

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 (for example a 1-year MA). The 4+4 scheme is a 4-year integrated Master with SU-PhD scholarship.
 - o **5+3**: after completion of a Master's degree (2-years)
- enrolment only (via **ad hoc link** - external funding)
 - o **5+3**: after completion of a Master's degree (2-years). 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** (<https://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 than in this guideline.

Note:

- Applicants may only submit **one application per call**.
The open call is one call so you have to choose between the 8 PhD programmes.
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 (max 20 Mb)**. **Do not lock the PDF files** – check the file with your language test result. Reduce the file size before uploading.
- 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.

Link for the application form

You can find the link for the application facility in each call (open and specific calls): <http://phd.arts.au.dk/applicants/open-and-specific-calls/>

See the section called “Application” in the call.

Screenshots from the application facility	Guidelines on how to fill out the application
<p>APPLICATION FACILITY</p> <hr/> <p>Call Deadline 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> <p style="text-align: center;">powered by people^{KS} Top</p> <p><i>The links above are just examples. Please see the instruction in the column to your right.</i></p>	<p><u>Application facility</u></p> <p><u>Applying via call (open or specific):</u> 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 <u>one application per call</u>.</p>
<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><u>Applying via call (open or specific):</u> 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. The screen shot to the left 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 the application deadline</u>.</i></p> <p><i>Please read the call before filling out the application form!</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

Applying via call (open or specific):

You do not need to fill out the form.

Applying via ad hoc link (enrolment with external funding)

The form (below) is mandatory and must be uploaded to the application.

New employee information form:

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

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.

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

4+4 applicants:

Enter the information about your Bachelor's degree programme or 1-year Master's degree programme.

5+3 applicants:

Enter the information about your 2-year 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 application) or when you have obtained or expect to obtain your Master's degree (5+3 application).

Grade point average

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

Schedule of outstanding examinations

4+4 applicants:

- **Master's students:**
A schedule of outstanding examinations (registered exams incl. ECTS credits) must be attached. The declaration from your university (study administration, relevant teacher or person in charge) must state which examinations you are registered for incl. course names and (if given) ECTS credits.
This also applies to students from Aarhus University.

5+3 applicants:

- **Master's students:**
If you have not yet passed your Master's degree you must attach a declaration from your university (study administration, relevant teacher or person in charge) stating which examinations you are registered for (course names and (if given) ECTS credits) incl. the expected date of submission of Master's thesis.
This also applies to students from Aarhus University.

Diploma and transcripts of records

Documentation for qualifying examinations (BA and MA) 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/diploma supplement must contain **name of education, duration (incl. dates for admission and degree), courses, marks and (if given) ECTS credits** and they must be uploaded as one coherent PDF file. You cannot upload 2 documents in the same field.*

Cover sheet

Please upload this cover sheet in the same file as your diplomas and transcripts of records/diploma supplement:

https://phd.arts.au.dk/fileadmin/phd.arts.au.dk/ARTS/Cover_sheet-BA-MA_diplomas.docx

4+4 applicants

- Full Bachelor's degree diploma (*copy of original 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.

- Transcript of records of one year of Master's degree studies or equivalent qualifications (name of education, duration, courses, marks and (if given) 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 2-year 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 (*copy of original 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.

- 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.

This also applies to students from Aarhus University.

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 (if given) ECTS credits.

The above also applies to students from Aarhus University.

When you have received your Master's degree diploma you must send it to

Bettina H. Acthon 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').

Proof of language skills

Attach supporting documentation of your English proficiency.

The test results (TOEFL, IELTS or Cambridge) 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. Applications with invalid documentation will be rejected.

Additional information

Are there any special circumstances you wish to inform the Graduate School about?

If previous PhD enrolment

Have you been enrolled or are you at present enrolled as a PhD student?

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.

Please see the section [Credit transfer on top of admission level \(Months\)](#) below under Admission.

Admission	
Applying for*	<input type="text"/>
Starting date*	<input type="text"/>
Credit transfer on top of admission level (months)	<input type="text"/>
- reason for transfer	<input type="text"/>
If part time: hours/week and reason	<input type="text"/>
If industrial PhD: enter company	<input type="text"/>

Admission

Applying for

Applying via call (open or specific):

Choose one of these if you apply for a PhD scholarship/fellowship via a call:

- 4+4 enrolment and scholarship
- 5+3 enrolment and scholarship

Applying via ad hoc link (enrolment with external funding):

Choose one of these if you already have a grant for external funding, or you wish to pay for the enrolment yourself:

- 4+4 enrolment only
- 5+3 enrolment only

See a description of the study programmes (4+4 and 5+3) on this page:

<http://phd.arts.au.dk/applicants/phdstudystructure/>

Starting date

Applying via call (open or specific):

See the date stated in the call.

Applying via ad hoc link (enrolment with external funding):

Minimum one month from the application has been sent.

