



DEPARTMENT OF BUSINESS DEVELOPMENT
AND TECHNOLOGY
AARHUS UNIVERSITY

PHD SURVIVAL GUIDE

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1 Welcome

Welcome to the Department of Business Development and Technology.

We hope that this guide will address some of the questions you might have as a new PhD student. A lot of practical information relevant for BTECH staff can be found on the [staff portal](#). However, you are always welcome to approach us if you have any other queries.

2 The PhD degree programme

2.1 Rules and guidelines for the PhD degree programme

The [Ministerial PhD Order](#) is the main set of rules that governs your PhD study programme.

The [rules and guidelines for the PhD degree programme](#) is the framework for your programme at BSS. It covers everything from the content of your PhD degree programme to funding and assessment of your dissertation.

It is important that you read these documents carefully as one of the first things when you are enrolled.

2.2 Supervision

It is important to have a dialogue with your supervisor about alignment of expectations during one of your first meetings. Furthermore, you should make a supervision agreement and upload it to MyPhD. It is the agreement between you and your supervisor regarding mutual requirements and expectations in relation to the supervision process. The agreement should include details regarding the form and frequency of supervision sessions. When approving the evaluation, the supervisor and PhD student confirm that the supervision process has been satisfactory. More detailed can be found [here](#).

Your supervisor should take an interest in your overall mental well-being as well as assist you in:

- Exploring the methodology of your discipline.
- Gaining experience in relevant Danish and international scientific academic environments.
- Meeting formal requirements (teaching, courses, stay abroad, etc.).
- Writing a PhD dissertation that meets the academic requirements.

Procedure for change of supervisor

Adjustments during the PhD process are to be expected, and one may in rare cases experience the need to change supervisor (see also [BSS PhD rules and guidelines](#), item 10.4.). Change of supervisor(s) is generally made on the basis of an agreement between the PhD student, the former supervisor(s), the head of programme, the head of department, and the head of the BSS Graduate School as well as consent from the new supervisor(s) that (s)he will take on the task. If agreement cannot be reached as to change of supervisor, the head of the BSS Graduate School will decide what to do after consultation with the head of programme and the head of department.

If you find it difficult to discuss your wish for change of supervisor directly with your supervisor, please always approach the head of your section, the head of programme or the head of department, and always ask explicitly for confidentiality.

2.3 MyPhD

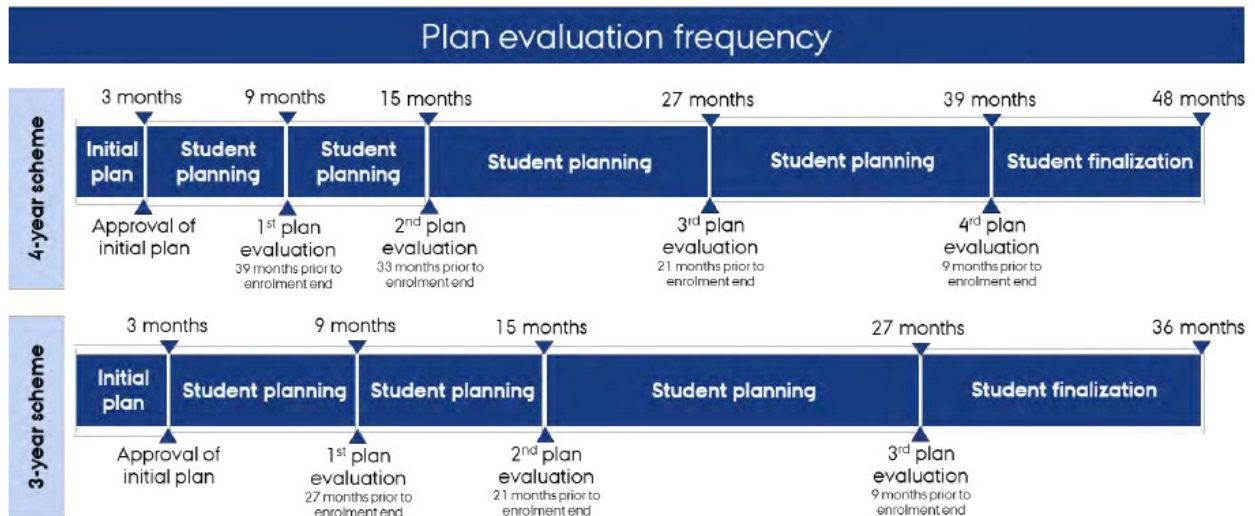
In collaboration with the supervisor, an individual course work plan is to be prepared during the PhD student’s first three months of enrolment. After this, you must update your PhD plan biannually. The PhD planner system used at BSS is MyPhD. In this system, you must register your plans and progress in relation to your PhD project and your formal obligations (course work, teaching, stay abroad, publications, etc.). As part of your final diploma, it will be handed over to the state archives, therefore include only study-relevant information and take care of spelling mistakes in MyPhD, as they otherwise will be included in the final diploma.

