

## Relevant information for PhD students *at the MGMT PhD programme v. July 2020*

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## Starting as a PhD student *at the MGMT PhD programme*

When you start as a PhD student, you will surely have a number of questions, big and small, and it may not be very easy to find the answers. This document is an attempt to answer some of the most typical questions that a new PhD student might ask as to administrative and/or practical problems and issues related to being a PhD student and employee at MGMT.

As a fresh PhD student, you are encouraged to take part in socializing activities and freely approach not only your fellow PhD students but all your colleagues at MGMT.

The PhD students at MGMT meet regularly at so-called Brown-Bag-Meetings (meetings during lunchtime where you bring your own lunch) to discuss practical issues and/or to present research to each other. The head of department, the head of the MGMT PhD programme and others may be invited to join upon invitation from the PhD students if there are special issues they can inform about.

A [mentor scheme](#) is set up at the MGMT department. The [MGMT liaison committee](#) can also be approached.

Always have the [Practical info](#) webpage on the MGMT webpage in mind. Here you will find a lot of useful information and answers to many of your questions.

Shortly after your start, you will receive invitations for short meetings from key persons on key issues:

- Teaching – Christian Waldstrøm and/or Morten Rask
- PURE/Excelsior – Anne Nisker Toppenberg
- Purchasing rules, administrative systems etc. – Birgitte Hellstern

## PhD students' max. level of costs/budget

Being a PhD student at the Department of Management means that you have 30,000 DKK to spend during your PhD study for e.g.:

- PhD courses
- conferences
- travels
- student assistant working hours
- books
- software
- data collection
- etc.

All PhD students will be asked to provide a budget for their entire PhD period to be worked out in collaboration with their supervisors. The budget must be sent to Birgitte Hellstern no later than 3 months after enrolment as she will control your budget throughout your PhD study.

## PhD Guidelines, Rules and Regulations

Make yourself acquainted with the [PhD guidelines, rules and regulations at the level of the BSS Graduate School of Business and Social Sciences](#), and [at the departmental level](#) and with [the Ministerial Order](#).

### PhD Planner

The **PhD Planner** is where you list your plans, intentions and progress regarding your PhD study. The first time you are asked to do this is after 3 months, then again after 6 months after enrolment and then every 6 months. The plan has to be reviewed and approved by your main supervisor, the head of the MGMT PhD programme and the head of the BSS PhD programme.

In the PhD planner you have to make a detailed report as to your plans, progress, deviations, dispensations etc. This is very important or your report cannot be approved by the head of the MGMT PhD programme. In the planner it merely says 'comments if any' – but this does NOT suffice, always elaborate.

### PhD Courses

PhD students have to take 30 ECTS during the 3-year process. Overall, a minimum of 15 ECTS have to be taken from the coursework provided by BSS (incl. the Department of Management). If you seek and obtain any kind of dispensation, you must always include information on the dispensation in your own evaluation (that is done every 6 months) in the PhD Planner, so that all details can be found and accessed in the PhD planner at any time.

It is advisable to take courses of 5 ECTS (or more).

#### Q&A PhD Courses

Question	Answer
How many ECTS am I required to take?	30 ECTS. You can take more if you and your supervisor find it appropriate and your PhD budget allows it.

How many ECTS am I required to take from MGMT PhD courses?	There are three compulsory MGMT PhD courses (15 ECTS in total) which all MGMT PhD students have to take: <ul style="list-style-type: none"> <li>• The Research Process and the Role of Theory in Business Research</li> <li>• Qualitative Methods</li> <li>• Applied Quantitative Methods for Management Research</li> </ul>
How many ECTS am I required to take from BSS PhD courses?	A minimum of 15 ECTS in all have to be taken from courses offered by BSS departments (incl. the Department of Management).
How many ECTS can I choose to take outside Aarhus University?	15 ECTS. If/when you choose to take external courses, you must submit an application for preapproval of each course. This application must be submitted min. 14 days prior to the first course date. Further information can be found <a href="#">here</a> .
Which PhD courses do not count as a part of the 30 ECTS	In general, courses on scientific theory or methods within the field of management count as PhD courses. Skills courses about a specific software, for example eye-tracking software, statistical software (excel+, SAS, Stata, etc.), qualitative software (NVivo, Atlas, etc.) or language courses, for example Academic writing and/or courses to improve your communication and presentation skills are all useful courses that can be taken, but they do <i>not</i> count as mandatory PhD courses as such, hence such courses will not be accepted among the minimum of the 30 ECTS.

