



For PhD students at the Department of Physics and Astronomy

Answers to questions from PhD students

Institut for Fysik og
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Sekretariatsleder

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When it comes to administrative rules, we distinguish between part A and part B PhD students. In the university system, part A PhD students are considered students, whereas part B PhD students and part A PhD students with a master's degree are considered employees.

Let's start with your questions:

Q: Registration of holidays and sick days. What are we to do and how do we do it?

A: (applies to employees)

You will find detailed guidelines on our homepage under General Information - Information for employees:

<http://phys.medarbejdere.au.dk/en/holiday-and-absence/>

Q: PURE registration: what are we to do and how do we do it?

A: (applies to employees)

You have to register in IDM (as employed) and PURE to be able to register publications and activities in PURE. If you have not already registered, you are to register using the form at

<http://medarbejdere.au.dk/administration/it/formular-til-medarbejderoplysninger/>

You may register yourself in the system.

If you have already registered in IDM and PURE, you log into PURE from the PURE homepage <http://medarbejdere.au.dk/pure/>

You log in using your username (your mail-address) and a password (the one you also use for the self service).

<http://medarbejdere.au.dk/pure/oprettelseoglogin/hjaelptillogin/saadanloggesind/>

When logged in, you can register your publications or activities. You may read more about it by clicking the below links:



- <http://medarbejdere.au.dk/pure/arkiv/definition/>
- <http://medarbejdere.au.dk/pure/arkiv/retningslinjer/>
- <http://medarbejdere.au.dk/pure/vejledning/tilforskere/>
- <http://medarbejdere.au.dk/pure/vigtiginformationompure4/>

Q: Are we expected to use the calendar system?

A: Yes, it is important for your supervisor that you “appear” in the calendar, i.e. that holidays and absence in connection with e.g. conferences have been registered. The head of department does not find registration by the hour to show your current whereabouts relevant.

Q: What are the working hours and how are we expected to manage them?

A: For employees the working hours are in principle 37 hours per week and we recommend you talk to your supervisor about how to manage them. *Student working hours:* Normally, Ulrik Uggerhøj shows new students a few slides. These slides are now on the students’ homepage.

Q: Are we entitled to a computer? If so, who provides us with one? Multimedia tax?

A: So far it has been standard procedure that the supervisor provides employees with computers. We have no written rules, but can only say that it has never been financed by the Department. You are no longer to pay multimedia tax for AU-financed computers, if you have access to the files you need.

Q: The big cupboard with office supplies, pens, paper, etc.?

A: Office supplies are made available to employees and PhD students.

Q: What are the rules for maternity leave?

A: For PhD students the maternity leave rules are administered by the Graduate School of Science and Technology, GSST.

Q: What are the possibilities of help in the event of stress?

A: AU has written a little about it on this page and there is also a reference: <http://studerende.au.dk/nyheder-og-arrangementer/nyhed/artikel/stort-fokus-paa-stress-hos-studerende-paa-au-1/>

Q: Differences between trips made by part A and part B PhD students?

A: The Department can – based on application – grant travelling funds for relevant trips based on the supervisor’s recommendation, and provided that the supervisor does not have the funds himself to finance these. Current practice: DKK 6,000 per year for part A students and DKK 12,000 per year for part B students. This applies, however, only to students funded by the Faculty. PhD students funded by the supervisor’s funds, will have their travelling costs financed by the supervisor’s funds. Please note that this is the department’s intention and that travelling is only financed according to application and if the department has the sufficient funds. In



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addition, PhD part B students can obtain per diem allowance, whereas part A students can have their expenses paid as per account rendered.

Q: Insurance cards during trips? What are we supposed to do and how do we get an insurance card?

A: Here is the link – employees can get an insurance card and students can get one if it is approved by the head of department.

<http://phys.medarbejdere.au.dk/en/travel-incl-insurance-card/>

Q: Holidays at the end of a PhD programme – will we be forced to take our holidays during our employment?

A: Planned holidays are in general always to be approved by your immediate leader. The best thing to do is to make an arrangement with your supervisor.

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Yours sincerely

Ruth Laursen

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