

Guidelines for electronic application

Application for

- enrolment and scholarship (via call)
 - o **4+4**: before completion of the Master's degree or with a Master's degree not equivalent to a Danish Master's degree (4-year integrated Master with SU-PhD scholarship)
 - o **5+3**: after completion of a Master's degree
- enrolment only (via ad hoc link)
 - o **5+3**: after completion of a Master's degree. Applying with external funding already granted.

Hints:

- We recommend that you **print out this guideline** and place it in front of you when completing your application.
- We strongly urge you to **submit your application in good time** before the deadline expires.
- Make sure that all your **appendices are ready and saved as PDF format** before you start filling out the application form. The application form cannot be saved and will timeout if left for longer periods of time.
- **Read the FAQ** (<http://phd.arts.au.dk/applicants/how-to-apply/faq/>) before filling out the application form. The fields in the application form are further described in details in the FAQ in this guideline.

Note:

- Applicants may only submit **one application per call**.
If an applicant has submitted more than one application for the same call we will assess the last application received. The other applications will be considered as drafts and deleted.
- The fields marked with a **star * are mandatory** and you cannot send your application if they are blank ([list of mandatory appendices](#)). The fields marked with (*) are only mandatory if you start filling out the first field in the section.
- Appendices must be uploaded in **PDF format (black and white, max 20 Mb)**. **Do not lock the PDF files**.
- Appendices must be uploaded under the **correct category**. Assemble the documents and upload them as **one PDF file** if you have more than one document per field.
- The application form **cannot be saved**.
- The Graduate School **does not grant any exemption of the application deadline due to internet and server problems**. The application will be assessed on the basis of the documents received in the application facility by the application deadline.
- You **cannot send appendices after the application deadline**. The only exemption is the Master's degree certificate, see [below](#).
- If you wish to **withdraw** your application you must contact Bettina H. Acthon (acthon@au.dk) at the Graduate School, Arts.

PhD degree structure

The Graduate School, Arts offers two degree programmes. See a description of them on this page: <http://phd.arts.au.dk/applicants/phdstudystructure/>

PhD programmes

See a description of the 8 PhD programmes on this page: <http://phd.arts.au.dk/applicants/phd-programmes/>

Assessment committee

Please note that the composition of the assessment committee may change. Please consult this page again at a later date:

<http://phd.arts.au.dk/about-us/assessmentcommittees/>

Academic questions relating to the application

Academic questions relating to the degree programme (including qualifying examinations) should be addressed to the relevant PhD programme director (<http://phd.arts.au.dk/about-us/contact/>)

Technical questions relating to the application

Technical questions should be addressed to **Bettina H. Acthon** (acthon@au.dk) at the PhD Administration of the Graduate School, Arts. Please read this guideline and the FAQ (<http://phd.arts.au.dk/applicants/how-to-apply/faq/>) thoroughly before contacting the PhD Administration.