## Supervision

The main supervisor has the overall supervision responsibility for the PhD student towards the Graduate School and for the individual PhD degree programme as a whole (c.f. the ECTS requirement and relevance of courses, the stay abroad and teaching activities). The co-supervisor is expected primarily to provide scientific advice and supervision within the field of the student.

### Procedure for change of supervisor

Adjustments during the PhD process are to be expected, and one may in rare cases be to change supervisor. Change of supervisor(s) is generally made on the basis of prior agreement between the PhD student, the former supervisor(s) and the head of the MGMT PhD programme and the head of the Graduate School as well as consent from the new supervisor(s) that (s)he will take on the task. The PhD plan has to be adjusted/updated accordingly. If agreement cannot be reached as to change of supervisor, the head of the Graduate School will decide what to do after he has consulted the head of the MGMT PhD programme and the head of department.

If you find it difficult to discuss your wish for another supervisor directly with your supervisor, please always approach the head of your section, or the head of the MGMT PhD programme or the head of department (if the head of your section or the head of the MGMT PhD programme is your supervisor) and always ask explicitly for confidentiality.

## Teaching

For details on teaching and workload, please refer to this [page](#). Before you make any plans for your teaching, discuss your plans for teaching with your supervisors.

### How to find teaching hours?

You do not need to knock on each individual colleague's door to ask for teaching, as you can use the above link to find the names of the responsible persons for teaching at various levels. If you want to supervise bachelor's theses, you'll be contacted about being on the list of available supervisors in the fall. If you have any questions regarding teaching, contact Christian Waldstrøm (BSc(B), BA) or Morten Rask (MSc, MA and MBA) or Søren Erik Nielsen (Graduate Diploma) who can also help you by pairing you up with the relevant teaching coordinators.

### Registering your teaching hours

Please refer to the guidelines [here](#)

### Q&A Teaching

Question	Answer
<i>The norm system - How many hours do I have to teach at MGMT?</i>	<a href="#">MGMT norm system</a>
<i>Who do I contact for help and information on teaching?</i>	Christian Waldstrøm (BSc, BA, Graduate diploma); Morten Rask (MSc, MA, MBA); Søren Erik Nielsen (Graduate Diploma).
<i>Where can I get educated in how to teach? Do such courses count in the 30 ECTS?</i>	PhD students at the Graduate School of Business and Social Sciences can participate in pedagogic courses offered by the Centre for Teaching and Learning (CUL). Please see the range of courses <a href="#">here</a>  If the courses are not free of charge, you will need to apply internally at MGMT for funding of these courses.  CUL courses do not count as part of the 30 ECTS (please see "PhD Courses" above).

## Conferences

To participate in and present your work at conferences is a huge potential for learning and meeting other researchers in your field, and PhD students are encouraged to present at conferences.

### Q&A Conferences

Question	Answer
<i>How do I apply for funding?</i>	You apply by means of the <a href="#">MGMT travel application form</a> , see <b>Travel and conferences</b> . Make a budget for your travel/conference

	<p>participation and fill in the MGMT travel application form. The travel application form needs to be signed first by your supervisor, and afterwards you send it to <a href="mailto:expensetravel@mgmt.au.dk">expensetravel@mgmt.au.dk</a> If your application is granted, you'll receive a "bevilling" with all the signatures. Once you have that, you can go ahead and book your travel. Keep the "bevilling" – you will need it when you do your travel settlement in 'RejsUd'. Please beware that it is your responsibility that you keep your PhD budget.</p>
<p>Is it true that I can attend one conference where I do not have to present a paper?</p>	<p>In the early stages of a PhD project, a PhD student may apply for funding for one conference attendance if a submitted paper has been rejected or other organised activity is cancelled or oversubscribed. Also, the conference has to be central to the research field of the student and attendance has to be preapproved by both the main PhD supervisor and the head of the MGMT PhD programme.</p>
<p>Is it a requirement that I have to present at a conference during my PhD?</p>	<p>No, but you are highly encouraged to do so.</p>
<p>How do I find important conferences?</p>	<p>Talk to your supervisor and 'be connected' to the relevant scientific communities (that is part of being an active academic).</p>

## PhD presentations

All PhD students have to present their work after the first, second and third year of enrolment. See [PhD presentations](#).

