

## **Registration of PhD course**

Please visit the [Graduate School's site for PhD course organisers](#):

### *Administrative assistance from the PhD administration:*

All courses must be registered with the PhD administration. The PhD administration will post your course in the national [database for PhD courses](#). As well as on the [Faculty course overview website](#).

The posting of your course will be based on information provided under Part II., whereas information listed under part III-V will be used for internal purposes only.

Provided this form is forwarded to the PhD administration in due time - no less than 4 months prior to the planned date(s) of the course - the PhD administration is able to assist you with a number of administrative tasks cf. part IV.

Course certificates are automatically issued by the PhD administration.

This form is to be filled out electronically. In case the space available in parts of this form is insufficient, please attach the prose for the relevant field in a separate file for the PhD administration.

Please use the excel calculator for AU working hours spent on the PhD course. The work hours spent must be explicitly approved by the head of department before this form is submitted to the administration. Please make sure to check the last box in this form confirming the approval.

[Calculator used for approval of AU-hours](#) (internal lecturers):

## **Part I – Type of course**

Please choose one of the options below. Note that the Graduate School does not assist with calls for activities that are not open courses.

Open PhD course to be announced nationally at [phdcourses.dk](http://phdcourses.dk)

Smaller local activities mentioned in the calendar overview on the Graduate School's internal website, not announced nationally. (Only fill in relevant items of part II and the excel calculator regarding AU-hours)

## **Part II – Descriptions for the notification**

### **1. Course title:**

### **2. Course description:**

|   |  |
|---|--|
| <p><b>3. Aim</b><br/>describe what the students will gain from the course</p>   |  |
| <p><b>4. Literature</b><br/>please note that the PhD administration does not handle the distribution of literature to the participants – you are welcome to include a list of references/pre-readings in the course notification.</p> |  |
| <p><b>5. Target group/ Participants</b><br/>at which level is the course relevant and what are the required qualifications (e.g. early or late stage PhD)</p>   |  |
| <p><b>6. Language</b></p>   |  |
| <p><b>7. Form</b><br/>lectures, group work, seminar or other</p>  |  |
| <p><b>8. ECTS credits</b><br/>1 ECTS credit normally requires 25 hours of workload, including student preparation, home assignments, course hours and exams</p>   |  |
| <p><b>9. Lecturers</b><br/>please list names and emails</p>   |  |
| <p><b>10. Date(s) and time</b></p>  |  |
| <p><b>11. Venue</b><br/>to be filled in if a room has already been booked</p>   |  |
| <p><b>12. Application deadline</b></p>  |  |

**Part III: Important information regarding the course for internal purposes**

|  |  |
|--|--|
| <p><b>13. Maximum number of participants</b></p>   |  |
| <p><b>14. Local contact person/secretary (name &amp; email)</b><br/>Person we may contact for questions concerning e.g. room reservations at your department</p> |  |
| <p><b>15. Any additional information</b></p>   |  |

**Part IV. You can book the PhD administration to handle the following administrative tasks. Submit form in full at least four months before the course. Please consider the following as the administration's to-do list. If the form is not submitted within four months, please contact Marianne Hoffmeister (mho@au.dk) to ask for possible arrangements.**

|   |   |
|---|---|
| <p>1. Registration of applicants via Webshop<br/>Please specify if you require further information about the applicants than name, address, email, job position and university of enrolment</p> | <p>No<br/>Yes<br/>Further information:</p>  |
| <p>2. Booking of teaching rooms<br/>The PhD administration offers a standard venue at Campus Aarhus or Emdrup. Specific requirements should be self-organized.</p>                              | <p>Self-organized (fill in 11 in part II):<br/>Standard venue:<br/>Campus Emdrup venue:</p> |

|   |                                      |
|---|--------------------------------------|
| <p>3. <b>Hotel reservations in Denmark for guest lecturers</b><br/>Please list the names of the guest lecturers</p>   |                                      |
| <p>4. <b>Handling of travel reimbursement/travel reimbursement reports for guest lecturers</b><br/>Please list the names of the guest lecturers</p>   |                                      |
| <p>5. <b>Handling of fee to guest lecturers</b><br/>Please specify amount/currency for each guest lecturer</p>  |                                      |
| <p>6. <b>Catering</b><br/>Standard offers:<br/>2 orders of coffee/tea and one snack per course day and 1 sandwich and bottle of water per person per course day.<br/><b>Requests for further orders of beverages, meals and snacks must be pre-approved</b> by your local PhD programme director. Please specify in the column to the right.</p>    | <p>Standard:<br/>Further orders:</p> |
| <p>7. <b>Standard online course evaluation via SurveyXact</b><br/><br/>All PhD courses offered by the Graduate School at the Faculty of Arts must be subject to written evaluation. You are welcome to handle the evaluation without administrative help, but please forward the feedback/evaluation report the relevant PhD programme director</p> | <p>Yes<br/>Further questions:</p>    |

### Part V: Budget

The PhD programme covers expenses for guest lecturers' honoraria, accommodation and traveling. The expenses and number of invited guests are expected to be within reasonable limits that reflect the awarded ECTS, and follow the [University's official guidelines](#).

The PhD programme may also cover basic catering during the course (see Part IV n6).

Additional requirements must be included in the budget. All additional posts should be written in the form below

Course specific requirements (such as e.g., workshop materials) may also be included in the budget.

Estimated total applied from the PhD programme:

| Budget post  | Description | Estimated amount |
|--|-------------|------------------|
| <b>Honoraria</b><br>For guest lecturers. Usually 2000 – 5000 kr. pr. Lecturer. Handled by the PhD administration.    |             |                  |
| <b>Travelling</b><br>Guest lecturers only, economy class exclusively. Guests are expected to book their own tickets. |             |                  |
| <b>Catering</b><br>in excess of the standard mentioned in part IV no. 6. Not booked by the PhD administration.       |             |                  |
| <b>Other</b>   |             |                  |
| <b>Estimated total</b>   |             |                  |

**PhD programme**

**Has the course been supported financially by other sources than the programme?**

(Sources and amounts)

**Name of the person who has filled out this form**

**Name of the person responsible for the course (if different)**

**Remember before submitting to the PhD administration**

The budget for the course (including [work hours](#)) has been approved by the PhD programme director/budget responsible as well as the relevant head of department.