

BMB Dec 2021

JWI, MRA, JMJ, KH

## **For PhD students employed before 1/6 2020:**

**Application for participation in and payment of PhD courses with ECTS for PhD students (Industrial PhD students - see next page)**

For the Department to pay – in whole or in part – your participation in PhD courses with ECTS, the courses must be within your 30 ECTS.

If you already have more than 30 ECTS, your supervisor will pay if you and your supervisor agrees that you should have the course. Courses without ECTS are not paid by the Department.

**REMEMBER:** *Even if the courses are mentioned in your FU plan, you still need to apply for pre-approval of the PhD courses first. The form for approval of PhD courses is sent to the chairman of BMB's PhD committee, Frank Kjeldsen, and must be signed by you, your supervisor and the chairman of BMB's PhD committee.*

*You can find the form here:*

[https://www.sdu.dk/en/forskning/phd/phd\\_skoler/naturvidenskabelig\\_phd\\_uddannelse/ansoegningsskemaer](https://www.sdu.dk/en/forskning/phd/phd_skoler/naturvidenskabelig_phd_uddannelse/ansoegningsskemaer)

**To apply for the Department's approval/payment of courses:**

**1)** You send an application by e-mail to Jakob Møller-Jensen (JMJ), Jeannette Wiedekam (JWI), Karin Hjernø (KH) and cc your supervisor. Apply well in advance and no later than 2 weeks before the start of the course. If it is a free CUU course for PhD students, the procedure is the same. Remember that in this context, the nearest leader is the Head of Department, Jakob Møller-Jensen.

**The application shall contain:**

- course name
- course date(s)/time
- course location
- course price and any other costs (e.g. transport costs\*)
- course program
- printout of approved courses from PHDPORTAL, as well as number of ECTS on applications to the PhD committee, which have not yet been approved.
- If it is not a CUU course, you must also attach the email from the BMB PhD committee, where you will be notified that your course is officially approved by the BMB PhD committee.

**2)** KH sends a response to the application to the applicant cc Jakob Møller-Jensen (JMJ), Jeannette Wiedekam (JWI), Marianne Rasmussen (MRA) and your supervisor.

**3)** Course certificates are sent to [natphd@sdu.dk](mailto:natphd@sdu.dk), cc JWI, as soon as the course is completed/passed, so that your ECTS can be registered in PHDPORTAL, where you can see them for yourself.

\*Transport costs in connection with courses in DK (within the 30 ECTS): Always choose the cheapest public means of transport. In the email, you specify fares and write total transportation costs. Subsequently, the costs are settled via zExpense (contact Marianne Rasmussen if you have questions).

If you do not participate in the granted course, remember to unsubscribe well in advance and to notify JWI/KH.

## **For PhD students employed after 1/6 2020**

### **Participation in PhD courses for PhD students**

**REMEMBER:** Even if the courses may be mentioned in your FU plan, you still need to apply for pre-approval of the PhD courses first. The form for approval of PhD courses is sent to the chairman of BMB's PhD committee, Frank Kjeldsen, and must be signed by you, your supervisor and the chairman of BMB's PhD committee.

You can find the form here:

[https://www.sdu.dk/en/forskning/phd/phd\\_skoler/naturvidenskabelig\\_phd\\_uddannelse/ansoegningsskemaer](https://www.sdu.dk/en/forskning/phd/phd_skoler/naturvidenskabelig_phd_uddannelse/ansoegningsskemaer)

Remember to also send a course certificate to [natphd@sdu.dk](mailto:natphd@sdu.dk) as soon as the course is completed/passed, so that your ECTS can be registered in PHDPORTAL, where you can see them yourself.

**Costs** related to your participation in PhD courses must be covered with the financial means you have been granted in the form of a student travel account and pocket money. You can read the analysis number and the rules regarding the use of these funds in the email that you received/receive from Marianne Rasmussen at the beginning of your PhD programme regarding a student travel account and pocket money.

It is thus your supervisor and BMB PhD committee who must approve the course and your supervisor who must approve the costs.

## **For Business PhD students:**

The Department does not pay courses to Business PhD students, as Innovation Fund Denmark provides grants to the company for the payment of your courses. Should there be a relevant PhD course, which is usually offered to enrolled PhD students here at SDU and where payment is made, then it is your supervisor who must approve and pay the course.

The Business PhD course has again become mandatory at 5 ECTS and is paid for by Innovation Fund Denmark. Therefore, business PhD students cannot also apply for payment for the SDU CUU courses in project management and management.