## Practicalities about the PhD dissertation

The [BSS rules and regulations](#) state that PhD students at the BSS Graduate School have to write either a monograph (book) or a collection of between 3-6 articles (anthology). A typical number of papers at MGMT are 3 (plus introduction and conclusion). The choice of either monograph or anthology should be taken by the PhD student together with the supervisors as early as possible in the process.

Both in the local MGMT PhD field committee and in the BSS Graduate School, there is an ongoing discussion of the number of articles and of co- and single-authorship. However, as a general rule of thumb at least one paper should be done by the PhD student her- or himself alone. If your supervisors support your decision not to be single author of at least one paper, there will normally not be any formal problems in this. Yet, in the latter situation, however, the student should be prepared for a potential higher risk in failing in convincingly demonstrating a sufficient level of an independent and original contribution. It is therefore often advisable to do more than the 3 papers if no paper is single-authored. Nonetheless, the best advice you can have is the one you get from your supervisors because they are supposed to know best within the community in question. It is important, however, to emphasize that in the latter case, the significance of the 'wrappings', i.e. the introductory and/or the concluding section of the dissertation, naturally will also grow in importance. The introduction allows you to 'frame' the work theoretically and to go more into detail with your overall theoretical framework, RQs, research design, methods, and overall structure. The dissertation introduction should not only summarize the research done, but also put the contributions from the various papers into a broader context, in such a way that it becomes clear how the papers relate to one another and how they contribute to a common theme. This can for example be achieved by positioning the contributions as part of a larger research stream, by describing the common theoretical or empirical background or relating the different theoretical approaches to each other, or by showing how the substantive results together contribute to solving a particular problem. The concluding chapter allows you to extract the key findings and the theoretical and practical contributions and implications of your work.

As to the order of the authors, the general expectations are that the PhD students are first authors.

### Q&A PhD dissertation

Question	Answer
<i>If I write an anthology – do I have to write a framing that binds the articles together?</i>	<p>This issue cannot be found in any formal 'regulation' - it builds upon tacit and highly institutionalized practices that may vary from subfield to subfield.</p> <p>So, you may be able to pass without an introductory and a concluding chapter, however, you cannot expect, that the committee may easily grasp the 'implicit structure' and/or all what the work contributes to - so it is highly recommendable, that you 'help' the reader by doing this.</p>
<i>If I write an anthology – how many articles should be single authored and can be co-authored?</i>	<p>Please refer to item 11 in '<a href="#">Rules and Regulations of the PhD Programme</a>' and refer to 'Practicalities about the PhD dissertation'</p>

	above. Also please see what it says on publication on <a href="#">Forskerportalen</a> . If still in doubt, please contact the head of the MGMT PhD programme.
<i>How do I handle co-author statements?</i>	<a href="#">Forms and templates</a> for cover page and co-author statements.

## Change of environment/[stays abroad](#)

In connection with [change of environment/stay abroad](#) you can apply for a stay abroad grant for up to a max. of 30,000 DKK (for stays of 3 months consecutively or longer).

How to apply for co-financing of stays abroad in connection with PhD study<sup>1</sup>:

You have to apply by sending an e-mail to the head of the MGMT PhD programme (cc the MGMT PhD administration) including: an overview of your PhD plan; a project description; a budget; a description of the expected outcome of your stay/contribution to your PhD study; an invitation from a university; a written recommendation from your supervisor.

The MGMT co-financing is granted regardless of external funding. This implies that there is no requirement that external funding has been/will be sought to get access to this funding.

When you want to use any of the granted money, you must follow the usual procedure and send travel applications or expense forms to [expensetravel@mgmt.au.dk](mailto:expensetravel@mgmt.au.dk) for signature. They will then keep track of how much money you spend from your stay abroad grant. Please always include "Stay abroad-grant" on the travel applications/expense forms – if you fail to, the money will be deducted from your ordinary PhD budget. The project number is 10569 and when sending it for signature to [expensetravel@mgmt.au.dk](mailto:expensetravel@mgmt.au.dk) the relevant activity number will be added. The activity number differs according to the type of expense.

You must comply with the rules and regulations of Aarhus University and it is your responsibility that the costs do not exceed the 30,000 DKK granted. Please read [this](#) (How to apply for co-financing of stays abroad in connection with PhD study) carefully and refer to all conditions herein mentioned.

