

# **PhD manual for the Department of Biological and Chemical Engineering (BCE)**

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## Contact information of the PhD program committee

PhD-program committee at BCE:

[Keld Lars Bak](#) - Head of program

[Patrick Biller](#)

[Menglin Chen](#)

[Clarissa Schwab](#)

[Thomas William Seviour](#)

[Maria Benthin Andersen](#) - PhD secretary

## Hiring procedures for PhD positions at BCE. - *for supervisors*

Please follow these procedures when you announce a PhD project.

Contact your project economist to get written confirmation that you have funding for the entire project period

Contact [Ann Mikkelsen Høgh](#) regarding an office space for your new PhD student

Fill out the *project information form* from this website: [Announce a PhD project \(au.dk\)](#)

Send the form with the written confirmation from your project economist to [admission.gradschool.tech@au.dk](mailto:admission.gradschool.tech@au.dk), please Cc [Maria Benthin Andersen](#) on the mail

The graduate school (GSTS) can help you put together a media plan for the announcement, but you must pay for this yourself. The position will be announced on the GSTS website with no costs for you.

From the time the PhD project is announced on the GSTS website and up to the application deadline, the GSTS will carry out a legality check on the applicants. This means that the GSTS will check all applicants, among other things for whether they meet the language skills requirements. If they fail to meet the language skills requirements, they will not be included in the further assessment process.

After the deadline the applications will be sent to you and can review the candidates. When you interview one (or more) applicants for the position there must be a member of the PhD committee or another senior staff present at the interview. The person must be impartial because the participation is to ensure proper administration of the process.

The PhD committee will then make the academic recommendations and based on the academic recommendation, the Admissions Committee and the Head of PhD school will decide which applicant are to be offered a position.

When you have chosen a candidate and he/she has been offered a position, then there is some paperwork, that may influence that start date. It typically takes:

- 30 days of case processing time for Danish citizens
- 60 days of case processing time for EU-citizens
- 90 days of case processing time for non EU-citizens

At the moment the Danish Agency for International Recruitment and Integration (SIRI) are very busy, so the time before getting a work- and residence permit can be long.

For more information, please visit this website: [Announce a PhD project \(au.dk\)](#)

## Dissemination

### How many hours?

PhD students employed at Aarhus University are obligated to deliver what corresponds to 280 working hours per year at the department during their PhD study according to the official PhD regulations. However, all PhD students employed at GSTS are automatically granted one semester's (140 hours) exemption from the dissemination/work obligation with no reduction in pay.

Please notice that if you end up with more than the maximum stated number of working hours, this will not grant you any additional pay aside from your PhD salary.

PhD students that are enrolled but not employed at Aarhus University are not obligated to deliver 840 hours, but they must still meet the dissemination requirement that is a mandatory part of the PhD programme.

### Distribution of dissemination tasks

In order to ensure a fair distribution of teaching assignments for PhD students, and in order to ensure that the PhD students get a broad exposure to different kinds of dissemination-related tasks, the following principles will be implemented for the PhD students enrolled under Department of Biological and Chemical Engineering:

The PhD student must deliver a certain number of working hour to the department during their PhD study. . It is recommended that these responsibilities are heavier at the beginning of the PhD study.

The main PhD supervisor for each PhD student has (together with educational advisor) the overall responsibility for ensuring that the PhD student completes a fair amount of teaching activities and that it is either relevant for the subject of the PhD student or is basic knowledge that the PhD student does not need to spend too much time getting into.

In addition, the main PhD supervisor is responsible for ensuring that the PhD student gets experience with different kinds of teaching-related tasks, e.g. supervision, lectures, design and correction of exercises, workshops, assessment and peer-reviewing. This is essential in order to give the PhD student the proper knowledge to decide upon the future career path after completing the PhD study. PhD students should never be given full responsibility for a course unless they have had the necessary didactic training.

## Dissemination activities

In general, dissemination can be viewed as different activities meant to communicate different disciplinary material to stakeholders at different levels of experience. The activities that can be included under dissemination are:

### BCE teaching (min. 200hrs)\*

- Help prepare a course or a lecture (of different sizes)
- Giving lectures in different courses.
- Preparing exercises or other materials for a course.
- Correcting exercises for a course and giving written or oral feedback to the students.
- Assisting students with exercises or with lab work as course instructor.
- General marketing activities towards young students, e.g. as a part of AU activities at high schools (det rullende universitet)

*\* The PhD will get hours for both direct teaching and preparation time (Lecture: preparation time is 2,5hrs per 1 hour lecture; exercises: time for preparation and giving feedback to assignments is 1,5hrs per 1 hour lecture)*

## Supervision

- Co-supervisor for group work at different semesters. (20 hrs/project)
- Co-supervisor for BSc (20 hrs/student)
- Co-supervisor for MSc theses. (40 hrs/30 ects/student)
- Internship (max. 20 hrs/student)

## Dissemination related to own research (max. 400 hrs)

- Presentation of research results internally and externally to companies or at conferences. (poster or talks)
- Writing texts for patent applications.
- Creation of web pages, book chapters or manuals communicating disciplinary material.
- Communication with media stakeholders such as journalists.
- Internal coordination in connection with the PhD committee or the yearly PhD event.
- Assistance in research activities that are not directly relevant for the PhD research, for example in project deliverables or project applications.

