

FAQ - Illness

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Ordinary illness

PhD students are not entitled to extensions due to long-term illness. If the PhD administration (Bettina H. Acthon) is informed of absence owing to illness in good time, the graduate school will generally extend the enrolment/employment in accordance with the absence occurring before the end of the period of enrolment/employment.

4+4 programme part A

Deadline for informing the graduate school

The school must be notified at the start of the first day of illness.

In the event of long-term illness, you must also inform the PhD Administration (Bettina H. Acthon) after two weeks of absence.

Absence owing to illness

No more than four months of absence within a continuous period of 12 months.

If the absence lasts *more than four months*, payments will stop until you report fit for full-time work.

*NB: part A of the 4+4 program is only a part-time study as the total number of working hours must be allocated between the Master's degree programme and the PhD degree programme. **It is only the PhD working hours you may report to the PhD administration.***

1½ years on part A: 0.5 FTE (6 months) for the master's degree programme and 1 FTE (12 months) for the PhD degree programme. This means that the average number of working hours for the PhD degree programme is 24.67 hours per week. A full-time sick leave is therefore 24.67 hours per week.

2 years on part A: 1 FTE (12 months) for the master's degree programme and 1 FTE (12 months) for the PhD degree programme. This means that the average number of working hours for the PhD degree programme is 18.5 hours per week. A full-time sick leave is therefore 18.5 hours per week.

Doctor's certificate

Please submit a declaration of duration (Varighedserklæring) from your doctor as soon as possible after you have received the e-mail from the PhD Administration stating that you are on sick leave.

Payment for doctor's certificate see: <http://phd.arts.au.dk/rules-and-forms/illness/>

Extension

The application form must not be submitted until you are 100% fit for work and can resume your PhD degree programme.

The PhD grant is extended by a period corresponding to the period of absence – but by at least one month and no more than four months. Paid employment will not be extended.

If you obtain your Master's degree before the end of part A, your PhD scholarship and salaried employment end when you are awarded your degree (at the end of the month).

Extensions owing to illness during part A may not be transferred to extensions on part B.

5+3 programme and part B of the 4+4 programme

Deadline for informing the graduate school

The school must be notified at the start of the first day of illness.

In the event of long-term illness, you must also inform the PhD Administration (Bettina H. Acthon) after 14 days of absence.

The PhD Administration will apply for a reimbursement in respect of the pay for the PhD students who are employed at Aarhus University. If we fail to comply with the deadlines for applying for a reimbursement, we lose the reimbursement and thereby the funding needed to extend the PhD scholarship.

Doctor's certificate

If your salary is paid by Aarhus University:

Please submit a declaration of duration (Varighedserklæring) from your doctor as soon as possible after you have received the e-mail from the PhD Administration stating that you are on sick leave.

If your salary is not paid by Aarhus University:

The doctor's certificate (Friattest) must be submitted with the application of extension.

Payment for doctor's certificate see: <http://phd.arts.au.dk/rules-and-forms/illness/>

Extension

The PhD degree programme is only extended by the part of the period of leave that lies within the enrolment period/period of employment. If the enrolment/employment ends during the period of sickness leave, salary payments will stop on the same day that the employment ends.

The application form must not be submitted until you are 100% fit for work and can resume your PhD degree programme full time.

Non-EU citizens

Your work and residence permit has been granted subject to a number of conditions.

If you are residing in Denmark on the basis of a PhD student permit (PhD1 or PhD2) one of the conditions are that you must participate actively in the study programme forming the basis for the

work and residence permit. When you are on sick leave (both full-time and part-time) this condition is not met and being on sick leave can mean that you (in some cases) may lose your right to stay in Denmark.

Please note that it may be necessary to apply for an extension of your work and residence permit if your enrolment is extended due to illness. Please contact the Danish Agency for International Recruitment and Integration (SIRI) if you have any questions about your work and residence permit.

Pregnancy-related illness

The deadlines for informing the PhD Administration (Bettina H. Acthon) are the same as for general illness.

4+4 programme part A

Pregnancy-related illness *is not included* in the max. four months of absence due to illness within a continuous period of 12 months. So it is important that you inform the graduate school as to whether your absence is due to ordinary illness or pregnancy-related illness.

When you contact the PhD Administration (Bettina H. Acthon) about pregnancy-related illness, please state the expected date of birth.

Extensions owing to pregnancy-related illness during part A may not be transferred to extensions on part B.

5+3 programme and part B of the 4+4 programme

It is important to distinguish between ordinary illness and pregnancy-related illness, because we need to apply for reimbursement of pay from two different government agencies and institutions (this only applies to PhD students employed at Aarhus University).

If we are told initially that ordinary illness is involved which later turns out to be pregnancy-related illness, we risk losing the reimbursement up until this change of status occurs owing to our failure to comply with the deadlines for applying for reimbursement.

When you contact the PhD Administration (Bettina H. Acthon) about pregnancy-related illness, please state the expected date of birth.

What is the difference between pregnancy problems and pregnancy-related illness?

A basic distinction is drawn between two types of absence and illness during pregnancy:

1. *Ordinary illness and ordinary pregnancy problems* (e.g. nausea, discomfort, vomiting, mild anaemia, slightly increased blood pressure).
Short-term absence/transient discomfort.
2. *Pregnancy-related illness* such as:
 - o Prolonged periods of vomiting/discomfort.
 - o The threat of having an abortion.

- Pregnancies involving twins or triplets, for instance if there is an increased risk of having an abortion or giving birth prematurely.
- Pre-eclampsia involving increased blood pressure, protein in the urine and/or water retention in the body.
- Special cases of serious and/or frequent vomiting affecting the way you normally feel, for instance involving weight loss which renders you incapable of working.
- Vaginal bleeding, premature loosening of the placenta.
- Pelvic joint pain.
- Serious psychological problems connected with pregnancy.

It is important that you indicate whether it is a pregnancy-related illness or general illness when you report in sick, as the municipality rejects our request if the absence is just a bit reminiscent of pregnancy-related illness. Pregnancy-related illness must be reported to Udbetaling Danmark. Both absences must be reported no later than five weeks after the first day of absence.