 1 week in December

There is a 'special sixth week' of holiday that you will begin to earn after the first year of your contract is completed. This week can be paid out if you apply and motivate the reason for not having your holiday. The application should be sent to Head of Department (headofdepartment@ps.au.dk). Discuss this policy with the Department Secretary for more details and the relevant policy.

All holidays must be arranged with the department by informing the Department secretary 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 Department secretary (currently Olivia Belling-Nami) about their holiday plans to ensure wage deduction.

Maternity/Paternity Leave

You must notify your department (Department secretary) 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 at Aarhus University's website: medarbejdere.au.dk/en/administration/hr/parentalleave/.

Maternity and paternity leave policies can be found here: 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 Department secretary for the latest policy.

Work-related Travel and Studying Abroad

Credit Card

As soon as you arrive, you should order an AU-credit card. You can do so using the following link:
https://medarbejdere.au.dk/administration/oekonomi/rejsebestilling/kreditkortpolitik-paa-aarhus-universitet/bestil-nyt-kreditkort

Travel Procedures

The most up-to-date Travel Subsidy Application form can be found here: Travel and conferences (au.dk). An example of the form is also included in Annex I.

If you need insurance during work related travels, you can find the relevant information here: https://medarbejdere.au.dk/administration/oekonomi/rejsebestilling/rejseforsikring/

Booking and Planning Travel

For anything to do with travel, please contact the accountant (currently Ruth Ramm) 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. You can also book directly with the airline. Talk to Ruth about the details.

CWT Contact information: 3363 7744, au.dk@contactcwt.com, or visit their website. Although sometimes www.momondo.dk or similar websites are used to estimate you 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 around DKK 546 per day and for courses DKK 125 per day). 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 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 mailroom or you can download it by following this link: Travel and conferences (au.dk). 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 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 or other private companies to book your tickets and hotel rooms. Discuss with the accountant (currently Ruth Ramm) 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.

Soon after you have booked your tickets you will receive an email from the accounting system, which lists your credit card transactions and asks for reimbursement. Please contact the accountant (Ruth) and provide her with receipts for all transactions that are listed in your personal AURUS account.

Studying Abroad

The department expects a stay at a foreign university of three to nine months (AU resources for a research stay abroad with Aarhus University). Talk to your supervisors about which universities you should consider. The department subsidises the stay with DKK 6,000 per month for stays of between three and nine 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 Annex V). In cases where your costs are exceptional due to the place you are going to or the costs of bringing your family, the department is willing to consider additional funding once you have completed the stay and the total costs are clear.

In relation to your stay abroad, you may be eligible for tax reduction. You can find the relevant rules here: https://skat.dk/data.aspx?oid=2244509

It is crucial, that you inform Olivia Belling-Nami (olbe@ps.au.dk) and Ruth Ramm (rr@ps.au.dk) with the exact dates of when you leave and return, so that you will obtain the subsidies and office space will be available at your return.

When you leave your office, you are responsible for clearing your space for another colleague. This entails that you pack away personal items, clear the table and leave some bookshelves empty. You may leave your belongings in a box in the corner of the office.

Final Steps

PhD Defence Committee

You are neither responsible nor involved in the organisation of the defence 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 PhD coordinator. Please see the following link: agreement on awarding bonuses to PhD fellows at Aarhus BSS december 2018 ENG.pdf (au.dk)

Finalising and Closing MyPhD

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

Submission and Assessment of the Dissertation

Contact Annette Andersen, annette@ps.au.dk, in due time before your deadline to arrange for language revision, layout of the manuscript, etc.

Contact the PhD coordinator no later than one month prior to the submission of your dissertation. Please also contact Olivia Belling-Nami.

The following documents must be submitted together with the dissertation:

- Danish Summary
- English Summary
- Co-author Statements (please use the template found here, medarbejdere.au.dk/en/faculties/business-and-social-sciences/employment-and-career/employment-as-a-phd-student/forms-and-templates/)

Please use the template for the cover page supplied by the graduate school, see here medarbejdere.au.dk/en/faculties/business-and-social-sciences/employment-and-career/employment-as-a-phd-student/forms-and-templates/

Please email your **final thesis** as a pdf-file to bphd@psys.au.dk as well as Olivia Belling-Nami.

If the committee finds that the dissertation as a whole fulfills the requirement of the ministerial PhD executive order, a date for your defense will be set. No revisions of your dissertation are then expected or allowed. In 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			
	From project		Project name:	

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 authorisation:			

Annex II – First PhD Presentation Policy

Format for First PhD 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. 7,000 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 preliminary 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 PhD group in providing constructive feedback on projects

What to avoid:
Nobody expects you to have a detailed plan for the entire dissertation after 6 months. Doing a PhD involves lot of trial and error and planning is notoriously difficult. If it could all be planned, it would be too easy. Therefore, there is no need to spend time on presenting detailed plan for more than the first article. What you should focus, is to explain the direction you want to take your research, why this raises important questions, and the challengers you see ahead in terms of theory, data and methods.

Annex III – Second PhD Presentation Policy

Format for Second PhD Presentation

- An oral presentation lasting 25–30 minutes
- 45 minutes for questions and answers
- No written material in advance
- 3–4 months before final date of submission

The presentation should address the following points:

1. What is the research question of the dissertation?
2. Why is this an important research question?
3. What is the theoretical argument of the dissertation?
4. What are the broader implications of the findings of the dissertation?

What do we want to achieve with this format?:

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

Annex IV – Teaching Policy

PhD students and teaching

Teaching is a central part of a PhD programme. All PhD students are required to teach, and the department is committed to ensuring that PhD students acquire teaching skills as part of their education. PhD advisors are also advisors in regard to teaching and planning of teaching, pedagogical considerations, and evaluation of teaching will be discussed at meetings between PhD students and advisors.