You can log in to the system [here](#).

You can find user guides and contact information [here](#).

Read more about the PhD plan and what must be included in it [here](#).

The plan will be reviewed and approved by your main supervisor, then by the head of programme and, finally, by the head of the BSS Graduate School. The evaluation frequency is illustrated in the figure below.



2.4 PhD budget

As a PhD student at the Department of Business and Technology, you will have a flexible budget to spend during your PhD study for, e.g.:

- PhD courses
- Conferences
- Travels
- Books
- Software (e.g., licenses, etc.)
- Hardware (i.e., equipment, computer, etc.)
- Consultancy

Payment decisions will be made in each case and require approval through the relevant administrator/secretary and the head of department.

2.5 PhD courses

According to the rules and regulations at BSS, PhD students must take 30 ECTS of course work during the three-year process. A minimum of 15 ECTS must be taken from courses offered by the Aarhus BSS Graduate School, the rest can be taken elsewhere. Hence, courses at Aarhus Graduate School of Art, Health, Technical, or Natural Science will **not** be considered as PhD courses by BSS and therefore require a preapproval for external courses. PhD courses in Denmark can be found in [this catalogue](#).

Find information about the rules for obtaining ECTS credit points and links to PhD courses [here](#).

If you choose to take an external course, it is important that you get a preapproval before attending the course. Read the [guidelines for preapproval of external courses](#) and follow the stated procedure. Furthermore, if you choose a master's course from BTECH, you should follow the same procedure and get a preapproval. The application must be submitted to the head of programme **at least 14 days prior** to the first course date.

2.6 Conferences

The PhD student is encouraged to participate in conferences. During the first year of the PhD programme, the PhD student is asked to identify, in collaboration with the supervisor, one or two conferences that would be relevant for participation. The student is not required to have an active obligation at these conferences. At the second and third year of the PhD programme, the student is encouraged to participate in conferences as well. At this point, the student is required to participate actively (presentation, poster session or the like).

2.7 Stay abroad/change of research environment

As part of the PhD study, students must ensure a three-month change of environment (3-12 months possible, but a recommended length of approx. 6 months). Such a change must take the form of a stay at another internationally esteemed research institution, preferably abroad. The supervisors are available

for guidance as to which universities to consider in accordance with the [BSS PhD rules and guidelines](#), item 7.2. The stay abroad usually lies during the 3rd and the 5th semester of the enrolment period; however, PhD students are free to choose the exact period aligned to their PhD research project. When considering where to go, it is recommended to find a suitable and relevant senior researcher and place to discuss your field of research rather than finding the best and most recognised research institute.

PhD students must complete a form that can be found on the [forms and templates](#) page under “change of research environment abroad”. The form must be submitted no later than one week before the environment change stay starts.

Read more about going abroad [here](#).

Information on funding for stays abroad can be found [here](#). PhD students can apply for various grants, including, but not limited, to:

- Scholarship research stay abroad, [Agustinus Fonden](#) (amount granted: DKK 14,000)
- Scholarship research stay abroad, [Torben & Alice Frimodts Fond](#) (amount granted: DKK 20,000)
- Finalist of the [Three Minute Thesis \(3MT\) Competition at Aarhus University](#)
- Scholarship research stay abroad, [Otto Mønstedts Fond](#) (amount granted: DKK 10,000)
- Scholarship research stay abroad, [William Demant Fond](#) (amount granted: DKK 10,000)

A more extensive list of funding sources in Denmark can be found under [Legatbogen.dk](#).

2.8 Teaching

As part of their employment, employed PhD students must undertake duties of 840 hours to gain experience with teaching and knowledge dissemination. The PhD plan must state how and when such experience with teaching and knowledge dissemination will be obtained. You can talk to your supervisor or a course responsible person to get information about course contribution and assistance on the planning of your teaching hours as well as the possibilities of student supervision.

For planning your teaching activities as part of your PhD education, contact Anne Gammelgaard Ballantyne anne@btech.au.dk.