Screenshots from the application facility	Guidelines on how to fill out the application										
<p>APPLICATION FACILITY</p> <hr/> <table border="0"> <tr> <td><u>Call</u></td> <td><u>Deadline</u></td> </tr> <tr> <td>Open Call, October 2014</td> <td>01/10/2014</td> </tr> <tr> <td>Specific Call: Creativity in Blended Interaction Spaces (4+4 or 5+3), 2014-218/1-143</td> <td>01/10/2014</td> </tr> <tr> <td>Specific Call: Joint PhD degree between University of York, United Kingdom and Aarhus University, Denmark (5+3 scheme), 2014-218/1-142</td> <td>01/10/2014</td> </tr> <tr> <td>Specific Call: Participatory IT (5+3), 2014-218/1-144</td> <td>01/10/2014</td> </tr> </table> <p>powered by people^{XS} Top</p> <p><i>The links above are just examples. Please see the instruction in the column to your right.</i></p>	<u>Call</u>	<u>Deadline</u>	Open Call, October 2014	01/10/2014	Specific Call: Creativity in Blended Interaction Spaces (4+4 or 5+3), 2014-218/1-143	01/10/2014	Specific Call: Joint PhD degree between University of York, United Kingdom and Aarhus University, Denmark (5+3 scheme), 2014-218/1-142	01/10/2014	Specific Call: Participatory IT (5+3), 2014-218/1-144	01/10/2014	<p><u>Application facility</u></p> <p>Choose the call you are interested in and click on the link.</p> <p>In the screenshot in the left column you can see examples of the open call and 3 specific calls.</p> <p>You may only send one application per call.</p> <p><i>You can find the link to the application facility in the bottom half of each call (http://phd.arts.au.dk/applicants/open-and-specific-calls/), see the section <i>Application in each call.</i></i></p>
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<p>APPLICATION FACILITY</p> <hr/> <p>Application Form (Specific Call: The Emergence of Sacred Travel (5+3), 2013-218/1-118)</p> <p>All necessary information and forms can be found in the guidelines.</p> <p>We recommend that you print out these guidelines so you can have it in front of you when completing your application. We also recommend that you have all the attachments ready for uploading before filling out the application.</p> <p>Please note, that all attachments must be pdf (no zips) and cannot exceed size 20 MB.</p>	<p>Please make sure that you have chosen the correct link for the application form. You can see the name of the call within the brackets. In this example it is one of the specific calls.</p> <p>When applying for the open call, you must choose the relevant PhD programme, in order to have full access to the application form.</p> <p><i>It is your own responsibility to make sure that you have applied for the correct call.</i></p> <p><i>If you have applied for the wrong call you must contact Bettina H. Acthon (acthon@au.dk) <u>before</u> the application deadline.</i></p>										

Personal

First name*

Last name*

Address*

Postal code*

City*

Country*

Email* (only one)

Telephone (private)

Phone (mobile)

Citizenship*

Gender*

Date of birth*

CV*

Information sheet of earlier employment

Personal

Please fill out the form with your personal information.

Be sure to check that the email address is correct as all future communication regarding your application will be sent to this address.

CV

Curriculum Vitae incl. a summary of academic publications, if any.

Academic publications

Author(s), title, place/type of publication (incl. year), number of pages, link to web.

You may only attach a summary of academic production. If you attach an academic production it will be deleted from the application.

Information sheet for earlier employment

Please fill out the form *New employee information form*:

http://psys.au.dk/link2/au_new_employee_information_form/

This attachment is only mandatory if you apply for enrolment with external funding (via the ad hoc link).

The left column in this file contains screenshots from the electronic application facility. It is not possible to fill in the fields in the screenshots. You can find the link for the actual application form at the bottom half of each call (<http://phd.arts.au.dk/applicants/open-and-specific-calls/>), see the section "Application" in each call.

Please read the call before filling out the application form for the call!

Academic background

Name of Education*

Institution*

Country*

Level*

Status*

Date of completion*

Grade point average*

Schedule of outstanding examinations

Diploma and transcripts of records*

Language skills*

Proof of language skills*

Additional information

If previous PhD enrolment:
enter institution and country

Academic background

If you apply for the 4+4 scheme:

Enter the information about your Bachelor's degree programme.

If you apply for the 5+3 scheme:

Enter the information about your Master's degree programme.

Name of Education

Write the name of your BA/MA degree.

For example "*Bachelor in Information Studies*" or "*Master in Art History*".

Institution

Write the English name of the university you got your degree from.

Level

Please choose the educational level on which your PhD admission will be based.

Bachelor (3 years): Choose this if you apply for a 4-year enrolment (4+4 scheme) based on a Bachelor's degree and at least one year of a Master's degree or if you apply with a 1-year Master's degree.

Master (2 years): Choose this if you apply for a 3-year enrolment (5+3 scheme) and if you have or expect to obtain a 2-year Master's degree before enrolling as a PhD student.

See the admission requirements in the FAQ:

<http://phd.arts.au.dk/applicants/how-to-apply/faq/>

Status

Awarded: Choose this if you have obtained your Bachelor's degree (4+4) or Master's degree (5+3).