The amount of hours for each dissemination activity needs to be fair and this will be determined by the members of the Department's PhD committee and the educational advisor.

*Be aware that the actual writing of articles is **not** considered dissemination. It is a part of the research itself.*

## Procedures for the PhD defence

This both contains a description of the tasks involved in the PhD defence and information of the timeline.

In all correspondence, please Cc the department PhD secretary.

WHEN	WHO	WHAT
Three months before planned submission date	PhD Partner at GSTS	Notification e-mail with practical information to PhD student and main supervisor
Two months before planned submission date	Student and main supervisor	Student updates, completes and closes the PhD plan and thereafter sends e-mail to main supervisor. Main supervisor checks the PhD plan.
Two weeks before planned submission date at the latest	Main supervisor	Fills in and submits the form ' <a href="#">Members of the assessment committee, incl. Rules of Impartiality</a> ' proposing the two external members of the assessment committee and a member of the Department's PhD Committee to serve as chair.
When the assessment committee is in place	Main supervisor	The main supervisor must find a time and date for the defence that all members and the PhD student can agreed to. The exam usually takes place at 13:00.
When the date for defence has been set	PhD secretary	Books a room for the defence and for the assessment committee meeting once the date has been settled.
Planned submission date	PhD student	Submits the thesis and other elements
Within one week after the submission date	Main supervisor	Submits the Main supervisor statement to the PhD Partner at GSTS
As soon as possible after receiving all relevant documents	PhD Partner at GSTS	Sends out the thesis and other relevant information to the assessment committee
Immediately after the thesis has been sent to the assessment committee	Chair of the assessment committee	Contacts the committee and coordinates the completion of the written assessment which must be sent to GSTS two months after the thesis has been submitted at the latest but also no later than two weeks before the defence.
Within two weeks after thesis submission	PhD student	Sends a photo and a résumé in both Danish and English to GSTS. Please include time and date for the defence
Within two months after the submission date, but no later than two weeks before the defence	Chair of the assessment committee	Sends a signed version of the recommendation to the PhD Partner at GSTS. Please also attach emails from the other committee members stating that they agree with the final version of the recommendation.
As soon as possible	PhD Partner at GSTS	Approves and sends out the recommendation to the PhD student and announces the defence.
At least two weeks before the defence	Main supervisor	Creates a Zoom link, if it should be possible to attend the defence online.
At least one week before defence	GSTS and PhD secretary	Announce the defence on the GSTS and Department websites when GSTS has received the written assessment.
When the defence has been announced	PhD secretary	Will book the defence in the department calendars.
After receiving positive recommendation from GSTS	PhD secretary	Orders lunch for the assessment committee and supervisor.
Immediately after the defence	Chair of the assessment committee	Sends a signed version of the Final Recommendation (awarding the PhD degree) to the PhD Partner at GSTS. If the Recommendation (approval for PhD defence) has not yet been signed by the external evaluators, the Chair ensures that the external evaluators sign the Recommendation at the defence.

As soon as possible	PhD Partner at GSTS	Sends final recommendation to the PhD student by e-mail and afterwards the PhD diploma by postal service.
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For more information, please visit this website: [PhD thesis and defence \(au.dk\)](#)

### Procedures for the qualifying exam

This both contains a description of the tasks involved in the PhD defence and information of the timeline.

In all correspondence, please Cc the department PhD secretary.

WHEN	WHO	WHAT
Three months before the exam	PhD Partner at GSTS	Notification e-mail with practical information to PhD student and main supervisor
Six weeks prior to the exam	PhD student and main supervisor	PhD student updates the PhD plan, and the main supervisor completes the registration form and sends it to the head of programme for approval.
When the assessment committee is in place	Main supervisor	The main supervisor must find a time and date for the defence that all members and the PhD student can agreed to. The exam usually takes place at 13:00. The supervisor is also responsible for booking a meeting room for the exam.
3 weeks prior to the exam	PhD student	Submits the progress report to the GSTS partner.
3 weeks prior to the exam	PhD Partner at GSTS	Sends out the progress report and other relevant information to the supervisor and external co-examiner.
At least one week before exam	GSTS and PhD secretary	Announce the exam on the GSTS and Department websites.
1 week prior to the exam	Main supervisor	Orders lunch for the external co-examiner either before or after the exam. An alternative is to take the external co-examiner to a canteen and buy him or her lunch there. If possible, the supervisor must pay for lunch from a research project. If this is not possible, the supervisor can contact the PhD secretary and ask for a project and activity number from the department.
Immediately after the exam	Main supervisor	Sends a signed protocol to the PhD Partner at GSTS.

For more information, please visit this website: [Progress report & qualifying exam \(au.dk\)](#)