

## Guidelines for PhD funding at the Faculty of Science

Procedure as of April 19, 2020

### Departmental funding to PhD students

At the start of the program, a PhD student at the Faculty of Science is allocated a fixed sum of money that will be used to cover a number of compulsory elements in the program (study trip, environmental change, course activity etc), and a number of requirements for the workplace and compliance with SDU's guidelines for the use of IT equipment. **The compulsory elements have to be described in the research plan and approved by Ph.d. School.**

The available amount is determined by each individual Department and regulated in accordance with development in general prices, changes in the PhD program and the financial situation at the faculty and the department. The PhD student uses the funding in consultation with the supervisor. The funding has to be budgeted and spent during the PhD period of either 3 or 4 years according to the enrolment program. Remaining funding at the end of the PhD project will be returned to the Department.

### What can you use the funding for?

1. SDU computer workstation (computer, screen, keyboard, mouse etc.) **Compulsory** to comply with working environment regulations
2. Trips to congresses and conferences in Denmark and abroad
3. Study trips
4. Environmental change
5. Costs related to courses in Denmark and abroad
6. Other costs related to the PhD study activities

The funding cannot be used for:

1. Direct costs related to the execution of the research part of the PhD project, e.g. access to special laboratory facilities, specialized equipment, access to computational resources, etc.

The PhD student can only use funding for change of study environment, when the PhD School has given an academic approval. You can find the rules for academic approval of environmental change and PhD courses in the PhD guidelines. The PhD School is responsible for the administrative work related to the academic approval.

In case the funding is not sufficient for the approved environmental change or course, the PhD student and supervisor must ensure supplementary funding from e.g. external foundations or plan an alternate study trip. The funds do not cover travel expenses for accompanying family members.

Unless the PhD student is contributing with a lecture, poster or the like, financial support for participation in scientific meetings, congresses and symposia can only be used if special reasons call for it, e.g. networking, establishment or consolidation of scientific collaboration.

When using funding to cover costs of courses, the applicant must ensure that the course is included in the approx. 30 ECTS required for completing the PhD programme.

Cost for IT equipment has to follow the purchasing policy at SDU and has to be ordered through the purchaser responsible for IT equipment at the Department.

Other costs have to be agreed upon with the supervisor and has to be related to the study activities.

Costs related to laboratory consumables or field work have to be covered by the PhD project or by funding from the supervisor.

### **How much funding is available?**

The specific amount granted may vary between the different Departments - details will be outlined by the secretarial office at the specific Department. DKK 10,000 is earmarked for travelling expenses related to the PhD student's change of environment. Apart from funds covering travelling expenses, PhD students can cover subsistence expenses up to DKK 6,000 per month. Expenses for spouses or other family members are not covered.

According to the Guidelines for travels at SDU, travels financially supported by the Department must be purchased through Egencia.

Read more at: [Travel Agency Egencia](#)

**Any funding to cover travelling or subsistence expenses is always reimbursed as per account rendered. All requests for travel reimbursement should be filed electronically via SDU's Travel Management system (ZExpense).**

Read more at: [zExpense reimbursement of travel costs](#)

### **Insurance**

PhD students employed at SDU and students enrolled in the 4+4 PhD programme who receive SU-PhD stipend are covered by the university's travel insurance during work-related trips. Accompanying family members are not covered by the insurance.

PhD students who are not employed with SDU or do not receive SU-PhD stipend are not covered by the university's travel insurance and are strongly urged to take out their own travel insurance.

Industrial PhD students should enquire their place of employment about insurance coverage during work-related trips.

### **Residency permit, taxes, et al.**

It is the PhD student's responsibility to contact any relevant authorities in connection to stays abroad (i.e. SKAT, the national register, the university's travel office, insurance companies et al.).

Please also be aware that PhD students may have the possibility to claim a tax-free allowance to cover certain expenses in connection with work-related trips. More information is available at the [Philos website](#). Please contact SKAT for any further guidance on tax-related matters.