Planning of teaching

It is important to start planning early. When making their PhD plan, PhD students have to factor in teaching tasks, a stay abroad and course participation. Early planning also gives more flexibility in regard to the kind of teaching the PhD students will be able to participate in. It is the responsibility of the PhD student and the main advisor to make the plan for teaching. It should be made within the first three months of the PhD project as part of submitting the first PhD plan in the PhD planner. The head of section must be involved in this process and has to approve the plan in order to coordinate with the general teaching tasks of the section.

Teaching tasks

A PhD student is expected to teach in two rounds; the first round as a teaching assistant in a BA course. BA courses are organised as a combination of lectures and smaller classes, and the PhD will be responsible for teaching two classes, normally of two hours each per week. Most courses run for 14–15 weeks. Teaching assistants are also expected to be present at the lectures to facilitate coordination of lectures and classes. Lecturers and teaching assistants hold a weekly coordination meeting. At the end of the semester the PhDs have taught, the PhD student participates in grading term papers, but should grade a maximum of 15 papers.
There are three standard options for the second teaching task:

1) an independent MA seminar

2) co-teaching a bachelor thesis course, equivalent to 2K for the PhD student and 1½ K for the senior teacher. Co-teaching implies partaking in all tasks related to a course

3) co-teaching a core course at MA level, equivalent to 2K for the PhD student and 2½K for the senior teacher

The PhD student, the main supervisor and the head of section pick one of the three options based on the PhD student's preferences, taking a stay abroad and the teaching obligation in the section into account.

If none of the three options are feasible, other options are available, e.g. teaching a second BA course where the PhD student is responsible for two classes and co-responsible for 2–3 lectures (i.e. taking part in preparation and completion of lectures), teaching Sociology for two public health students and teaching the course on media and politics in the cand.public. programme. In special cases, co-teaching may take place at an ordinary MA seminar. All the options mentioned in this paragraph require the consent of the study director and the PhD coordinator.

It may not be possible for some non-Danish speaking PhDs to deliver teaching at a BA course. In such cases, it is particularly important that planning of teaching includes scrutinising a number of different options such as described above.
Some PhD students will not be required to teach a second round but will instead have tasks related to for example analyses conducted by the Centre for Studies in Research and Research Policy.

Pedagogical training

The Centre for Teaching and Learning offers several pedagogical courses. PhD students are expected to take the course designed for them before their first teaching assignment. In addition, PhD students can sign up for other courses and get individual feedback on teaching.

Annex V – Funding Sources for Field Work and Studying Abroad

Grant	Formal requirements	http	Deadline	Apply
Knud Højgaards Fond	Motivated application, personal invitation from host university, recommendation from supervisor	https://www.khf.dk/ansoegninger/	No later than one month before departure (continuous assessment)	Online
Oticon Fonden/William Demant Fonden	Motivation letter, budget, CV, grade transcript (bachelor, master's etc.), statements from teacher/supervisor, documentation of stay	http://www.oticonfonden.dk/ansoegning.html	No later than one month before departure (continuous assessment)	Online
Reinholdt W Jorck og Hustrus Fond	Strong recommendation from a recognized expert, budget	https://www.danskerhverv.dk/fonde/renholdt-w.-jorck-og-hustrus-fond/	Between August 1 and September 15 (awarded late November)	Online
Hede Nielsens Fond	Application + correspondence in Danish.	http://www.hedenielsensfond.dk/	Minimum 60 days before project start/stay abroad.	Online
Augustinusfonden	Budget (use online budget form), CV, grade transcript, copies of diplomas, relevant statements, documentation of agreement regarding stay abroad (admission letter or confirmation from researcher, documentation of content of the stay)	https://augustinusfonden.dk/ansoegning/	Opens June 10	Online
Vilhelm Bangs Fond		tvbf.dk	None	Online
KONPA		KONPA Legatfond	May 30	Email
Torben og Alice Frimodts fond		https://www.legatbogen.dk/torben-og-alice-frimodts-fond/stoetteomraade/5603	August 15	Post
Vilhelm Kiers fond			None	
Henry Shaws legat			May 1	
Rudolph Als fondet	Front page correctly filled in, motivated application, admission letter, grade transcript, budget		None	
Nikolai og Felix Fonden – H.H. Prins Nikolais og H.H. Prins Felix' Fond		https://www.kongehuset.dk/om-kongehuset/fonde-og-legater/nikolai-og-felix-fonden-h-h-prins-nikolais-og-h-h-prins-felix-fond/#	April 1	Online
Konsul Axel Nielsen				
Fabrikant Adolph Møller og Hustru Antionette Møllers Fond				

Christian og Ottilia Brorsons Rejselegat			September 1	
Etly og Jørgen Stjerngreens Fond				
Vera og Carl Johan Michaelsens Legat				
Gangstedfonden		http://www.gangstedfonden.dk/	None (for projects, not stays abroad)	Online
Fabrikant Aage Lichtingers Legat			April 30	
Dansk Amerikansk Klubs Jubilæumsfond af 1982				
Dronning Margrethes og Prins Henriks Fond				
Friedrich Wilhelm Frank og hustru Angelina Franks Mindelegat				
Lizzi og Mogens Staal Fonden				

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): Institutforum (au.dk).

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: Local Liaison Committee (au.dk).

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 Academic Council (au.dk).

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 – seven tenured faculty and seven PhD students representing the seven fields within the graduate school (Political Science, Business Communication, Psychology and Behavioural 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: Graduate school committees (au.dk).

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 programme (Political Science, Business Communication, Psychology and Behavioural 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: PhD Association (au.dk).

PHABUSS also have a Facebook group: 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: phd.au.dk/aupa/.

You can also find AUPA on Facebook: AUPA - Aarhus University PhD Association - Home | Facebook.

Posts within 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’s monthly magazine, mainly written by the students. The ‘PhD Kanden representative’ is part of the editorial team of the magazine, which meets 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 defends his/her PhD, gets married or has a child, the PhD group normally buys 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 reimburses the office mate.

Responsible for the breakfast list

PhDs 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 organises social events for the PhD students (and post docs) at the department.

Annex VIII – Check List for Closing MyPhD

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

2. Please email your **final thesis** as a pdf-file to bphd@psys.au.dk as well as Olivia Belling-Nami.

3. **Co-author statements. Please used the template of the BSS Graduate School, see here:** Forms and templates for PhD students | Aarhus BSS – Staff Portal (au.dk).

