

Reception for PhD defence at the Department of Law

Dear Fellow,

The Department of Law traditionally hosts a small reception after your PhD defence, to which you are welcome to invite family, friends and colleagues.

Room for the reception: To be booked via the secretariat (Louise or Jane) REMEMBER to do this in good time – the room must be booked as soon as you have the date.

Finances: The Department provides a subsidy of DKK 2,700 for the reception, corresponding to DKK 35–40 per person.

Refreshments: You can decide what is to be served, but it *must* be within the limits of what is possible to prepare in the Department's kitchen. This means that it must be ready to be put on a plate. The secretariat does not offer to cook, heat, peel or chop food, but you are welcome to take care of this yourself from home.

Help during the reception: The secretariat and the student assistants will help and are happy to prepare for the reception while the defence is taking place.

Purchase of food and drink: The secretariat can help with the purchase of food and drinks for the day. It is also possible to borrow a customer card for Bilka/Føtex/Netto, so you don't have to pay for it yourself. You can get the card from Helle or Dorte.

Loan of car:

The Faculty has two cars that can be borrowed if you want to shop for the reception yourself. To book the cars, please contact the secretariat by mail. Remember to contact them in good time.

Cleaning:

The student assistants are available to help tidy up after the official reception, which lasts approx. 1.5 hours.

You are welcome to stay at the Department afterwards, but then you are responsible for tidying up. The room must be returned to its normal condition by 8.00 a.m. the following day.