

# BUDDY Function – Job description

The Department of Agroecology has a PhD buddy function in order to help new PhD students to adapt to the new environment.

The supervisor of the new student and the PhD secretary Karina Rysholt are responsible for finding an old PhD student to be a buddy for an incoming student. The new student should be told clearly who his/her PhD buddy is, and what they can expect from him/her.

## Expectations

The PhD buddy is expected to help the new student with the following:

1. Directional layout of premises – for instance, direction to the canteen, coffee corners etc.
2. The bus transport schedule (bus times to and from the person's place of residence)
3. Introduction to the other students in the department
4. Social services at the premises (the gym, ping pong, coffee breaks, Friday bread, cake group, Thursday social etc.)
5. Inform about half-year evaluation which are fixed to March 1 and September 1
6. Lunch seminars
7. Inform the new student about AGRO's biannual "well-being" conversations between PhD student and PhD committee member. All students will have a conversation during the months prior to the half-year evaluation (i.e. February and August). Inform about MUS conversations.
8. Introduction to the PhD planner system, and show an example of a PhD plan.
9. Mention of useful software located at the network drive O:\ST\_Foulum\_Apps (Endnote, Web of Science, Graphing software ~Sigmaplot, R etc.)
10. Mention of important websites (AGRO PhD web page, GSST website, the department intranet, time registration, AURUS, where to find administrative forms, online library, Web of Science, PURE etc.). See list of important website links on back page.
11. Remind the new students that they should be registered at the commune and open a bank account – be aware of the offers from Foulum Help Desk in this connection <http://ias.au.dk/foulum-help-desk/getting-started-in-foulum/>
12. Info about reimbursements for attending courses and conferences, tax forms for travelling abroad <http://agro.au.dk/phd-uddannelse/rules-and-guidelines/> (PhD travel guide)
13. Introduction to booking systems (car bookings, meeting rooms)
14. Introduction to the use of the Outlook Calendar
15. Internal services (IT services)
16. Be observant – is your new colleague happy?
17. Explain cultural differences between Danes and people from the rest of the world – Use the angle: "Danes are so strange"



## Examples of important websites at AU

Department of Agroecology PhD portal <http://agro.au.dk/phd-uddannelse/>

GSST PhD portal <http://phd.au.dk/graduate-schools/scienceandtechnology/>

Department of Agroecology intranet <http://agro.medarbejdere.au.dk/>

AURUS (travel cost reimbursement) <https://aurus.au.dk/bwtem>

Time registration <https://promark.au.dk/Default.aspx>

AU Library <http://library.au.dk/>

Databases at AU Library <http://www.statsbiblioteket.dk/databaselist>

Journals at AU Library <http://library.au.dk/en/resources/journals/>

AU access to Web of Science

[http://apps.webofknowledge.com.ez.statsbiblioteket.dk:2048/WOS\\_GeneralSearch\\_input.do?product=WOS&search\\_mode=GeneralSearch&SID=C3bRNbDplfCF3qlc8LS&preferencesSaved=](http://apps.webofknowledge.com.ez.statsbiblioteket.dk:2048/WOS_GeneralSearch_input.do?product=WOS&search_mode=GeneralSearch&SID=C3bRNbDplfCF3qlc8LS&preferencesSaved=)