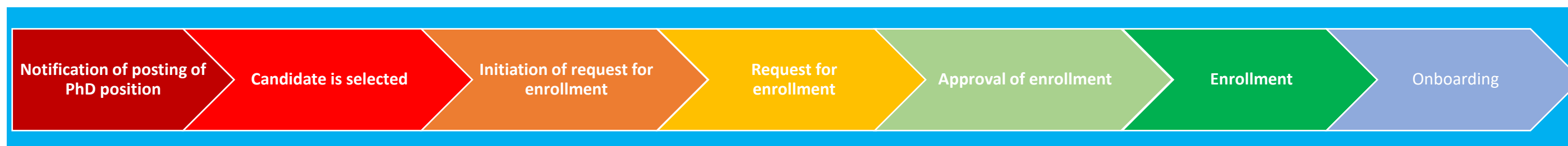


Service Catalogue, Best Practice and Process Plan: Enrollment procedure employed PhD students (PhD stipends)

Illustration of the process:



Action	Activity	Responsible	Deadline	Comments
Notification of posting of PhD position	TEK-HR: <ul style="list-style-type: none"> Advertises the position Sends an email with notification that a position has been advertised and a pdf copy of the text of the advertisement to the department PhD contact person and TEK PhD school. 	TEK HR	Ongoing	TEK-HR service catalogue (Link) SDUnet page with instruction on how to post PhD position Department PhD contact persons overview
	The PhD department PhD contact person: <ul style="list-style-type: none"> Keeps a copy of the advertisement text locally. Informs TEK PhD school about who is to be the principal supervisor. 	Department PhD contact person		
Candidate is selected	TEK-HR: <ul style="list-style-type: none"> Collects the selected applicant's attached documents and the principal supervisor's evaluation from SDUJob and sends them by email to TEK PhD school cc. the principal supervisor, department PhD contact person, HoU and HoD with the information that the department wishes to have the candidate enrolled as PhD student 	TEK HR	Ongoing	
Initiation of request for enrollment	TEK PhD school: <ul style="list-style-type: none"> In case of foreign students, contacts ISO to enquire about a realistic start-up date Contacts the principal supervisor with a request to obtain any missing documents directly from the candidate and a form for Statistics Denmark to fill in and return Sends the complete pdf of the material for the request for enrollment by email to the principal supervisor, cc. department PhD contact person. The email contains a filled in form for requesting enrollment, filled in Statistics Denmark form, the advertisement text and the applicant's collective required documents. 	TEK PhD school	Ongoing	

Request for enrollment	<p>The principal supervisor and the financially responsible HoU or HoD:</p> <ul style="list-style-type: none"> Sign the overall request for enrollment or confirm by email. By doing so they guarantee that by reviewing the collective documents they can vouch for the quality of the candidate and finances for the program and that the management approves of the request. 	HoD and/or HoD	Ongoing	<p>Enrollment at TEK happens at the 1. or 15. of a month. Retroactive enrollment is not possible.</p> <p>The full documents and information required for the enrollment must be received by the PhD school well in advance of the desired start-up date, as the processing of admission cases can take from 1,5 to 3 months from TEK PhD school receives notification of the desired enrollment. The processing time and the enrollment date depends on whether TEK PhD school receives the required information and documents and whether there is any need for a visa / residence and work permit.</p> <p>TEK PhD school communicates with the main supervisor about incomplete documents and information.</p> <p>SDUnet information on the process</p> <p>SDUnet links to forms for grade and master's degree statements</p>
	<p>The principal supervisor:</p> <ul style="list-style-type: none"> Checks all information in the form for requesting enrollment, provides the required information for the reporting to Statistics Denmark in the required format and - Obtains any missing documents or information directly from the applicant When prompted, supplies extra statement on the grade level for candidates that have slightly lower grades, or the level of education for candidates that have a master's degree not fully equivalent to the Danish Master's degree 	Principal supervisor		
Approval of enrollment	<p>TEK PhD school:</p> <ul style="list-style-type: none"> Sends the collective request for enrollment to the head of TEK PhD school and one member of the PhD committee for approval. 	<p>TEK PhD school</p> <p>Head of TEK PhD school</p> <p>A member of the PhD committee</p>	1 week	
Enrollment	<p>TEK PhD school:</p> <ul style="list-style-type: none"> Issues enrollment letter to the candidate In case of foreign students, contacts ISO to enquire about a realistic start-up date Informs the department PhD contact person and other relevant parties- <i>Uddannelsesjura & Registratur</i>, budget and accounting, ISO, Principal supervisor, HoD and HoU, TEK-HR, Personnel office etc. of the enrollment by putting them cc on the mail with the enrollment letter to the student Registers student with PhD student profile in Acadre and PhD Manager 	TEK PhD school	Ongoing	
	<p>TEK HR:</p> <ul style="list-style-type: none"> Initiates the employment procedure with the same starting date as the enrollment 	TEK HR	Ongoing	
	<p>Uddannelsesjura & Registratur:</p> <ul style="list-style-type: none"> Registers student with a PhD student profile in STADS 	Uddannelsesjura & Registratur	Ongoing	
	ISO:	ISO	Ongoing	

	<ul style="list-style-type: none"> Handles the process regarding visa, work/study permits and communicates with the student in this regard Contacts the PhD school if start-up dates are shifted 			
Rejection	TEK PhD school: <ul style="list-style-type: none"> Sends the principal supervisor the decision, cc. TEK-HR Clarifies with the principal supervisor if any new information can be given to strengthen the application c.f. comments from the head of TEK PhD school and member of the PhD committee Repeats the approval process if new information has been given 	TEK PhD school	Ongoing	
	The principal supervisor: <ul style="list-style-type: none"> Obtains new information or documents directly from the candidate if the request for enrollment is to be processed again, or- Notifies the candidate that they cannot be accepted as student at the department 		Ongoing	
Onboarding	Department: <ul style="list-style-type: none"> Handles pre-arrival matters, welcoming the student, registration in systems as with other employees, admission card, equipment, phone, office space etc. Handles any matters concerning visa and residence / work permit with ISO and student during the study 	Department	Ongoing	