INTRODUCTION MEETING FOR NEW PHD STUDENTS IN AGRO SPRING/SUMMER 2018

ROUND OF INTRODUCTIONS

Hello
My name is...
GSST ORGANISATION

Head of the GSST school, Professor Jes Madsen
Admission Committee (6-10 top researchers)
PhD Committee (6 permanent staff + 6 PhD students),
Elected ~ October

13 Program Committees
6 Senior Researchers + 1 PhD secretary + 3 PhD students

Helle Karvonen vs Karina – when to contact whom
GETTING A PROJECT AND PROJECT NUMBER

Where does the project number come from
What is it used for
How much money is on the project
TAP-SUPERVISOR

All PhD students doing field or lab experiments will have a TAP-supervisor appointed

- Introduction to work in lab – safety round
- The good plan

“BEING PRESENT”

- Important to be part of the scientific and social environment
- Expected to be present in Fouleum every day (not when teaching, courses etc.)
- Important to take part in the social part of the work (breaks, lunch etc)
FLEXTIME RULES

Academic employees are not covered by the flex-time agreement but
- In Promark we keep track of the hours spent on projects
- All employed PhD students are obliged to use the time registration system (ProMark)
- You are responsible for managing your own time
- Ask your buddy or secretary if you need help

HOLIDAY

- Ordinary holiday
- Concurrent holiday

Remember to keep track of your holiday hours (can be seen in Promark at the bottom)

- All holidays should be planned together with the supervisor
- Holiday should be put into the Outlook calendar and registered in Promark

AGRO expects that all your holidays are held and that no days have to be transferred from one holiday year to another, and that all holidays have been held when you end your PhD (Holiday with pay should always be used before flex)
PHD PLAN AND THE PHD PLANNER

The PhD plan:

- An outline of the complete study
- including a plan for the PhD student’s research project
- must be submitted for approval within three months of enrolment.
- Mutual agreement between the PhD student and the Graduate School of Science and Technology.
- Ensures that the necessary resources for the project are available, and that successful completion will meet the formal requirements of the PhD regulations (course work, mobility, dissemination).
PHD PLAN AND THE PHD PLANNER

The PhD Planner

- Electronically tool for the school and the program chair
- Used in the department to make sure that all PhD students are on track

Example: http://phd.au.dk/gradschools/scienceandtechnology/phdplannerlogin/forsupervisors/

½ YEAR EVALUATION

- During entire PhD study, every 1st March and 1st September
- Ensure that your PhD project is going according to the PhD plan
- All the relevant parties know and agree to the status of your PhD studies
- Insurance for you as a PhD student that your main supervisor agrees that your PhD studies are following the scheduled plan
- A tool to align status and progress of your PhD studies and as insurance for you as a PhD student.
WELL BEING CONVERSATIONS

- Twice a year (before ½ year evaluations)
- A supplement to the yearly MUS with the section leader and the ongoing talks with the supervisor about the project.
- Mandatory to have the talks
- Subject to discuss are e.g. progress in PhD (on an overall level), the cooperation with the supervisor and other staff, social wellbeing in the group and privately.
- The talks are done in confidentiality and no minutes are made from the talks.

COURSES, SEMINARS, CHANGE OF ENVIRONMENT AND DUTYWORK

Where to find courses [http://phd.au.dk/gradschools/scienceandtechnology/courses/](http://phd.au.dk/gradschools/scienceandtechnology/courses/)

Change of environment - what is the purpose

Dutywork

- Examples
- Teaching vs. project work
- Registration in the Planner
WHICH RULES APPLY WHEN TRAVELLING AS A PHD

**Employed**
- Travel booked by yourself through travel agency CWT
- Insurance card from Karina covers all business travels
- Allowances according to rules
- Claims should be made in AURUS

**Not employed**
- Travel booked by secretary
- Insurance card from Karina covers all business travels where Agroecolgy pays for the trip. Card should be handed in after trip is finished.
- Allowances according to rules
- Travel statement should be made via secretary

http://agro.au.dk/en/phd-programme/

MATERNITY/PATERNITY LEAVE

Remember the deadlines for giving notice:
- **Mother** – 3 months before expected birth
- **Father** – 4 weeks before expected birth
- Leave should be planned together with the supervisor

Always contact Karina in connection with parental leave!
LSU/LAMU IN AGRO

LSU (Local Liaison Committee)
Role: to promote cooperation between management and employees
Via e.g.: involvement of employees in subjects related to AU’s goals, strategy and finances
Contribute to increased cooperation

LAMU (Local work environment committee)
Role: to ensure a good working environment (physically and psychologically)
Via e.g.: contribute to good working conditions

STATISTICAL HELP

- It is possible to get basic statistical help from Rodrigo Labouriau here in Foulum
- Dates will be announced via e-mail
- There is a startup meeting together with supervisor, PhD and Rodrigo
- Followed by individual consultation
- If you have questions or would like to book a consultation, please contact: AnnaDorthe.Ostergaard@agro.au.dk
OTHER NICE THINGS TO KNOW

- Critical academic questions are a normal part of the culture
- PhD students are expected to participate in academic discussions

GRAND MEETING

- Grand meeting is held once a year
- Meeting for all PhD and supervisors in the department
- In general an overall topic is selected in the PhD committee
That's all Folks!

Any Questions?