Expected: Choose this if you expect to obtain a Master's degree before enrolling as a PhD student.

Equivalent qualifications: Choose this if you have equivalent qualifications to a Bachelor or Master's degree.

Date of completion

The date when you obtained your Bachelor's degree (4+4) or when you have obtained or expect to obtain your Master's degree (5+3).

Grade point average

Please enter your grade average calculated and based on the grading scale of your transcript.

Schedule of outstanding examinations

4+4:

- **Master's students from other universities than Aarhus:**
A schedule of outstanding examinations (registered exams incl. ECTS credits) must be attached. The declaration from your university (relevant teacher or person in charge) must state which examinations you are registered for incl. course names and ECTS credits.
- **Master's students already enrolled at Aarhus University:**
The information will be obtained from the Arts Studies Administration.

5+3:

- **Master's students from other universities than Aarhus:**
If you have not yet passed your Master's degree you must attach a declaration from your university (relevant teacher or person in charge) stating which examinations you are registered for (course names and ECTS credits) incl. the expected date of submission of Master's thesis.
- **Master's students already enrolled at Aarhus University:**
The information will be obtained from the Arts Studies Administration.

Diploma and transcripts of records

Documentation for qualifying examinations incl. credit transfer, if any. If the attached diplomas/transcript of records are not in one of the main languages (Danish, English, French, German, Norwegian or Swedish), you must attach an authorised English translation of the diploma/transcript of records.

*The diplomas (BA and MA) and transcript of records must contain **name of education, duration, courses, marks and ECTS credits** and they must be uploaded as one coherent PDF file. You cannot upload 2 documents in the same field.*

Bachelor's degree diploma

- **4+4 and 5+3 applicants:**
Full Bachelor's degree diploma (*degree statement, list of results, qualification profile and diploma supplement containing a description of the degree programme*) must be uploaded in your application.
This also applies to students from Aarhus University.

Master's degree diploma

- **4+4 applicants:**
 - Full Bachelor's degree diploma (*degree statement, list of results, qualification profile and diploma supplement containing a description of the degree programme*) must be uploaded in your application.
 - Transcript of records of one year of Master's degree studies or equivalent qualifications (name of education, duration, courses, marks and ECTS credits).
This also applies to Master's students already enrolled at Aarhus University.

If your awarded Master's degree is not equivalent to a Danish Master's degree you must upload your full Master's degree diploma (*degree statement, list of results, qualification profile and diploma supplement containing a description of the degree programme*) in your application.

- **5+3 applicants:**
 - Full Bachelor's degree diploma (*degree statement, list of results, qualification profile and diploma supplement containing a description of the degree programme*) must be uploaded in your application.
 - Full Master's degree diploma (*degree statement, list of results, qualification profile and diploma supplement containing a description of the degree programme*) must be uploaded in your application.

If you have not yet received your Master's degree diploma you must attach a transcript of records of the courses passed on your Master's degree programme containing name of education, duration, courses, marks and ECTS credits.

Both also apply to students from Aarhus University.

When you have received your Master's degree diploma you must send it to Bettina H. Acton at the PhD administration.

See *Academic background and Admission* in the FAQ for further details about *Schedule of outstanding examinations* and *Diploma and transcripts of records*:

<http://phd.arts.au.dk/applicants/how-to-apply/faq/>

Language skills

You must be able to substantiate English proficiency comparable to an 'English B level' in the Danish upper secondary school level ('gymnasium').

The test results (TOEFL, IELTS or CAE) must be no more than 2 years old. Supporting documentation must be attached.

Please see this page for the complete list of valid documentation:
<http://phd.arts.au.dk/applicants/english-test/>

Only application with valid documentation will be assessed. We do not grant an exemption from this requirement.