Please note especially that your costs of living cannot be covered by the amount granted and you cannot have refund for the same costs from two sources (e.g. the department and some external funding). Please also note that external funding has to be spent before your MGMT funding.

In addition to the above, the MGMT department guarantees a deficit of up to max. 30,000 DKK **PROVIDED** that you have applied and been granted this deficit guarantee. However, in order to be able to apply, it is a condition that you have sought funding from at least five of the following funds:

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<sup>1</sup> The stay abroad must appear from the individual PhD plan, and **any kind of** deviation (e.g. length, change of environment in Denmark - as opposed to abroad - **etc.**) must prior to the stay be included in the PhD plan and thus be approved by the Head of the Aarhus BSS Graduate School, re. Rules and regulations for the PhD degree programme.



- Oticon fond
- Augustinus fond
- Købmand Herman Salling fond og Købmand Ferdinand Sallings mindefond
- Aage & Ylva Nimbus fonden
- Christian og Ottilia Brorsons Rejselegat
- Julie von Müllens Fond
- Niels Bohr Legatet
- Thomas B. Thriges Fond
- Carlsberg Fondet
- Knud Højgaards Fond
- Aase og Ejnar Danielsens Fond
- Familien Hede Nielsens Fond
- Torben og Alice Frimodts Fond

Documentation in the form of applications and answers from at least five of the above-mentioned funds must be enclosed if the deficit guarantee is going to be in force.

### **Q&A Change of environment**

<b>Question</b>	<b>Answer</b>
<i>How long time do I have to go abroad?</i>	You are required to go as a minimum 3 months consecutively, maximum 12 months.
<i>Does it count for any teaching hours?</i>	No.
<i>Where can I get funding?</i>	<p><a href="#">Apply for internal grant</a> of 30,000 DKK at MGMT (Item: How to apply for co-financing of stays abroad in connection with PhD study).</p> <p>Apply for external grants. Some are found <a href="#">here</a>.</p> <p>Please also see list above in text.</p> <p>(It is always a good idea to ask your fellow PhDs if they have applied anywhere else).</p>
<i>Who can help me with applying for external funding?</i>	<a href="#">The Research Support and Project Management Office</a>

### **The final dissertation**

The thesis can be in either Danish or English, and brief summaries in Danish as well as English have to be enclosed. You hand in your dissertation by sending a pdf file to the MGMT PhD administration. Please include co-author statements (if any).

Templates for dissertation cover page (English/Danish) and template for co-author statements are [here](#).

Make sure to keep a 2 cm left and right margin in the dissertation. The font should Times New Roman size 12 or similar.

Please beware that the list of PhD activities is extracted automatically from the PhD Planner to form an appendix to your PhD certificate – therefore always make sure that the PhD Planner is updated.

When your dissertation has been accepted for defence, it must be published by uploading it to PURE (and thereby your staff page) at least two weeks prior to the defence.

Further information on the PhD dissertation can be found in '[Rules and regulations for the PhD programme](#)'.

## Life after the PhD

### What happens when you hand in your PhD dissertation?

According to the rules, the evaluation committee should be set up at the latest but preferably before your PhD dissertation is submitted. Have a talk with your supervisor a few months before!

Regarding the evaluation of your dissertation, the rules state that the committee has two months from the time you hand in to provide you with their decision. The rules also say that the defence should then take place within one month after receiving a positive evaluation from the committee. Sometimes this deadline cannot quite be kept, but we do our best. July is always considered as holiday time, and will thus not be considered part of the deadline.

### Is there a life after the PhD?

After the PhD, there are a few avenues in academia one can chose from:

#### Continue your academic career with a post-doc

Post-docs 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 – 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 precise idea for a research project. The competition is generally very fierce, but it is not impossible.

#### 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 MGMT. Also regularly check international jobsites e.g. [AcademicKeys](#) or [akadeus.com](#)

#### Continue your career outside academia

The AU career centre offers [career services for PhD students](#) at the end of their PhD study to help them formulate their competencies in a way to make it relevant and interesting for both public and private employers. Look at their website for further detail and contact them.

## Library

At regular intervals, the [library](#) has courses for PhD students at BSS in 'Information Retrieval & Information Management - see [Events](#))

## The secretariat:

Who does what in the secretariat, please have a look [here](#).

## Other info - Aarhus University/Department issues

### Holidays and illness

[Link](#) to information on holidays and illness.