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.

5. **MyPhD.** Before handing in your thesis, you need to update and close your MyPhD. Therefore, please make sure that all courses, publications, research stays and dissemination are marked as 'Completed' or 'Discarded' in MyPhD.

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

Therefore, remember:

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

Important: a conference- or workshop title should be marked with 'conference'.

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

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

Once you have reviewed all the plan elements in your PhD plan, the plan is closed by pressing "*Close plan*". After you have closed the plan, the PhD school automatically receives the plan and contacts your supervisor for his/her approval of the study programme.

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 themselves 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 the 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 set 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; behaviour 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.

Annex XI – Good practice for data collection and storage at the Department of Political Science, Aarhus University

This document gives an overview of the rules regarding 'personal data' and outlines requirements and recommendations for those in political science or related fields conducting research that involves data about or from individual persons.

Contents

Personal data: practical definitions for political science researchers

Personal data are any data that can be used to directly or indirectly identify a 'natural person' (not another type of entity such as a company or organisation). Under the EU's General Data Protection Regulation (GDPR), there are two types of personal data: General and sensitive.

Most rules for handling the two types of data are the same for researchers, but there are some differences regarding how data should be stored.

General vs sensitive personal data

General personal data (*almindelige persondata*) include a person's name, address, employee or account number, salary, dates of employment, position, etc. Note that a person's IP-address is also considered personal data.

Sensitive personal data (*følsomme persondata*) include a person's political, religious or philosophical beliefs; union membership; racial or ethnic origin; genetic or biometric processing for identification purposes; health information; and information about a person's sex life or sexual orientation. (For more information on sensitive and personal data, see: www.au.dk/en/informationsecurity/data-protection/general-information/types-of-personal-data/.)

(Note that a person's personal identification number (*CPR-nummer*) is not sensitive data under EU law, but is considered 'confidential' (*fortroligt)*. In practice, this means it should be handled the same way as sensitive data.)

Identifiability vs anonymity

For researchers in political science, however, the criterion for determining data collection, processing and storage under EU and Danish law is not generally the general/sensitive distinction but whether the data allow individual persons to be uniquely identified, directly or indirectly, or whether they have been anonymised. As long as data could be used, whether using one variable/piece of information or by combining them, to identify unique persons, the rules for notification to AU, informed consent, ensuring data processing agreements and storage precautions apply. (Note that the rules also apply as long as a dataset is potentially identifiable – even if identifying information is only stored in a separate document with key codes to allow re-linking.) Once they are anonymised, meaning that the data cannot potentially be re-linked to identifying information, the rules for processing personal data no longer apply.

The criterion for identifiability must be evaluated in each case, depending on the nature of the data and the size of the population of interest. For example, if only three women work at a particular type of position at a company where an employee survey is conducted, then position type in combination with gender and very few other data points may make individuals identifiable. Or, if data exist in the form of a voice recording or in combination with photos or video but do not include other identifying information, unique persons can still be identified. And of course, any dataset that includes uniquely identifying information, such as name, address, email, personal number or even IP-address, cannot be anonymous. In evaluating any dataset's identifiability, it is recommended that researchers use reasonable judgment – for example in evaluating data as non-identifiable when most researchers examining the data would be unable to identify specific individuals.

A note on IP-addresses: while they are in some cases dynamically assigned, they are considered potentially uniquely identifying. Researchers must therefore take note of the settings when programming a web-survey themselves (on platforms such as Qualtrics) or of the proposed procedures when ordering a survey from a survey collection company: if the IP-address is to be recorded in connection with responses at any time during the collection process, or if the researcher or company has another way of uniquely identifying respondents (such as a panel ID that can be traced), rules for reporting and handling personal data apply.

Data controller vs data processer

The AU researcher who leads the collection (or orders collection from another entity) or the processing of personal data is, in a practical sense, the 'data controller' (*data-ansvarlig*), meaning that it is his/her responsibility to determine whether personal data rules apply, to give internal AU notification of the project, to ensure that appropriate information and consent procedures are used and how long any identifying information should be retained, and what other people and organisations will be granted access to. In a legal sense, however, Aarhus University is the 'data controller', meaning that the university as a whole stands with the legal responsibility to ensure proper procedures are followed for personal data by staff and researchers affiliated with the university. For this reason, the lead AU researcher may be referred to in official project documents as the 'contact person'.

A 'data processer' (*databehandler*) is any individual or organisation outside Aarhus University who collects or processes personal data on behalf of the AU researcher leading the project. A 'data processing agreement' (*databehandleraftale*) must be entered into with any non-AU research collaborator, organisation or company that will have access to the data as long as it can potentially be identified to unique persons (see below for more on this).

For more information, you can go through an e-learning course about working with personal data, which takes approximately one hour, via the following page: www.au.dk/en/informationsecurity/data-protection/e-learning-course-about-the-rules-for-personal-data/.

Internal AU notification of projects: A basic requirement for all projects involving identifiable personal data

All research involving personal data requires internal notification (*intern anmeldelse*) to Aarhus University's legal department. Note that this notification, if confirmed by the university, satisfies the requirement to submit notification to the Danish Data Agency (*Datatilsynet*). Upon confirmation, your project is issued an internal (AU) number, and its permission from the Data Agency is then covered by AU's shared data use agreement; if requested to submit a Data Agency project number, you should then submit the shared data agreement number and the internal AU number (see the document sent to you by the legal office following your notification submission). See this page for instructions and forms:

Notification form - data controller (au.dk)

Note that this requirement applies to data collected from persons both within and outside the EU where any potentially identifying information about individual persons (or a *combination of variables that could make it identifiable), including elites, is collected at any time in the process, for example with the following kinds of studies, among others:*

- *Individual or focus-group interviews*
- *Surveys carried out by you in any format*
- *Surveys or other data collected and/or analysed on your behalf by a survey bureau (e.g., YouGov, MTurk, Statistics Denmark)*
- *Studies conducted at/through the COBE Lab*
- *Database collection and/or analysis using publicly available information*

Data processing agreements with non-AU researchers or institutions

Any non-AU researcher, company or organisation who will have access to a personal data in non-anonymised form must sign a data processing agreement (*databehandleraftale*), which ensures that they are authorised to handle data for which AU is the registered data controller within the scope of a given project.