Credit transfer on top of admission level (Months)

If you do not wish to apply for credit please enter '0' in the box. The field must be filled out. You cannot submit your application if the field is blank.

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 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.

	<p>Credit application form: https://phd.arts.au.dk/fileadmin/phd.arts.au.dk/ARTS/phd-merit.doc Please <u>upload the form</u> under <i>Other information to consider</i>.</p> <p>If part time (hours per week and reason) Full-time = 37 hours/week</p> <p><u>4+4 applicants:</u></p> <ul style="list-style-type: none"> Do not apply for the 4+4 scheme. <p><u>5+3 applicants:</u></p> <ul style="list-style-type: none"> <u>Via call (open or specific call):</u> Do not apply if you apply via a call. The calls are advertised as full-time studies. <u>Via ad hoc link (enrolment with external funding):</u> The PhD study is normally a full-time study. In a few cases the Graduate School allows part-time enrolment. The minimum hours per week are 18.5. <p>If industrial PhD (enter company) <u>Applying via ad hoc link (enrolment with external funding):</u> Enter company and enclose the necessary documentation for external funding under <i>Financing</i>, Proof of financial support below.</p> <p>See http://phd.arts.au.dk/applicants/industrial-phd-programme/</p>
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Financing</p> <p>Total budget in DKK for particular expenses <input type="text"/></p> <p>Budget details(*) <input type="text"/> <input type="button" value="Gennemse..."/></p> <p>Indicate sources and amounts of possible financial support, if any <input type="text"/></p> <p>Proof of financial support(*) <input type="text"/> <input type="button" value="Gennemse..."/></p> </div>	<p>Financing</p> <p>Total budget in DKK for particular expenses - <u>Applying via call (open or specific):</u> 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). <i>This, however, does not necessarily mean that all costs will be covered by the Graduate School if you get the PhD fellowship/scholarship.</i></p> <p>See <i>Financing</i> in the FAQ for further details on how to fill out this section: http://phd.arts.au.dk/applicants/how-to-apply/faq/</p>

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:

https://phd.arts.au.dk/fileadmin/phd.arts.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/>

*- Applying via **ad hoc link** (enrolment with external funding):*

Fill out the total amount of the grant given for the PhD enrolment.

Budget details

*- Applying via **call** (open or specific):*

If you fill out "Total budget in DKK for particular expenses" you must attach a budget for the excess amount, cf. the above mentioned amounts.

Budget form:

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

*- Applying via **ad hoc link** (enrolment with external funding):*

Upload the budget for the grant given by the external partner(s).

The grant donor's budget 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/tuition
- travel expenses

- overhead (44% of total costs)

Please see this page for the amounts:

<http://phd.arts.au.dk/financing/costs-for-enrolment/>

Indicate sources and amounts of possible financial support, if any

- Applying via **call** (open or specific):

Have you already been granted external funding for any particular expenses (equipment, travel expenses or other expenses)? Write the name of the company/institution incl. the amount.

- Applying via **ad hoc link** (enrolment with external funding):

Write the names of the companies/institutions that have granted you the money for your enrolment (incl. the amounts).

Proof of financial support

- Applying via **call** (open or specific):

Upload the grant letter from the external partner who has granted you the external funding for particular expenses.

- Applying via **ad hoc link** (enrolment with external funding):

All the documents below must be uploaded as one PDF file.

Financing details

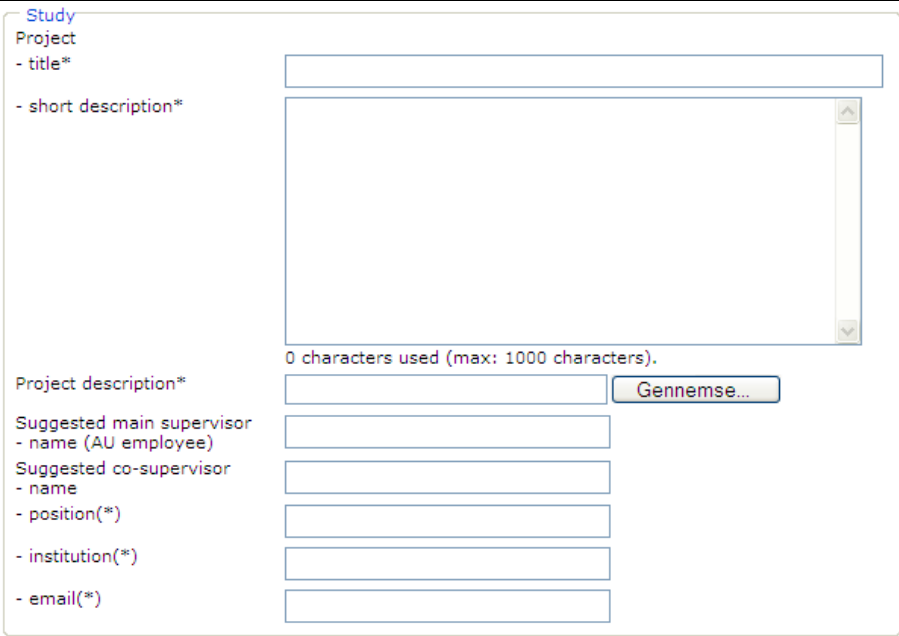
Please fill out and upload the form *Financing details*:

https://phd.arts.au.dk/fileadmin/phd.arts.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.