	<p>Proof of language skills Attach supporting documentation of your English proficiency.</p> <p>Additional information Are there any special circumstances you wish to inform the Graduate School about?</p> <p>If previous PhD enrolment Have you been enrolled or are you at present enrolled as a PhD student?</p> <p>The estimated duration of the PhD degree programme is 3 years of full-time study. If you are already enrolled or have been enrolled as a PhD student you may apply for a credit transfer and reduction of the study period.</p> <p>Please see the section Credit transfer on top of admission level (Months) below under Admission.</p>
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Admission</p> <p>Applying for* <input type="text"/></p> <p>Starting date* <input type="text"/></p> <p>Credit transfer on top of admission level (months) <input type="text"/></p> <p>- reason for transfer <input type="text"/></p> <p>If part time: hours/week and reason <input type="text"/></p> <p>If industrial PhD: enter company <input type="text"/></p> </div>	<p>Admission</p> <p>Applying for</p> <p><i>Choose one of these if you apply for a PhD scholarship/fellowship via a call (open call or specific calls):</i></p> <ul style="list-style-type: none"> - 4+4 enrolment and scholarship - 5+3 enrolment and scholarship <p><i>Choose one of these if the project is financed by external funding, or you wish to pay for the enrolment yourself (ad hoc link):</i></p> <ul style="list-style-type: none"> - 4+4 enrolment only - 5+3 enrolment only <p>See a description of the study programmes (4+4 and 5+3) on this page: http://phd.arts.au.dk/applicants/phdstudystructure/</p>

Starting date

See the date stated in the call.

Credit transfer on top of admission level (Months)

If you do not wish to apply for credit please enter '0' in the box. The area must be filled out or else you cannot submit your application.

Must be filled out when enrolling for less than 3 years (5+3). Please see the section [If previous PhD enrolment](#) above under *Academic background*.

The application must indicate any other specific activities (form) relevant to the PhD project for which you would like to receive credits, and such credits must not affect the level of the PhD degree programme. Documentation for such activities must be attached. At the same time, you must indicate the extent to which such credits, if granted, will reduce the overall study period. The expected completion date of the degree programme must be indicated.

Credit application form:

<http://phd.arts.au.dk/fileadmin/talent.au.dk/ARTS/phd-merit.doc>

Please upload the form under *Other information to consider*.

If part time (hours per week and reason)

4+4: Do not apply for the 4+4 scheme

5+3: Full-time = 37 hours/week

Part-time = a minimum of 18.5 hours per week. The PhD study is normally a full-time study. In few certain cases the Graduate School allows part-time enrolment.

If industrial PhD (enter company)

Enter company and enclose the necessary documentation for external funding under *Financing*, [Proof of financial support](#) below.

See <http://phd.arts.au.dk/applicants/industrial-phd-programme/>

Financing

Total budget in DKK for particular expenses	<input type="text"/>	
Budget details(*)	<input type="text"/>	<input type="button" value="Gennemse..."/>
Indicate sources and amounts of possible financial support, if any	<input type="text"/>	
Proof of financial support(*)	<input type="text"/>	<input type="button" value="Gennemse..."/>

Financing

The Graduate School will only grant funds for particularly costly equipment, extended study periods abroad, tuition, etc. if the costs have been justified in the application (use our form). *This, however, does not necessarily mean that all costs will be covered by the Graduate School.*

See *Financing* in the FAQ for further details:

<http://phd.arts.au.dk/applicants/how-to-apply/faq/>

Indicative limits for a 3-year study period:

- purchase of equipment, etc.: DKK 20,000
- travel and study periods abroad: DKK 30,000

Expenses:

- *Equipment: Please specify type of equipment.*
- *Study periods: State institution, country, duration and expenses (tuition, travel expenses, rent/hotel etc.).*
- *Other expenses: e.g. processing of the collected materials etc.*

Form for the expenses exceeding the above limits:

http://phd.arts.au.dk/fileadmin/talent.au.dk/ARTS/Rules_and_forms/Ekstra_omkost_ans_UK.doc

In the guidelines on how to manage travel expenses you can see what the 30,000 DKK covers:

<http://phd.arts.au.dk/phd-students/goingabroad/guidelines-on-how-to-manage-travel-expenses/>

Budget details

Applicants must attach a budget for the excess amount, cf. the above mentioned amounts.