To get help formulating specific agreements, contact the AU Technology Transfer Office at tto@au.dk.

In addition, note that the university is in the process of establishing standing agreements with some of the service providers we routinely use to collect and process data on our behalf. The Technology Transfer Office (see just above) is in charge of this and should be consulted to check whether such an agreement already exists.

See here for updated info: Data processing agreements (au.dk).

Information to subjects and consent from subjects

All projects where researchers process non-anonymised personal data involve informing of subjects about the purpose for collecting and using their data; most include the gaining of their consent as well. Together this is often referred to as 'informed consent' (*informeret samtykke*).

This means that any time you ask a person to give information about themselves that will be stored or analysed in identifiable form, you (or another company or organisation collecting it on your behalf) must gain their informed consent. This has two main purposes: 1) to inform them about the purpose of the research and key information about the use of their data and 2) to gain their *active* consent for collecting and using their information within the scope of a given project.

*Note that the collection and use of publicly available data do not generally require consent, but it does require that subjects are informed within one month of the beginning of their data being collected or otherwise processed – see below. (*Examples of this kind of study could be a database collecting public information about members of city councils, or a dataset including public social media posts that includes potentially identifying information.)

Note also that good practice and standards for informed consent with particular collection formats and types of data are evolving. It is therefore a good idea to ask colleagues with experience in conducting similar types of projects about good practice for informed consent.

Informing individuals whose personal data is processed

Information to individual subjects should cover:

1. The name and contact information of the person responsible for the data in the project and contact info for their organisation (the 'data controller')
2. The purpose for collecting and using the data
3. The 'legitimate interest' that is the basis for this purpose (for political scientists, this will generally be along the lines of building knowledge about a particular field, topic or questions)
4. What categories of data will be, or have been, collected*
5. What types of people will have access to the data (usually research personnel affiliated with the project)
6. Whether data will potentially be transferred outside the EU/EEA and why
7. How long the personal data will be stored, or the criteria for erasing it
8. The person's rights (to have access to see the data collected about them, to have it erased if it is not necessary or required to keep it, to withdraw consent if the collection was based on consent)
9. The source of the data*
10. The person's right to complain to the Danish Data Protection Agency (*Datatilsynet*)
11. Whether it is necessary for the data subject to provide the data, including whether there is a legal or contractual requirement for it, and any consequences for not providing it

* NOTE: this is *not* necessary if collecting directly from the person.

Consent

While many researchers in Denmark were not previously required to gain consent, GDPR now requires them to do so whenever dealing with personal data that is not already publicly available.

Under GDPR, 'consent' means *active consent*. That means that each data subject whose data were not already public and will be collected or handled in non-anonymised form (at any time, even if only at initial collection) must *actively* signal their consent, and it must be recorded. This consent may take a form such as:

- A signature or check on a paper form
- Checking a box that clearly indicates giving consent in a webform
- Vocal response to consent question on an audio recording

In Denmark, children aged 15 or older may themselves generally give consent to participate in a research study using their data; studies collecting data from children aged 14 or younger require parental consent.

See the following links for an example consent form developed by BSS' Cognition and Behavior Lab (1) and AU's legal department (2):

1. https://bss.au.dk/fileadmin/BSS/Forskning/centre/cognitionbehaiviourlab/Forms_and_checklists/Consent_form_template_012021_Eng.docx
2. www.au.dk/fileadmin/informationssikkerhed/docs/Samtykkeerklaering_til_forskningsprojekter.docx

Participation incentives/pay

Many studies use some form of compensation or incentives, such as prize-drawings, to encourage participation. If you are running a study through a survey bureau or panel service, the incentive scheme is managed by the service, and the cost is simply included in the bill to the project (e.g., YouGov, MTurk).

However, in general, if you are running a study yourself, the university allows compensation in two forms:

1) Gift cards of up to DKK 100 each.

2) Payment in the form of an honorarium – note that this must be processed as 'salary' by the university and thus requires each recipient's CPR number. When you plan your budget and communicate the potential compensation to subjects, remember to account for the deduction of taxes, which are also deducted from the total payment amount.

When subjects are compensated, good practice suggests basing rates on reasonable pay rates – such as a student hourly wage (DKK/hour 100–110) or, where a lottery-type prize is used, an amount equal or less than the subjects' aggregate time at that wage.

However, university rules for payment of subjects change from time to time. For details, see this payment policy updated by the BSS' Cognition and Behaviour Lab: Paying Participants (au.dk). Note that the Political Science Department does not recommend the use of the cash payment method described on the lab page except in very special circumstances to be previously discussed with the department.

Use of data from public registries

In Denmark, researchers have the possibility of conducting analyses on de-identified personal data from the national registries. Registry data can be analysed on its own or 'coupled' to data collected by or for the researcher, such as a survey data.

For a full list of variables available through the Danish data registry, see: Grunddataoversigt (dst.dk)

Note that the use of registry data is not free; there is a cost for setup of a registry-based project, in general based on the number of public registries the data are taken from as well as the number of hours Statistics Denmark employees must use to set it up.

However, as part of BSS, researchers in political science at AU have the possibility of setting up a registry-based project using data from the CIRRAU database based at Economics, which is regularly updated with key socio-economic indicators for the entire Danish population. This means that your research database on the DST server is first populated with the study population to be used for your study, using the variables from the CIRRAU database that are needed. There is no cost for this data to AU political science researchers (though there may still be some minimal setup costs from Statistics Denmark). It can then be supplemented by Statistics Denmark with any additional variables from other public registries not included in the CIRRAU database. The cost of adding data from these additional registries is charged to your project by Statistics Denmark as described above.

