



SURVIVAL KIT FOR PHDS

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

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First Steps

Staff and Important Contacts

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

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

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

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

PhD Coordinator: Christoffer Green-Pedersen: 8716 5692, Building 1340, Office 329, cgp@ps.au.dk.

Administrative Officer: Birgit Kanstrup: 8716 5601, Building 1331, Office 128, bk@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: <http://ias.au.dk/international-academic-staff-ias/>.

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

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

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

Janitors/Betjentstuen: 8715 0552.

MIT.AU.DK

MIT.AU.DK (<https://mit.au.dk/selfservice/>) is the staff administrative portal for all things related to general administration of your work. A few examples: MIT.AU.DK gives you access to Blackboard where you can access and post materials for courses you are taking/teaching, setting up ad hoc Wi-Fi permissions for yourself or guests, housing applications, changes to

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](#). You are asked to contact Ingrid Marie Fossum or someone from the [Communications section](#) of the Administrative Centre for BSS to take a photo for your profile. Ingrid's email is if@au.dk.

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

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

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

Name PhD student	Department of Political Science Aarhus BSS Aarhus University Bartholins Allé 7 DK-8000 Aarhus C http://ps.au.dk/
Tel.: +45 871x xxxx Mail: name@ps.au.dk	



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, <http://www.au.dk/bsssupport>, located in [Building 1322](#). They are open between 8:00 and 16:00 every workday.

PhD Planner

The [PhD Planner](#) 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 the PhD planner 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 the PhD planner updated and that all information added is precise and correct. The PhD planner is used to automatically generate your PhD diploma.

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

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 to the department of additional funding of up to DKK 20,000 in total for the 36 months. 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. This formulation applies to all students entering after July 1, 2018. For the students entering before, we will find individual solutions.

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 (kkr@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 (<http://library.au.dk/en/>), add them to your 'basket' and request delivery, and they will be delivered to your mailbox in the



mailroom. You can also use forms on this website to request books to be borrowed from other libraries in Denmark or abroad. 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.

The University has a website, <https://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 or a Monograph

Discuss early on with your advisors which form your dissertation should take. There are two general options: a collection of related articles or a monograph. There is no formal criteria for how many articles you must produce in order to be approved for defense of your dissertation, but generally 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 are 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 like a shorter monograph and two articles are also possible.

Discuss this matter with your supervisors and the PhD coordinator. Both forms have advantages and disadvantages, and you should look for the format which presents your research in the best way.

Courses: General Policy 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). The course on Social Science as a Craft, see below, is mandatory.**

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 must come from completing the course on Social Science as a Craft offered by the department. The remaining 20 ECTS 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:

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

For the Political Science Department courses, check here:

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

It is also a possibility to create your own PhD course with other PhD students at the department. Previously, there have been seminars on 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*: <http://www.essex.ac.uk/summerschool/>
- c. *St. Gallen GSERM*: <http://www.gserm.ch/stgallen/>

PhD Presentations

Twice during the course of the PhD programme, you must present your project and research achievements to other PhD students and interested academic staff at the Department of Political Science.

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

Participation in the second presentations is mandatory for all PhD students. In terms of the first presentation, the PhD group is divided into two groups and only one group attends a given first presentation.

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

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

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



You have to attend all second presentations and some of the first presentations. The PhD coordinator sends around a plan for which first presentations you should attend.

Teaching Responsibilities

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

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).

Secretaries assigned to your department area can assist with preparing copies and compendiums for classes you will be teaching. You can contact the administrator (currently Helle M. H. Bundgaard) for assistance. She will also send around an email with deadlines and regulations for course material. This email typically comes three months before the teaching begins.

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

K-System

You may from time to time hear or read about the K-system. This is the system by which postdocs, associate professors and full professors fulfil 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) Comparative Politics Section I – *focused on the moment on political actors, i.e. citizens, voters, political parties, interest groups, etc.*
- 2) Comparative Politics Section II – *focused on political institutions, the welfare states and more macro-level studies of democracy, civil war, taxation, accountability, etc.*
- 3) Political Theory section
- 4) International Relations section
- 5) Sociology section
- 6) Public Administration 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 meeting room in building 1341, third floor**. 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 Aarhus University website. The link is: <https://auws.au.dk/default.aspx?id=27771>, and you will receive a **weekly email with a menu** (in Danish) from the administrative officer, entitled '**Frokostmenu uge xx**'.