2.9 PhD presentations

During your PhD study, you must on a regular basis – and at least twice during the PhD degree programme – present the PhD project and research results to senior researchers under the guidance of the principal supervisor and summoned by the head of programme. Read more about the presentations [here](#).

3 Designing your PhD dissertation

3.1 In general

The [BSS PhD rules and guidelines](#) state that PhD students at the BSS Graduate School have to write either a book (a monograph) or a collection of articles (an anthology) as their dissertation. For an anthology, the

number of papers at the department are typically 3-4 plus a summary (in Danish “sammenfatning” or “kappe”). The choice of writing either a monograph or an anthology should be taken by the PhD student together with the supervisors as early as possible in the PhD process.

Below, you can find some general advice about what to consider when designing an anthology in order to live up to the above requirements. Please note that there might be differences in regard to research disciplines and fields. Therefore, you should always make these decisions in close collaboration with your supervisors who are most experienced in your specific field of study.

In order to fulfil the requirement in the BSS rules and regulations that a dissertation has to “include entirely independent contributions of major scientific importance” (see item 11.1 in the [BSS PhD rules and guidelines](#)), it is strongly suggested that at least one paper is done by the PhD student her- or himself alone, thus a single-authored paper. The remaining papers can be done in collaboration with others (supervisors, and/or national and international research colleagues). In case of co-authorships, the PhD student has to provide [co-author statements](#) when submitting the dissertation, specifying the individual contributions. In case no single-authored paper is part of the dissertation, the PhD student here has the opportunity to clearly indicate that s/he has the main responsibility for those parts of the paper that secure an independent and original contribution. If this is not the case, it might be worthwhile considering an additional paper as part of the anthology dissertation in order to provide evidence for your research potential. Another way to clearly indicate your own role in the paper is the order of authors, where the main author is normally stated first. Here, it is suggested that the PhD student in addition to being the single author on one paper, in case of co-authored papers, is the first author on one paper, and in case of no single-authored paper, is the first author on at least two papers.

As for the summary, it is stated in the [BSS PhD rules and guidelines](#) (item 11.1) that “[t]he summary must (possibly briefly) account for the relation between the publications and how they contribute to the overall PhD project”. This indicates that you should outline and elaborate on your overall research project, motivation, research question, scientific positioning, theoretical background, research design, overall findings/contributions, and how your individual papers contribute to this. Depending on your specific field of research, there might be differences in terms of how long this section might be.

The above recommendations are intended to help you design your dissertation in a way that ensures that you fulfil the requirements set up by the BSS Graduate School. Please note that the final decision of whether your dissertation is accepted or not is taken by the PhD assessment committee, which, after submission of your dissertation, evaluates your work independently based on the BSS rules and guidelines.

3.2 Concluding the PhD dissertation

In accordance with the [BSS PhD rules and guidelines](#) (see item 11), the dissertation can be in either Danish or English, and abstracts in Danish as well as in English have to be enclosed. You hand in your dissertation by sending a pdf file to the [PhD administration](#) at the department. Please use the official dissertation cover page and make sure to include co-author statements. Templates for dissertation cover page (English/Danish) and template for co-author statements can be found [here](#).

Please be aware that the list of PhD activities is extracted automatically from the PhD planner system to form an appendix to your PhD certificate – therefore, always make sure that MyPhD is updated. If it is not updated, the assessment process cannot be initiated and will thus be delayed.

3.3 Assessment of your PhD dissertation

Regarding the evaluation of your dissertation, the rules state that the assessment committee has two months – from the time you hand in – to assess your dissertation. The rules also say that the defence should take place within one month after the assessment of the assessment committee, unless you are asked to resubmit your dissertation. However, July is always considered as a holiday period and will thus not be included in the deadline.

If you would like to have a look at the PhD dissertations already conferred at Aarhus BSS, you will find them [here](#).

3.4 Bonuses

As a PhD student, you may be entitled to two different kinds of publication bonuses. The Graduate School may after a successful PhD defence and upon application award a publication bonus for a publication that is part of your PhD dissertation according to the [bonus agreement](#).

Completion bonus

In connection with timely submission of a PhD dissertation for assessment, a completion bonus will be awarded.

Publication bonus

After having obtained the PhD degree and following an application, a publication bonus can be awarded in the following cases:

- In connection with a publication being published in a journal that is on the relevant department's list of attractive publications.
- In connection with the dissertation or parts thereof being published as a book (monograph) by a peer-reviewed publishing house (taking the practices of the research field into consideration).