To set up a database using registry data, do the following:

1. Register the project with AU (see here: Register project to the record (au.dk)) – this functions as approval with the Danish Data Protection Agency and is done under AU's shared permission with the agency.
2. Receive approval on basis of internal registration – with registration number of project.
3. Obtain the contact information – including mobile phone number – of any internal and external researchers that should have access to work with the data directly on the Statistics Denmark server.
4. Send a project request form and accompanying spreadsheet with detailed variable description to either:
    a. CIRRAU, if using some variables held in the CIRRAU database run out of the Department of Economics (see cirrau.au.dk/data-resources/project-set-up/) or
    b. Statistics Denmark's research service (see www.dst.dk/da/TilSalg/Forskningsservice/Dataadgang/Projektoprettelse for instructions in Danish or www.dst.dk/en/TilSalg/Forskningsservice for instructions in English – but the English page may be outdated).
5. Obtain and submit 'data processing' agreements for any external (non-AU) researchers that should have access to the data within the DST server.
6. Follow all requirements about security and limited export of data when working on the DST server – *note that each researcher must familiarise themselves with these requirements, which may be updated over time by Statistics Denmark. As a point of departure, no microdata may be transferred outside the server, and, to hinder identifiability of subjects, any table cell or data point in figures exported must represent three or more persons.*

Data storage

In general, all personal data should be securely stored, but the requirements for storing sensitive and 'confidential' personal data (CPR numbers and similar) are most strict – these should never be stored or processed by AU personnel on personal (non-AU issued) computers or devices and should be stored on an encrypted drive or device or – if in hard copy or other physical form – locked securely.

Electronic storage and transfer

As all personal data should be worked with securely and only accessed by those with authorisation, it is recommended that all personal data be stored on an AU network drive (which are all encrypted), whether personal or shared by an authorised group, on an encrypted AU computer or on an encrypted USB drive.

If a dataset includes sensitive or confidential information, it is recommended to create a key document with codes and separate record of the uniquely identifying variables, which can then be stored in an encrypted form. The version of the dataset that includes only the key codes and non-identifying data can then be worked with on a regular basis. However, it is important to delete both the key and version with identifying data when these are no longer necessary for the project.

Any PC or Mac issued by AU after March 1, 2018 is already encrypted. Computers issued before that can be encrypted by IT support. USB drives with encrypted hardware (recommended since they can be used across platforms, while software encryption cannot) can be purchased from IT support. Also note the recommended use of encrypted email for any emails including sensitive or confidential information.

If you need to send datasets with identifiable personal data to others within your project that have a data processing agreement, it is recommended that you do so using encrypted email or by sending files saved with encryption software (ask IT support for help with this); if you send confidential or sensitive personal data, it is required that you do so.

www.au.dk/en/informationsecurity/data-protection/general-information/storing-personal-data/.

Physical storage

If you have personal data on paper or another physical format, it may be possible to scan it into an electronic file and store it securely as mentioned above (for example, if you have paper forms with consent signatures).

If retaining personal data in physical format that includes confidential or sensitive information, it must keep it in a locked storage cabinet or facility. *It is possible for department researchers to store such data in the locked department archives or to get a secure cabinet that can be placed in their offices (this depends on the needs of the resources and is ordered on a case by case basis; speak with the department administrator).*

Data deletion

Under GDPR, identifiable personal data must either be anonymised or deleted when processing or storing it in identifiable form is no longer legitimate, legal or necessary. In general, for political science researchers, this means that identifying information should be deleted as soon as it is no longer needed for research purposes or when a data subject withdraws their consent. However, the criterion of 'necessary' is a 'grey zone', which must be evaluated for each project. In general, however, you must live up to the procedures that you have initially informed the subjects would be used and must not retain any identifying or indirectly identifiable personal data when you no longer need it for your research. Again, remember to check your datasets for identifying markers such as IP-address, GPS-markers, etc. Once a dataset is anonymised (see definition in the first section above), you may retain it as long as you wish for legitimate research purposes.

To establish good practice in this area, it is recommended that researchers working with personal data check through existing electronic and physical files to anonymise or delete data they may still have whose storage is no longer necessary, and set reminders for themselves to anonymise or delete data when no longer necessary in the course of a project.

Examples of good practice for different types of projects

The following examples assume that potentially identifiable, sensitive personal data is processed.

Example 1: A researcher at the Department of Political Science plans to conduct face-to-face interviews with 40 recently-arrived refugees living in Denmark and Germany. At the time of the interview, the researcher also records the subjects' ethnicity and religion. The interviews will be audio-recorded and translated from Arabic using a non-AU translator, who will produce Danish-language transcripts. In addition to the information collected in the interviews, the researcher plans to retain the subjects' contact information for at least two years after which they will carry out a second round of face-to-face or telephone interviews.

Example 2: A researcher at the Department of Political Science is conducting a survey-experiment among 2,000 people living in the United States contracted for collection through YouGov. Among other things, the survey asks respondents about their ethnicity, party affiliation and political ideology. (Since YouGov has identifiable panel information at the time of collection and also includes IP-addresses in the survey dataset, personal data rules apply.) The survey dataset is then transferred to the researcher without panel IDs but including IP-addresses.

Example 3: A researcher at the Department of Political Science directs assembly of a dataset about Danish city council members that includes information about, among other things, their gender, age, size of municipal, party, service period and public statements/positions on key issues. The dataset is built using publicly available data from the cities' and politicians' websites and public social media accounts. Only AU researchers or research assistants directly handle the data.