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:

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

Maps of Campus Area

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

Supply Room

There is a **supply room for basic amenities for your office** and teaching materials, such as notebooks, pens, folders, binders, pads of paper, board markers, ID badge holders, lamination, etc. If the attending staff is not in the office/door locked, you can use your card and code to scan in to access necessary supplies. The supply room is located 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: <http://motion.au.dk/en/>. The monthly membership fee is DKK 75, and you can also get a membership for your partner/spouse.



Staff registration form here:

http://motion.au.dk/fileadmin/motion.au.dk/Indmeldelsesformular_engelsk_ansatte.pdf

Spouse registration form here:

http://motion.au.dk/fileadmin/motion.au.dk/Indmeldelsesformular_engelsk_aegtefaeller_samleveresamtNes-.pdf.

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: <http://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 (in association with <http://laerdansk.dk/>) 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: <http://skat.dk/>.

International Club (UIC)

There is an email list you can subscribe to for the UIC. The current coordinator is Gitte Haahr-Andersen: 3069 8483, gha@au.dk. 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: <http://bss.au.dk/en/research/phd/conditions-of-employment/>. At Aarhus University, PhDs are considered staff members. Prior work experience does affect your total salary offer.

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

Formally, all decisions regarding your employment including the contract, PhD planner final approvals (see below), etc. are the responsibility of the BSS 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 administrative officer in our department. She can refer you, when and where relevant, to specific contacts in the BSS Graduate School.

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

PhD Planner: Biannual Assessment

Twice a year, you will be assessed by your supervisor and via the PhD planner: <http://phd.au.dk/graduate-schools/businessandsocialsciences/phdplannerlogin/>. The plan will then be reviewed by the PhD coordinator. It is recommended that you have a talk with your supervisor on the progress of your studies before you are assessed. The goal is to ensure

that you are progressing at a sufficient pace to complete within the allotted three years and that you fulfil all the necessary elements.

There is a time planning tool, which is built into the planner, once you enter expected/actual time frames for each activity, which can help you visually 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 the PhD planner. 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](#). You can always ask for a talk with the PhD coordinator on any matter that bothers you.

HR Contact

The administrative officer in the Political Science Department 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:

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

Illness

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

If you have any pregnancy-related illness, you must also inform the administrative officer.

Holiday/Concurrent Holiday

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 February (week 7)

For Danish students starting before September 2020 and who has not been employed before, there is a transition scheme. One of implications of this is that you are only entitled to three weeks of summer holidays in 2020. If you have any question, please check with Birgit Kanstrup, the administrative officer, or HR.



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

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

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

Maternity/Paternity Leave

You must notify your department ([Administrative Officer](#)) no later than three months before the expected date of childbirth (the mother) and one month before the expected date of childbirth (the father). Special forms are available for this purpose at Aarhus University's website: <http://medarbejdere.au.dk/en/administration/hr/parentalleave/>.

Maternity and paternity leave policies can be found here:

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

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

Pension Policy

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

Work-related Travel and Studying Abroad

Credit Card and Travel Insurance Card

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

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

Travel Procedures

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

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

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 at <http://www.carlsonwagonlit.dk/>. Although sometimes www.momondo.dk or similar websites are used to estimate your travel expenses.

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

Per Diems/Daily Allowances

Conferences and other specifically-arranged, subsidy-approved travel includes a per diem (for conferences DKK 498 per day and for courses DKK 125 per day, in 2018). The amount will be budgeted by the accountant and will be transferred to your personal bank account after the conference. *(Please remember that you're not allowed to use your university credit card for private purposes or meals, etc., but only for transportation to and from the airport, hotel and conference fees.)*

Conferences

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

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

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

The department normally only funds one overseas conference a year.

After approval, you are ready to book your tickets and hotel room. You can use the Travel Management System CWT (<http://www.carlsonwagonlit.dk/content/cwt/dk/da/home.html>) or other private companies to book your tickets and hotel rooms. Discuss with the accountant (currently 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 (<http://phd.au.dk/graduate-schools/businessandsocialsciences/goingabroad/>). 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.

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:

http://phd.au.dk/fileadmin/grads.au.dk/BSS/endelig_lokalaftale_version_181108_uk.pdf.

Finalising and Closing out PhD Planner

Be aware that there are particular formats for the proper way to present information in the PhD planner. See [Annex VIII](#).

Submission and Assessment of the Dissertation

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

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

The following documents must be submitted together with the dissertation:

- Danish Summary
- English Summary
- Co-author Statements (please use the template found here, <https://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 <http://phd.au.dk/gradschools/businessandsocialsciences/formsandtemplates/>.