4 General information

4.1 Information for new employees at AU and BTECH

On [AU's website for new employees](#), you can find a lot of useful information such as facts about and links to IT and systems used at AU, HR-related issues, newsletters from different departments and specific information for international staff.

Furthermore, in this handbook called '[Information for new employees](#)' at BTECH, you can find contact information and a lot of relevant information when getting to know BTECH as your new workplace.

4.2 Onboarding

The purpose of the [onboarding programme](#) is to ensure good social and academic integration at the PhD programmes and departments. Some elements are mandatory, while others are offers provided at the university that PhD students may decide to participate in.

4.3 Introduction meetings

The BSS Graduate School will send you an invitation to a mandatory introduction meeting for all new PhD students at BSS. Furthermore, you will be invited to a local introduction meeting at BTECH shortly after your enrolment. The introduction days are usually within the first two to three weeks of the new semester.

4.4 Aarhus BSS Graduate School

If you have general questions concerning the PhD education, please contact the Aarhus BSS Graduate School: bphd@psys.au.dk.

4.5 Conferences, events, travels, etc.

If you would like to plan a trip to a conference or relevant events, please contact [Janni Salomonsen](#). Additional information can be found [here](#).

More general information about trips that last more or less than 28 days, bookings and guidelines at Aarhus University can be found [here](#).

Travel insurance

You can find more information about travel insurance [here](#).

4.6 AU library

The [AU Library](#) offers a great number of services and facilities. For an overview, please have a look [here](#). The AU Library offers help with/information on e.g.:

- Publishing
- Copyright
- PURE
- Bibliometrics
- Open Access
- ORCID iD
- Plagiarism
- Systematic literature searches
- Reference management, EndNote
- Reviews

4.7 Career advice/career support

It is very important that all PhD students continuously focus on/are aware of career development throughout their PhD enrolment period. Therefore, it is highly recommended to get acquainted with the [Career services for PhDs and junior researchers](#) already from the start. The various services include:

- (Individual) counselling, e.g., on the career development process, career planning tools, good advice on career planning, career paths, AU career destinations.
- Seminars and workshops, e.g., on the writing of CVs and strategic career planning events.
- An AU mentor PhD & JR programme.
- Job application toolkits for applying for either a job in industry or in academia.
- Career planning should be an integrated part of the supervision process throughout the entire enrolment period. However, you can also sign up for a [newsletter on career opportunities](#) or follow [AU Career PhD & JR on Facebook](#) to stay updated on events and activities.

Continue your academic career with a postdoc

Postdocs are generally externally financed, and you can apply for your own funding – which might be a good idea if you wish to stay in academia – because showing that you are able to attract external funding is well-perceived. There are a few foundations that have yearly (or at other frequencies) calls for grant applications. Applying for such funds requires that you have an original and quite specific idea for a research project.

Continue your academic career with an assistant professorship

Sometimes assistant professorships are financed by the department – so to have a talk with the head of department or the heads of sections would be advisable if you are interested in staying at the department. Also, regularly check international jobsites such as AcademicKeys or akadeus.com.

4.8 What if

What if... <https://medarbejdere.au.dk/en/faculties/business-and-social-sciences/phd/what-if>.