	Example 1	**Example 2**	**Example 3**
Identifying data	Name, contact info, voice as recorded	YouGov panel ID, IP-address	(Combination of variables easily leads to identification)
Sensitive data	Ethnicity, religion, (any additional revealed in interview, e.g., health data)	Ethnicity, party, political ideology	Party, stated political positions
Necessary steps:			
Internal AU notification of project	Yes	Yes	Yes
Data processer agreements	Yes – for the non-AU translator	Yes – with YouGov (unless AU has a standing agreement)	No (unless analysed or accessed by non-AU researchers)
Information to subjects	Yes – at interview	Yes – at beginning of survey, before consent question	Yes – within 1 month of collection (e.g., an email to those on the list)
Consent procedure	Yes (signed consent documents or audio-recorded)	Yes (check or accept in web form)	No (because already publicly available)
Data storage measures	– Audio files encrypted – if signed consent forms, scanned and encrypted; deleted when no longer needed – code key created, kept with contact info, encrypted – main data kept with ID code, separate from key and contact info	– Data stored in encrypted form until IP deletion	– Data stored securely, only accessed by authorised researchers
Data deletion	– Audio-files, when no longer needed – Contact info, after follow-up round completed – Any other identifying info, if/when not needed	– YouGov should delete dataset after delivery – IP-addresses, if not needed for analysis	–

DEPARTMENT OF POLITICAL SCIENCE
AARHUS UNIVERSITY

Annex XII
Guide to teaching at AU for international PhDs
Danielle Annie May- 2020

Contents

Introduction

If you are an international PhD and this is your first time teaching at Aarhus or your first time teaching at all, don't worry, you are not alone!

Your colleagues (from PhDs to Professors) are extremely supportive and willing to share any and all knowledge with you, so you should feel very comfortable to ask colleagues any teaching-related questions that may arise.

Nonetheless, sometimes there is quite a lot of tacit knowledge involved. There are things that people who have studied or worked at Aarhus for a long time tend to take for granted and assume that you know, or things that you don't even know you should be asking about. So, this is an attempt to shed some light on some of the weird and wonderful peculiarities of teaching at Aarhus University :)

Teaching requirements in the PhD program

What am I expected to teach?

Over the course of your PhD program, you are expected to teach 2 courses over 2 semesters (= 8 months of active teaching, or 1 year if you count preparation and exam marking for your Masters course). Usually, PhDs teach one Bachelor level course, and one Masters course.

How do I prepare teaching and how long does it take?

Before each class, you will have to thoroughly read the texts for that week. Then you will have to prepare your slides (if you use slides), and think about the activities you will do in class with the students to engage them with the texts and get them to think critically and creatively about the questions you set.

The general advice you might receive is to try not to spend more than 1 day preparing your teaching, and to only start preparing one day before your class so that you don't allow yourself to spend more than a day on it. Often, PhDs who have studied at Aarhus (who have usually been Teaching Assistants during their studies) are better able to stick to this timeframe, since they have some experience of the system and know what is expected. For many PhDs and perhaps especially international PhDs, 1 day is not enough preparation time. It is pretty common to spend on average 2 days to prepare a class (even more in the beginning of each course), and then after teaching to be completely exhausted and not have the energy to do more than basic admin work. That means teaching can effectively take up at least 3 days a week. So, prepare for the possibility of only having 1 or 2 days per week to work on your project whilst you are teaching.

What do the students expect of me?

In terms of availability, some teachers offer office hours where students can drop by, others prefer students to ask questions via email and then to set up individual meetings if necessary. In my experience, the amount of questions received from students is very manageable and did not take up too much time. So, you do not have to be afraid of students waiting in a long queue in front of your office door if you do decide to have an open-door policy!

Students at Aarhus tend to be very exam-oriented, and they like to have clear take-aways from each class summarizing the most important points. You may get students asking you to include a slide at the end of each class with all the things from that class they will need to know for the exam. In my personal opinion, I think doing this can discourage students from paying attention throughout the class and from taking their own notes until right at the end, so I think it is completely legitimate not to cave to this expectation. But you can discuss this with others and your supervisors.

Courses and structures

What are the differences between Bachelors and Masters courses at AU?

Bachelors courses are taught to hundreds of students, and are organised by senior academic staff, and PhDs act as Teaching Assistants. This means there are lectures by professors (which you attend, but do not have to plan), a syllabus (again, prepared by the course coordinators, not you) and an existing Master. A Master is a plan for each class, outlining the main content you should teach and discuss with students as well as suggested exercises. Usually a draft based on previous years exists, and you have to revise and adjust it for this year. In the Political Institutions course (more on that in the next pages), you are expected to prepare the Master twice out of the whole semester. The workload of preparing a Master depends on how much the syllabus changed from the previous year – if it's the same then it will not take much time at all and often you can just leave the Master as it was the previous year, but if it has changed completely you'll have to set aside some extra time to prepare a new Master. In Bachelors courses there are means that there are several staff members involved in one course, so you have a lot of support. Usually you will have coordination meetings with the other teachers in your course, where you go over the plan for the week together.

Masters courses, on the other hand, are much smaller courses (for about 15-25 students), and you plan everything. You choose the texts to put on the syllabus, you choose the overall structure and themes of the course, and you choose what exercises to do in each class.

Bachelor courses are 2 hours, and Masters are 3 hours. Aarhus uses the 'academic hour', meaning that if your timetable shows e.g. 8-11, you would actually start at 8:15. Every hour, you have a 15 minute break. This means that a 2 hour Bachelor class = 1 hour 30 minutes active teaching, and a 3 hour Masters class = 2 hours 15 minutes active teaching. With Bachelors courses, you have to teach 2 classes back to back, for example if you are teaching from 8-12, 8-10 will be with one class and 10-12 will be the same content with a different class (Note: this was at least the case for Political Institutions. Maybe it is different for other courses).

The spring semester starts at the end of January and finishes in May. The fall semester starts at the end of August and finishes in December. Both Bachelors and Masters courses are 15 weeks each. One of these weeks in the middle of the course is 'reading week' for the students, which means a week off of teaching for you :)

Another thing to be aware of is that in Bachelors programs at Aarhus, students stay in the same study group throughout their whole degree. That means they work with the same four people to read and prepare for all their classes. So, they know each other well. In contrast, Masters students often do not know each other (there will also usually be many more international students in the Masters class than in the Bachelors class). This may affect how you decide to organize group work in Bachelors compared to Masters classes – for instance, you might think about splitting the groups up in the Bachelors class so they get to talk to people outside their study groups, and on the contrary you might want to form study groups in the Masters class so that students get to know some of their classmates well. One suggestion is to have a rotating timetable of study groups in the Masters class, i.e. a student is in group A for weeks 1-4, group B for weeks 4-8, group C for weeks 8-12 etc., so they get the chance to work intensively with everyone in the class over the whole semester.