Please email your **final thesis** as a pdf-file to bphd@psys.au.dk as well as Birgit Kanstrup.

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		Project name:	
	From project			

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

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

Date:		Applicant's signature:	
Department's 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 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



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

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

Annex VI – PhD Dissertation Summary Requirements

Last updated: March 10, 2015

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

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

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

The following elements may be included in a summary:

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

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



Annex VII – Committees at the Department of Political Science

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

Institutforum

Institutforum is an advisory body where the head of department can communicate and discuss decisions with representatives from each of the sections, the administrative staff, the PhD's and the students. There are two PhD representatives in Institutforum (one from Political Science and one from CFA). Read more about Institutforum here (only in Danish): <http://ps.au.dk/organisation/naevn-og-udvalg/institutforum/>.

LSU (Lokalt samarbejdsudvalg/Local collaboration committee)

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

There is one PhD representative in LSU. Read more about the committee here (only in Danish): <http://ps.au.dk/organisation/naevn-og-udvalg/lokalt-samarbejdsudvalg-lsu/>.

Committees and associations at Aarhus BSS

Academic council

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

PhD committee Aarhus BSS

The PhD committee assists the Head of the Graduate School. The members of the PhD committee are representatives of the academic staff and PhD students at Aarhus BSS. The



members are elected by and among staff/PhD's. The committee has 14 elected members – 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:

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

PHABUSS

PHABUSS is the PhD Association at Aarhus BSS. The aim of PHABUSS is to represent the common interests of PhD students enrolled at Aarhus BSS Graduate School in different bodies at Aarhus University, including the faculty level PhD committee and the university-wide PhD association, AUPA. The board of PHABUSS consists of representatives from every 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:

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

PHABUSS also have a Facebook group:

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

Associations at the university level

AUPA

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

You can also find AUPA on Facebook:

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

Posts 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 out the PhD Planner

1. Contact your **personal secretary** in due time before your deadline to arrange for language revision, layout of the manuscript, etc.
2. Please email your **final thesis** as a pdf-file to bphd@psys.au.dk as well as Birgit Kanstrup.
3. **Co-author statements. Please used the template of the BSS Graduate School, see here:**
<http://phd.au.dk/gradschools/businessandsocialsciences/formsandtemplates/>.
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. **PhD Planner.** Important when the PhD plan is closed.

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

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

Therefore, remember:

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

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

Example: *CONFERENCE*: ‘Estimated Demand and Supply’ or *WORKSHOP*: ‘Estimated Demand and Supply’.

This 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

 General vs sensitive personal data

 Identifiability vs anonymity

 Data controller vs data processor

Internal AU notification of projects

Data processing agreements with non-AU researchers or institutions

Information to subjects and consent from subjects

 Informing individuals whose personal data are processed

 Consent

Participation incentives/pay

 Use of data from public registries

Data storage

 Electronic storage and transfer

 Physical storage

 Data deletion

Examples of good practice for different types of projects



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: <http://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 processor

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 processor’ (*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:

<http://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:



[http://www.au.dk/en/informationsecurity/data-protection/in-particular-concerning-research/internal-notification/.](http://www.au.dk/en/informationsecurity/data-protection/in-particular-concerning-research/internal-notification/)

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 (*databehandlertaftale*), 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: [http://www.au.dk/en/informationsecurity/data-protection/in-particular-concerning-research/data-processing-agreements/.](http://www.au.dk/en/informationsecurity/data-protection/in-particular-concerning-research/data-processing-agreements/)

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. http://bss.au.dk/fileadmin/BSS/Forskning/centre/cognitionbehaviourlab/Forms_and_checklists/Consent_form_template.docx
2. http://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: <http://bss.au.dk/en/cognition-and-behavior-lab/for-researchers/paying-participants/payment-policy/>. 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: https://www.dst.dk/da/TilSalg/Forskningservice/Data/Register_Variabeloversigter.

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: <http://www.au.dk/en/informationsecurity/data-protection/in-particular-concerning-research/internal-notification/>) – 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 <http://cirrau.au.dk/data-resources/project-set-up/>) or
 - b. Statistics Denmark’s research service (see <https://www.dst.dk/da/TilSalg/Forskningservice/Dataadgang/Projektoprettelse> for instructions in Danish or <https://www.dst.dk/en/TilSalg/Forskningservice> 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.

<http://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 processor 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	–