**Parental leave:** [Link](#) to information on parental leave.

**Holidays:** Link to [holiday rules](#).

### General staff issues

**[Practical information](#)** – information on almost anything

[Keys and access cards](#)

[IT at BSS](#)

[Staff photo](#)

[Information Security](#)

[AU Self-service/WAYF](#)

### Purchases, conferences, travels and study trips:

Any purchase requires the use of an expense application form that has to be sent to [expensetravel@mgmt.au.dk](mailto:expensetravel@mgmt.au.dk) for signature prior to all purchases. This also includes IT that can only be ordered with prior approval. See [MGMT rules for purchasing](#). You also need to comply with the general AU rules on [purchasing](#).

You need to get an **[AU credit card](#)**, with which you will pay all your travels, e.g. hotel, transport. 4+4 PhDs cannot get a credit card until they have finished their master level. The credit card is directly linked to your [RejsUD](#) profile, which means every time you make a credit card purchase, it will appear in your RejsUD profile. You then need to upload the receipt for the purchase and link it to the credit card statement accordingly. ALWAYS KEEP YOUR RECEIPTS FOR YOUR CREDIT CARD PURCHASES!

### Purchases and travel links

#### Credit card

[Apply for company credit card](#) - Contact Birgitte Hellstern

#### Travel Agency

[Carlson Wagonlit Travel](#):

[Purchase of books](#)

#### Travel Insurance

[Guidelines for travel insurance](#)

[International Academic Staff Service \(IAS\)](#)

## Links and whom to contact for what

Issue	Contact	Link
RejsUD	Cost settlement system	<a href="#">RejsUd</a>
MGMT staff		<a href="#">Department of Management</a>
Credit Card	Birgitte Hellstern	<a href="#">Apply for company credit card</a>
Illness, absence	Lisbeth Widahl or Jonna Pedersen	<a href="#">Illness/absence</a>
Keys and access cards		<a href="#">link</a>
Library links		<a href="#">Library</a>
Parental leave		<a href="#">link</a>
PhD courses	In general: the head of the MGMT PhD programme  As to content: Course responsables	<a href="#">PhD courses at MGMT</a> <a href="#">PhD courses at BSS</a> <a href="#">PhD courses in Denmark</a> <a href="#">Training courses</a>
PhD guidelines, rules and regulations	MGMT level: the head of the MGMT PhD programme  BSS faculty level: The BSS Graduate School	<a href="#">MGMT PhD Guidelines</a>  BSS Graduate School of Business and Social Sciences, <a href="#">Rules and regulations</a>
PhD Planner	Content: the head of the MGMT PhD programme  Technicalities: The BSS Graduate School	<a href="#">PhD Planner Login</a>  PhD Planner ( <a href="#">quickguide for PhD students</a> ):
PhD presentations		<a href="#">Link MGMT PhD presentation guidelines</a>
Practical information		<a href="#">Link</a>
Purchases		<a href="#">Link</a>

<b>Purchases, expenses</b>	<a href="mailto:Expensetravel@mgmt.au.dk">Expensetravel@mgmt.au.dk</a>	<a href="#">Expense Application form</a>
<b>Secretaries</b>	Who can help you with what	<a href="#">Link</a>
<b>Stays abroad</b>	Co-financing from the department	<a href="#">Link</a> How to apply for co-financing of stays abroad in connection with PhD study
<b>Teaching</b>	Christian Waldstrøm, (BA) or Morten Rask (MA) or Søren Erik Nielsen (HD – Graduate diploma)  Registering your teaching:	<a href="mailto:cwa@mgmt.au.dk">cwa@mgmt.au.dk</a> <a href="mailto:mra@mgmt.au.dk">mra@mgmt.au.dk</a> <a href="mailto:sen@mgmt.au.dk">sen@mgmt.au.dk</a>  <a href="http://mgmt.staff.au.dk/teaching-and-examination/">http://mgmt.staff.au.dk/teaching-and-examination/</a>
<b>Travel Agency</b>	Carlson Wagonlit Travel	<a href="#">Link</a>
<b>Travel and conferences</b>	<a href="mailto:Expensetravel@mgmt.au.dk">Expensetravel@mgmt.au.dk</a>	Conferences, travels and study trips – <a href="#">travel application form</a>
<b>Travel information</b>		<a href="#">Link</a>