Political Institutions

If you are an international PhD who does not speak Danish, chances are you will be teaching Political Institutions because this is the only Bachelors course taught in English. The themes of the course are: electoral systems, EU institutions, international institutions (like the WTO and NATO). It can be quite far away from what a lot of us study in our PhD projects, and it can feel a little overwhelming to wrap your head around all of this new material! But don't worry - the fact that you are a PhD student means that you undoubtedly have more knowledge than most of the students and will be better able to process the texts, even if you have never studied this topic in-depth before.

A note on language: for the Political Institutions students, this is their first course in English. Some students are more confident in English than others (though in general the level is very high), so make sure to create an environment where it is totally ok to make mistakes speaking in English and emphasise that there is no need to be embarrassed if mistakes are made. Also, especially if you're a native speaker, remember to try and speak clearly and not too fast so everyone can follow. Students usually will not put up their hands and ask if they do not understand, so it is also good to regularly check in and make sure everyone's following.

If you are teaching the Political Institutions course and you do not speak Danish, you will not be marking the exams.

Your very own Masters course

Running your own Masters course involves a lot of work, but don't worry! This information on the steps involved should help you.

Course description

Before your course begins, you will be asked to fill in a form that asks you to write the name of the course, the course description, and choose a type of exam. This allows the students to choose your course in a course catalogue. Admin will send you an email to let you know when this form is due.

Choosing your exam type

There are several different exam types you can choose between. They are: a take home assignment (no time limit), a 7 day take home assignment (students have a week to write an assignment), 30 minute oral exam with a synopsis (where they have written something to discuss beforehand), and 30 minute oral exam without a synopsis. You should speak to your supervisors and section leader to decide which exam type is best for your course.

Preparing your syllabus

Admin will send you an email telling you when your course syllabus is due. This email also has information about the material you are allowed to include in the syllabus (for instance, you can only have a certain number of scanned pages from a book not stocked by AU library). Preparing the syllabus takes a long time - it can take around a full month of work to decide which texts to include, how they will fit in to the overall structure of the course, what the overall structure of the course should actually be, etc. You may also want to think about where you could invite some authors as guest speakers to discuss their texts with the students (this is not obligatory or expected, but it's a nice idea to consider. The students usually enjoy having guest speakers in). The maximum number of pages you can include is 1200 pages. You don't have to prepare the syllabus all from scratch, you can and should get inspiration from other people's syllabi (an example syllabus is in the appendix). Your supervisors will also help you through the process, and you can ask them for comments on your syllabus. When you're done, email the syllabus to admin and, if you include any books not stocked by the library, take the book to admin so they can scan it.

Ordering books from PB

You will receive an email from an organisation called Politologisk Bogformidling, asking you if you want to order any books for the students to read for your course. This can be really confusing when you don't know what PB is, as at first it seems you are being asked if you want to request any books for the library to stock for the students to loan. Actually, PB is a student book organisation that buys the textbooks you select to sell at a discounted price to students. So whichever book(s) you put on this list, the students will buy. You don't have to set any text books for the students to buy, it is only an option. If all the texts you want the students to read are available for free online, then there is no need to order anything.

Classes

At some point you will receive an email asking you to indicate any times of the week where you cannot teach (i.e. due to section meetings). It's also ok to indicate that you would rather not teach at 8am, for example. Admin will do their best to accommodate this, and then send you an email telling you when your class has been scheduled for.

Masters classes usually consist of a mixture of lecturing, group work, and class discussion. How much you choose to do of each is entirely up to you. It is apparently quite standard at Aarhus for teachers to do the first 45 minutes lecturing, the second 45 minutes group work, and the third 45 minutes class discussion. But you can also break it down into shorter blocks, for example say 10 minutes lecture, 25 minutes group work, 10 minutes class discussion for each block of the class. It really is up to you. In terms of setting homework for the students, it is ok to have them prepare group presentations or write short essays for some classes throughout the semester. The bare minimum is for them to do the readings each week (and usually, most students are well prepared and come to class having thoroughly read the texts), but you can also set some more homework if you want. Again, this is maybe something to discuss with your supervisors.

Exams

Towards the end of your course, if you are doing a written exam, you will receive an email asking you to submit your exam question(s) and appendixes to WiseFlow, which is the system the university uses to administer exams. Later, you will receive an email telling you the deadline for you to mark all the exams (I believe this is usually one month after the deadline for the students to hand in their exams). I am not sure what the process is for oral exams – check with your supervisors and the study director if needed. You will receive a notification when all the exams are ready for you to grade. The Danish grading scale is a bit unique. Details here: 7-Point grading scale | Ministry of Children and Education (uvm.dk).

Censors

You need an external censor to mark the exams with you. You will receive an email asking you to choose max. three academic fields that you want your censor to be a specialist in, and then admin will send you the name of the censor that has been chosen for you. Then, you can email the censor to introduce yourself and you can send them the syllabus and the exam questions in advance so they are prepared. In the case of marking written exams: both you and the censor will individually read all the exam papers, and then you will meet to discuss the grade of each paper. A good way to prepare for this meeting is to create an excel sheet with the paper number (the exams are anonymous), your comments on the paper, and a tentative grade.

Evaluations

To get an indication of how you're doing, you can ask the students for some feedback on your teaching. Probably the best way to do this is to get them to anonymously write on some paper (or on menti, if you're teaching online) one thing you're doing well, and one thing that could be improved. Around the second or third class is probably a good time to do this. You obviously don't have to accommodate all of their comments and suggestions, just the ones that you think make sense and would be a good improvement to your teaching.

At the end of the course, you will get formally evaluated by the students. The evaluation system uses a 5 point grading scale. If you get any negative comments, try not to take them personally – everyone gets critical comments! Also remember that it is usually the people that both liked and disliked the course the most that take the time to fill in the evaluation, so you're getting the most extreme of all the opinions in your class.