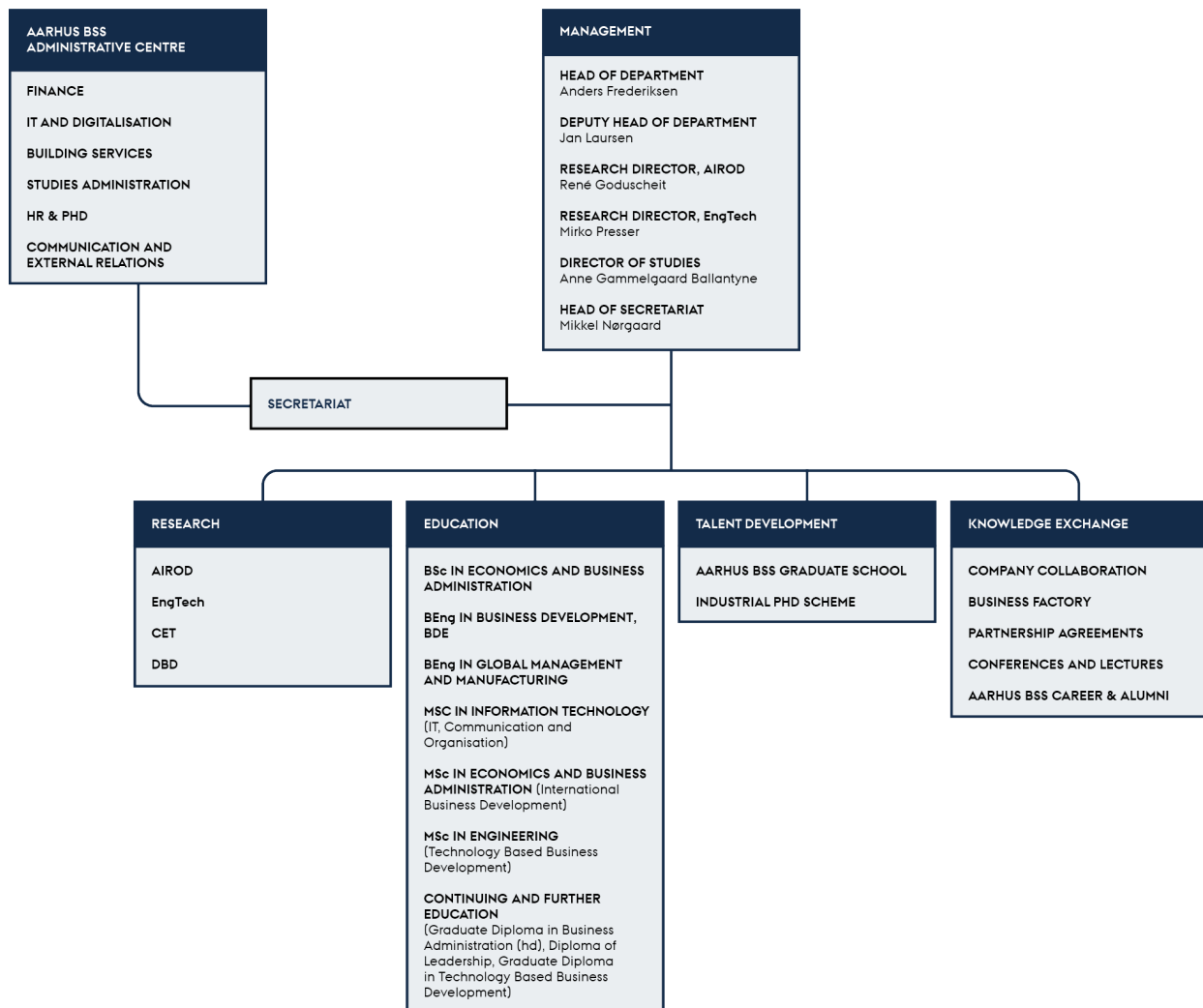
4.9 When in doubt – talk to

Questions about	Contact person	Title
“Process” admin: Dates, deadlines, processes, etc.	Christina Nørgaard Kuhr, christinaku@btech.au.dk	Academic employee
“Money” admin: Traveling, expenditures, ordering and use of credit card	Janni Ørskov Salomonsen, janni@btech.au.dk	Administrator
Library	Eva Kruse Jørgensen, evkr@kb.dk	Information specialist
Teaching (dissemination)	Anne Ballantyne, anne@btech.au.dk	Head of teaching
Rules and regulations (and everything else related to your PhD studies)	Sven Kunisch, skunisch@btech.au.dk	Head of programme

4.10 Information about fellow PhD students

If you like to know more about your fellow students, you can find [their profiles](#) on the BTECH website and get a brief overview.

5 Department matters



Research sections

- [AIROD – Advanced Interdisciplinary Research on Organisational Development](#)
- [EngTech – Engineering & Technology](#)

Research centre

- [CET – Centre for Energy Technologies](#)

Strategic Project

- [DBD – The Interdisciplinary Digital Business Development Project](#)

5.1 Leave of absence

PhD students enrolled in the three-year programme have all the same rights as other employees regarding leave in connection with childbirth, pregnancy and illness. For more information on the rules on leave of absence (including information on the rules for PhD students enrolled in the four- or five-year scheme), please refer to item 6.4 in the [BSS PhD rules and guidelines](#) and on the BSS Graduate School's [homepage](#) on the subject. For further information on how to handle absence due to sickness, please look [here](#).

5.2 Holiday

Information about holiday registration can be found [here](#). You can reach out to [Inger Kristensen](#) if you have any questions related to registration or change of preregistered days. More details about accrual of holiday and special holidays can be found [here](#).

5.3 Useful information for non-Danish colleagues

At the International Staff Office [homepage](#), you can find information on a lot of relevant topics, including:

- Per-arrival in Denmark
- On arrival
- Living in Denmark