Budget form:

http://phd.arts.au.dk/fileadmin/talent.au.dk/ARTS/Rules_and_forms/Ekstra_omkost_ans_UK.doc

Indicate sources and amounts of possible financial support, if any

Have you been granted external funding for the particular expenses? Write the name of the company/institution incl. the amount.

Proof of financial support

The following attachments are only mandatory if you apply for enrolment with external funding (via the ad hoc link).

All the documents below must be uploaded as one PDF file under "Proof of financial support"

Financing details

Please fill out and upload the form *Financing details*:

http://phd.arts.au.dk/fileadmin/talent.au.dk/ARTS/Financing_details.doc

Letter of appropriation

Please upload the grant letter from the company/institution who has given you the grant. The funding of the entire PhD programme of study must be completely clarified before applying for enrolment.

The grant donor's letter must state the following information in order for the graduate school to take the application into consideration:

- salary (if Aarhus University should be responsible for the payments)
- programme fees
- overhead

Please see this page for the amounts:
<http://phd.arts.au.dk/financing/costs-for-enrolment/>

The project description forming the basis of the given grant

Please upload the project description sent to the grant donor when you applied for the grant.

Study
Project

- title*

- short description*

0 characters used (max: 1000 characters).

Project description*

Suggested main supervisor
- name (AU employee)

Suggested co-supervisor
- name

- position(*)

- institution(*)

- email(*)

Study

Title

Write the title of your PhD project.

Short description

Max. 1,000 characters – the long project description must be attached.

Project description

The overall project description (excl. list of project literature and timetable) must not exceed 12,000 characters including spaces, footnotes and illustrations (5 A4 pages of 2,400 characters each).

If the project description exceeds this maximum limit, the application will not be considered.

The total number of characters must be specified at the end of the project description.

The project description, list of project literature and mandatory timetable must be uploaded as one PDF file as it is not possible to upload more than one document in the same field.

Form for **mandatory** timetable/PhD plan:
http://phd.arts.au.dk/fileadmin/talent.au.dk/ARTS/Tidsplan_ansoegning.docx

How to count characters in Word:
http://phd.arts.au.dk/fileadmin/talent.au.dk/ARTS/How_to_count_characters_in_Word.pdf

The project description must be easy to understand, also for non-specialists, and include:

4+4:

- An outline of the field of research that will be the focus of the PhD project as well as a preliminary specification of the subject of the PhD dissertation.
- Grounds for the academic (including interdisciplinary) research field and preliminary considerations, if applicable, regarding methodologies, theories, materials, etc.
- An outline of the schedule/timetable for the PhD project ([separate mandatory form](#)).

5+3:

- A description of the work hypothesis/issue on which the project is based.
- An explanation of the material on which the project is based and of the methodologies you plan to use.
- A realistic schedule/timetable for the PhD project ([separate mandatory form](#)).

Supervisor

You may suggest a potential supervisor for the consideration of the Graduate School. The head of the Graduate School selects supervisors for the project.

It is not mandatory to suggest a supervisor.

Main supervisor:

- Must have qualifications at the level of professor, associate professor or senior researcher. Assistant professors cannot act as main supervisor.
- Must be permanently employed at the Faculty of Arts.
- *You only have to write the name of the person and not position, institution and email.*

