

From Idea to Enrolment & Employment at SCIENCE

Department information

*Please note that the following steps and time frames are only general guidelines
and can vary from department to department.*

The time estimations are based on fully elucidated cases.

For specific information, please contact your department:

www.science.ku.dk/english/research/phd/student/contact/departments/.

Enrolled & Employed at SCIENCE

*Idea, start up, preparation of application phase
(2-5 months before enrolment)*

Who?	Steps	Time spent on activity	Time before enrolment
Department	Idea for a PhD project		<u>Min.</u> 5 months
Department	Sorting out the financing and intellectual property rights at the department		<u>Min.</u> 5 months
Department	Determine the desired start date of the PhD project		Approx. 5 months
Department HR	Post job advertisement at UCPH Job Portal	Minimum 2 weeks posted at the site	Min. 4½ months
Department HR	Deadline for application		4 months
Department HR	Set up assessment committee at the department	Minimum 1 week	4½ months
Department HR	Approval of / hearing in connection with suggested assessment committee	1-2 weeks	4 months
Department HR	Assessment phase – selection of candidates	1-2 weeks	4 months
Department	Interview of candidates	2-3 weeks	3½-4 months
Department	A candidate is selected	2 weeks	3½ -4 months
Department	What type of PhD (5+3, 4+4, 3+5, double degree)	1-3 days	3 months

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*Enrolment and employment
(2-5 months before enrolment)*

Enrolment procedure				Employment procedure			
Who?	Steps	Time spent on activity	Time before enrolment	Who?	Steps	Time spent on activity	Time before enrolment
Department	Begin enrolment procedure	1-2 weeks	3 months	Department HR	Begin employment procedure	1-2 weeks	1-2 months
Department	Processing of application documents at the department: Supervisor(s) and student fill in the remaining application forms and appendices	3 weeks	2-3 months	Department HR	Create entry in Scanpas database to get: Pseudo civ. reg. no., Captia, Lync, e-mail etc. for the PhD student	3 weeks	1-2 months
Department	Enrolment documents (application forms and appendices) are sent to the local PhD secretary	1 week	2-2½ months	Department HR	Work and residence permit International Staff Mobility Workindenmark.dk	30-90 days	2-5 months
Department	Final approval of application for admission by head of department	1-7 days	2 months	Department HR	Offer regarding employment for the selected candidate (including prerequisite that he/she are accepted for enrolment)	1 week	1-2 months
Department	Local PhD assessment Committee (if any) looks through the application for approval of applicant and project	1-2 weeks	1½-2 months				
Department	PhD Secretary sends the application documents to the PhD school for approval	1-3 days	1 month				
PhD School	The PhD School receives the application for enrolment from the PhD secretary	Approx. 2 weeks	Min. 4 weeks (for department to be able to meet HR salary deadline)				
PhD School	Review of the application, and preparation for assessment						
PhD School	Assessment of application by Head of PhD School and Head of PhD Committee						
PhD School	Decision on enrolment and comments						
PhD School	Approval, conditional approval or rejection of application						
PhD School	Enrolment letter and course portfolio to the PhD student and the supervisor						

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The first 3 months of enrolment

Who?	After enrolment and employment at SCIENCE	Time spent on activity
UCPH central HRO	The employments contract is sent to the student	At enrolment at the latest
UCPH central servicedesk	The student receives a form of ID card (FØNIX)	1-3 weeks
UCPH central servicedesk	The student receives a letter with alumni e-mail	1-3 weeks
Department	Office space is allocated to the PhD student	N/A
Department	IT- set up: computer, LYNC phone etc.	N/A
Department	Create an ORCID number. Please see: http://bibliotek.science.ku.dk/forskdok/oa/	N/A
Department	Meeting with supervisor	N/A
PhD School / Department	Welcome meeting	1-2 days, if available
Department	3 months after enrolment the PhD student hands in the final PhD plan and completes the start-up seminar	N/A