

Service Catalogue, Best Practice and Process Plan: Enrollment procedure Industrial PhD students

Illustration of the process:



Action	Activity	Responsible	Deadline	Comments
Application process	Making the application for the industrial PhD project	Principal supervisor, Company, TEK-Innovation	Ongoing	Sharepointsite TEK -Innovation regarding application process
Innovation Foundation (IFD) approval	Principal supervisor: <ul style="list-style-type: none"> Sends a letter of granting to TEK-Innovation 	Principal supervisor	Ongoing	
	TEK-Innovation: <ul style="list-style-type: none"> Sees to it that the letter is signed by the company, Principal supervisor and <i>Forskertjeneste Økonomi</i> and uploaded to e-grant. Sends a copy of the signed letter of granting to the department PhD contact person so they can prepare for the arrival of a new student 	TEK-Innovation	Ongoing	Link to list of PhD contact persons
Enrollment	TEK-Innovation: <ul style="list-style-type: none"> Initiates the enrolment process of candidate by sending the PhD school (heln@tek.sdu.dk) the following documents: <ul style="list-style-type: none"> Project description CV and possibly description of the candidate Verified copies of exam transcripts and certificates from bachelor's and master's programs (NB - no verification is required for graduates from SDU) The approved application as it was submitted to the IFD Signed letter of granting (tilsagn) from the IFD Registers the enrollment letter in e-grant when it is issued 	TEK-Innovation	Ongoing	If a candidate has been approved by IFD for an industrial PhD project, the candidate is guaranteed enrollment in the PhD school. Enrollment at TEK happens at the 1. or 15. of a month. Retroactive enrollment is not possible. The enrollment date is the project start date. Grants are earned from this date. All payment of grants presupposes that the Fund has received signed commitments from both the company and the university as well as a copy of the enrollment letter.
	The Principal supervisor: <ul style="list-style-type: none"> Supplies the required information for the Statistics Denmark information Supplies additional required information if requested by the TEK PhD school 	Principal supervisor	Ongoing	

	<p>The PhD school:</p> <ul style="list-style-type: none"> • Contacts the principal supervisor to get the required information for the Statistics Denmark information and additional required information • In case of foreign students, contacts ISO to enquire about a realistic start-up date • Issues the enrollment letter. • When the enrollment letter is issued, the PhD school sends it to the student TEK-innovation TEK-innovation@sdu.dk, the department PhD contact person and other relevant parties- <i>Uddannelsesjura & Registratur</i>, budget and accounting, ISO, Principal supervisor, HoD and HoU • Registers student with PhD student profile in Acadre and PhD Manager 	TEK PhD school	Ongoing	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>Uddannelsesjura & Registratur:</p> <ul style="list-style-type: none"> • Registers student with a PhD student profile in STADS 	Uddannelsesjura & Registratur	Ongoing	
	<p>ISO:</p> <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 	ISO	Ongoing	
Onboarding	<p>Department:</p> <ul style="list-style-type: none"> • Handles pre-arrival matters, welcoming the student, registration in systems as with employees, admission card, equipment, phone, office space etc. Handles any matters concerning visa and residence / work permit with ISO, the company, and student during the study. 	Department	Ongoing	