	<p>Co-supervisor:</p> <ul style="list-style-type: none"> • Can be employed outside the Faculty of Arts. • <i>Please fill out name, position, institution (department, university, country) and email.</i>
<p>Referees</p> <p>1. name</p> <p>- position(*) <input type="text"/></p> <p>- institution(*) <input type="text"/></p> <p>- email(*) <input type="text"/></p> <p>- recommendation <input type="text"/> <input type="button" value="Gennemse..."/></p> <p>2. name</p> <p>- position(*) <input type="text"/></p> <p>- institution(*) <input type="text"/></p> <p>- email(*) <input type="text"/></p> <p>- recommendation <input type="text"/> <input type="button" value="Gennemse..."/></p> <p>3. name</p> <p>- position(*) <input type="text"/></p> <p>- institution(*) <input type="text"/></p> <p>- email(*) <input type="text"/></p> <p>- recommendation <input type="text"/> <input type="button" value="Gennemse..."/></p>	<p>Referees</p> <p>You must suggest <u>at least one referee</u> but <u>no more than two referees</u> (although it is possible to suggest 3 names).</p> <p>The referees can be one of your former teachers from either Aarhus University or another university.</p> <p>Recommendations may not be attached. Only a short prior consent from your referee may be attached.</p> <p>Referees employed at Aarhus University: Prior consent from employees at Aarhus University to act as referees may not be attached.</p> <p>Referees not employed at Aarhus University: You are requested to obtain prior consent so that the Graduate School may contact the individuals in question for a confidential statement. Please upload the short consent (email or letter).</p> <p><i>The Graduate School does not necessarily contact all referees!</i></p>
<p>Application material (pdf only, max 20 MB, no zip)</p> <p>Motivation* <input type="text"/> <input type="button" value="Gennemse..."/></p> <p>Other information to consider <input type="text"/> <input type="button" value="Gennemse..."/></p>	<p>Application material (pdf only, max 20 MB, no zip)</p> <p>Motivation Personal statement of reasons for the application. The applicant must briefly state his/her considerations regarding personal development, career and plans for the future of relevance in participating in the suggested PhD programme (max. 20–35 lines).</p>

	<p>Other information to consider Are there any specific circumstances you wish to be considered?</p> <p>Please upload the Credit application form here if any, see Credit transfer on top of admission level (Months).</p> <p>Do not upload your BA or MA diploma here. Please upload the diplomas as one file under Diploma and transcripts of records.</p>
<p>How did this call come to your attention? Source** <input type="text"/></p>	<p><u>How did this call come to your attention?</u> How did you become aware of this call? Please enter the source.</p>
<p><input type="button" value="Send"/></p>	<p><u>Send</u></p> <p>Check your application and the appendices before you press 'Send'. You can see a list of the mandatory appendices below.</p> <p>Once you have pressed 'send' you cannot edit your application.</p> <p>You will immediately get a text on the screen stating that your application has been sent. The return receipt by email may take a few hours. <i>If you do not receive a receipt on your screen, your application <u>has not been submitted</u>.</i></p> <p>Please see this FAQ (http://phd.arts.au.dk/applicants/how-to-apply/faq/) for further information if you have problems submitting your application.</p> <p>Mandatory appendices</p> <p>Open call and specific calls (via call, enrolment and scholarship/fellowship)</p> <ul style="list-style-type: none">• CV• Schedule of outstanding examinations <p>MANDATORY IF you apply for:</p>

- 4+4 and are registered for any exams this coming term.
- 5+3 and have not yet received your Master's degree diploma you must attach a declaration with the courses you are registered for incl. Master's thesis.
- Diploma and transcripts of records (both BA and MA)
- Proof of language skills
- Budget details
MANDATORY IF you write anything else than 0 under "Total budget"
- Proof of financial support.
MANDATORY IF you fill out the field "Indicate sources and amounts of possible financial support, if any"
- Project description
- Consent from referees not employed at Aarhus University (NOT a recommendation although the box has been named that)
- Motivation

External funding (via ad hoc link, enrolment only)

- CV
- Information sheet for earlier employment
- Schedule of outstanding examinations
MANDATORY IF you apply for:
 - 4+4 and are registered for any exams this coming term.
 - 5+3 and have not yet received your Master's degree diploma you must attach a declaration with the courses you are registered for incl. Master's thesis.
- Diploma and transcripts of records (both BA and MA)
- Proof of language skills
- Budget details
MANDATORY IF you write anything else than 0 under "Total budget"
- Proof of financial support.
MUST CONTAIN:
 - Financing details
 - Letter of appropriation

	<ul style="list-style-type: none">• The project description forming the basis of the given grant• Project description• Consent from referees not employed at Aarhus University (<u>NOT</u> a recommendation although the box has been named that)• Motivation
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