Socializing with students

A nice thing about teaching in Denmark is that there is room for some social interaction outside class with teachers and students. You may get an invite to a social event the students arrange (Easter or Christmas lunch, for example) – but not necessarily (so don't feel bad if you don't!). You can also organize a social event, for example welcome drinks/coffee at the start of a course or goodbye drinks at the end of the course. This can be a really nice way both for you to get to know the students so you feel more relaxed, and for them to get to know you. But again, everyone is different and maybe you prefer to keep socializing and teaching separate, which is totally fine.

Support

The university offers a teaching course for PhD students, which will help you to navigate and prepare for your classes. It is offered in English: [AARHUS BSS: Teaching technique for PhD students (au.dk)]

The administration will let you know all the important deadlines and forms to fill in, and you can ask them if you have any questions. ****Note: important emails regarding teaching from the administration are sometimes only sent in Danish.** This is unfortunate. But, do not just assume they're not meant for you and ignore them! Then you will miss important information and deadlines. Use google translate, and ask someone if you still don't understand. If you reply to the email to ask for clarification, admin is always very helpful and happy to explain the process.

By now, hopefully it is clear that your supervisors are an excellent source of support for you during your teaching. You can also go to the Study Director (Lars Thorup Larsen) or the PhD Coordinator (Helene Helboe Pedersen) who are always happy to help, even with small concerns. Your colleagues who have taught and/or are currently teaching are great to go to for inspiration, shared frustrations, and motivation. Even though teaching can be pretty daunting at times, it can also be really enjoyable. Completing a semester's worth of teaching really is an achievement, and you will learn a lot in the process. Good luck! :)

Appendix A: Example Masters course syllabus

Course outline and syllabus for MA seminar *Money in Politics*

1. PRACTICAL INFORMATION

Course title: Money in Politics

Course instructor: Danielle May

Language: English

10 ECTS = 3 hours per week for 15 weeks

Syllabus = 987 pages

2. EXAMINATION

7 day take home assignment.

3. COURSE OUTLINE AND SYLLABUS

CLASS	THEME	TEXT	PAGES
1 27 August	Introduction to the course and the subject of party funding	Dalton, Russell, David Farrell and Ian McAllister (2011). "Parties in Representative Government." Political Parties and Democratic Linkage: How Parties Organize Democracy. Oxford and New York: Oxford University Press, pp. 3-29	26
		Nassmacher, Karl-Heinz (2009). "Money in Democratic Politics (Introduction)." The Funding of Party Competition. Baden-Baden: Nomos, pp. 19-46	27
		Hopkin, Jonathan (2004). "The Problem with Party Finance: Theoretical Perspectives on the	24

		Funding of Party Politics." Party Politics 10(6): 627-651	
			Pages: 77
BLOCK I: PRIVATE FUNDING OF PARTIES			
2 3 September	Grassroots funding	Nassmacher, Karl-Heinz (2009). "Grassroots Revenue." The Funding of Party Competition. Baden-Baden: Nomos, pp. 193-238.	45
		Van Biezen, Ingrid, Peter Mair and Thomas Poguntke (2012). "Going, going,...gone? The decline of party membership in contemporary Europe." European Journal of Political Research 51: 24–56.	32
		Scarrow, Susan and Burcu Gezgor (2010). "Declining memberships, changing members? European political party members in a new era." Party Politics 16(6): 823–843	20
			Pages: 97
3 10 September	Citizens – United?	Boatright, Robert (2018). "Party Funding in the United States." Handbook of Political Party Funding. Cheltenham: Elgar, pp. 227-249	22
		Schlozman, Kay, Henry Brady and Sidney Verba (2018). "What Do We Mean by Political Voice? Does Equal Voice Matter?" Unequal and Unrepresented: Political Inequality and the People's Voice in the New Gilded Age. Princeton: Princeton University Press, pp. 23-39.	27
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BLOCK II: PUBLIC FUNDING OF PARTIES			

6 1 October	The cartel debate: Part I	Mair, Peter and Richard Katz (1995). "Changing Models of Party Organization and Party Democracy: The Emergence of the Cartel Party." Party Politics 1(1): 5-28	23
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7 8 October	Parties as public utilities	Van Biezen, Ingrid (2004). "Political Parties as Public Utilities." Party Politics 10(6): 701-722	21
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10 5 November	Mock Exam	Power, Sam (2020). Party Funding and Corruption. Switzerland: Palgrave Macmillan, pp. 71-107.	36
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BLOCK III: REFORMING PARTY FUNDING			
11 12 November	Citizen competence and populism	Primo, David and Jeffrey Milyo. Campaign Finance and American Democracy: What the Public Really Thinks and Why it Matters. Chicago: Chicago University Press. (Read pdf upload on blackboard titled "The Uninformed and Cynical Public").	22
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12 19 November	Reform: challenges and opportunities	Smulders, Jef and Bart Maddens (2017). "Spending Levels of Political Parties: An Explanation Based on a Multilevel Analysis". Government and Opposition 54(2): 254–279	24
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		Norris, Pippa and Andrea Abel van Es (2016). "Does Regulation Work?" Checkbook Elections?: Political Finance in Comparative Perspective. Oxford: Oxford University Press, chapter 12.	31
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13 26 November	Participatory party funding: Innovations and new directions	Ackerman, Bruce and Ian Ayres (2001). Voting with Dollars: A New Paradigm for Campaign Finance. Yale University Press, pp. 3-24	21
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		Nassmacher, Karl-Heinz (1992). "Political Cash for the Enlightened Citizen." Bürger finanzieren Wahlkämpfe. Baden-Baden: Nomos, pp. 153-171 (Pdf upload is on blackboard).	18
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		Scarrow, Susan, Karina Kosiara-Pedersen and Emilie van Haute (2017). “Rules of Engagement?” Organizing Political Parties: Representation, Participation, and Power. Oxford: Oxford University Press, chapter 10.	33
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14 3 December	Course summary and exam preparation		
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