If Aarhus University should be responsible for the salary payments the letter must specify who is going to pay for any extensions due to long-term illness and maternity/paternity leave.

 <p>Study Project</p> <p>- title*</p> <p>- short description*</p> <p>Project description* 0 characters used (max: 1000 characters). <input type="button" value="Gennemse..."/></p> <p>Suggested main supervisor - name (AU employee)</p> <p>Suggested co-supervisor - name</p> <p>- position(*)</p> <p>- institution(*)</p> <p>- email(*)</p>	<p><i>The project description forming the basis of the given grant</i> Please upload the project description sent to the grant donor when you applied for the grant.</p> <p><u>Study</u></p> <p>Title Write the title of your PhD project.</p> <p>Short description Max. 1,000 characters – the long project description must be attached.</p> <p>Project description The overall project description (excl. list of project literature and timetable) <u>must not exceed 12,000 characters</u> including spaces, tables, diagrams, 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 (rejected). <i>The <u>total number of characters</u> must be specified at the end of the project description.</i></p> <p><i>The project description, list of project literature and <u>mandatory timetable</u> must be uploaded as <u>one PDF file</u> as it is not possible to upload more than one document in the same field.</i></p> <p>Form for mandatory timetable/PhD plan: https://phd.arts.au.dk/fileadmin/phd.arts.au.dk/ARTS/Tidsplan_ansoegning.docx</p> <p>How to count characters in Word: https://phd.arts.au.dk/fileadmin/phd.arts.au.dk/ARTS/How to count characters in Word.pdf</p> <p>The project description must be easy to understand, also for non-specialists, and include:</p> <p><u>4+4 applicants:</u></p> <ul style="list-style-type: none"> • 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.
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- 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 applicants:

- 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.*

Co-supervisor:

- Can be employed outside the Faculty of Arts.
- *Please fill out name, position, institution (department, university, country) and email.*

Referees

1. name

- position(*)

- institution(*)

- email(*)

- recommendation

2. name

- position(*)

- institution(*)

- email(*)

- recommendation

3. name

- position(*)

- institution(*)

- email(*)

- recommendation

Referees

You must suggest at least one referee but **no more than two referees** (although it is possible to suggest 3 names).

The referees can be one of your former teachers from either Aarhus University or another university.

Recommendations may not be attached. Only a short prior consent from your referee may be attached.

Referees employed at Aarhus University:

Prior consent from employees at Aarhus University to act as referees **may not be attached.**

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).

The Graduate School does not necessarily contact all referees!

Application material (pdf only, max 20 MB, no zip)

Motivation*

Other information to consider

Application material (pdf only, max 20 MB, no zip)

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**).

Other information to consider

Are there any specific circumstances you wish to be considered?

Please upload the Credit application form here if any, see [Credit transfer on top of admission level \(Months\)](#).

	<p>Do NOT upload your BA or MA diploma under “Other information to consider”. All relevant diplomas/transcripts of records/diploma supplements (BA and MA) must be uploaded 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 get a receipt on your screen, your application <u>has not been submitted</u>.</i></p> <p>Please see this page (http://phd.arts.au.dk/applicants/how-to-apply/) for further information if you have problems submitting your application.</p> <p>Mandatory appendices</p> <p><u>Open call and specific calls</u> (via call, enrolment and scholarship/fellowship)</p> <ul style="list-style-type: none"> • CV • Schedule of outstanding examinations MANDATORY IF you apply for: <ul style="list-style-type: none"> • 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. • Diplomas and transcripts of records/diploma supplement (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

	<p>financial support, if any”</p> <ul style="list-style-type: none">• Project description incl. timetable (specific form)• Consent from referees not employed at Aarhus University (only a consent and <u>NOT</u> a recommendation although the box has been named that)• Motivation <p><u>External funding</u> (via ad hoc link, enrolment only)</p> <ul style="list-style-type: none">• CV• Information sheet for earlier employment• Schedule of outstanding examinations <p><u>MANDATORY IF</u> you apply for:</p> <ul style="list-style-type: none">• 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. <ul style="list-style-type: none">• Diplomas and transcripts of records/diploma supplement (both BA and MA)• Proof of language skills• Budget details• Proof of financial support. <p><u>MUST CONTAIN:</u></p> <ul style="list-style-type: none">• Financing details (form)• Letter of appropriation• The project description forming the basis of the given grant <ul style="list-style-type: none">• Project description incl. timetable (specific form)• Consent from referees not employed at Aarhus University (only a consent and <u>NOT</u> a recommendation although the box has been named that)• Motivation
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