

Guide: Hosting at Health in connection with the defence of a PhD or a doctoral dissertation

This guide provides main supervisors and chairs of assessment committees with the graduate school's recommendations for hosting at Health in connection with the defence of a PhD or a doctoral dissertation. Also, the guide includes practical information and administrative guidelines related to travel, accommodation, cost reimbursement and honorarium.

1. Recommendations

- **Use the opportunity to let colleagues and others interested parties benefit from the presence of an academic expert**
Benefit from the assessor's presence and *expert* knowledge, e.g. by including the assessor in the department activities such as lectures or meetings with relevant groups at the department. If relevant, make sure to arrange in which activities you would like to include the assessor *when you* establish the assessment committee.
- **Provide guidance in relation to hotel and transportation – prior to the visit**
Refer the assessor to hotels near Aarhus University (see [AU's hotel agreement for Aarhus locations](#) – can only be accessed by AU employees via AU network) and share information about public transportation to/from the airport (see [Billund Airport](#) and [Aarhus Airport](#)) as well as to/from the university.
- **Welcome**
Make sure to arrange where, when and how you and the assessor will meet for the first time. Let the assessor know where to find your physical workplace/where you can meet and how to get in touch with each other.
- **Lunch or dinner after ending the committee work**
Mark the end of the collaboration with a lunch or a dinner for all members of the committee (or alternatively a dinner on the night before the defence).
[See the AU guidelines for entertainment expenses.](#)



2. Administrative guidelines

2.1 Travel and accommodation

In connection with a PhD defence, the graduate school reimburses up to DKK 8,000 for **travels** within Europe and up to DKK 15,000 from other countries. It is expected that travels both in Denmark and from abroad will be on economy-class. As a starting point we do not cover taxi to and from the airport. Please ask the assessor to take the bus to and from his/her destination in Aarhus. Find information about timetables, prices and tickets at [Billund Airport](#) and [Aarhus Airport](#).

If necessary, the graduate school also reimburses up to **2 nights in a hotel** (up to DKK 1020 per night, including VAT). This is regulated in the following circular from the Agency for Modernisation: [Moderniseringsstyrelsens cirkulære om satsregulering pr. 1. januar 2017 – in Danish only](#)). Please make sure to use one of the hotels included in the AU hotel agreement¹ or a hotel included in [the agency's framework agreement](#) (in Danish only).

Please note that the graduate school does not handle booking of travel, accommodation etc. The assessor him/herself (personally and/or with assistance) is expected to book travel and accommodation – supported by the host department at AU, if needed.

2.2 Entertainment expenses

According to [the AU guidelines for entertainment expenses](#), committee work in relation to a PhD or a doctoral dissertation/defence can be concluded with a lunch or a dinner for all members of the committee (or alternatively a dinner on the night before the defence).

The maximum amount for lunch/dinner can be found in [the AU guidelines for entertainment expenses](#). The graduate school will defray all expenses for assessors and main supervisor in relation to a lunch, as well as assessors' expenses in relation to a dinner.

2.3 Billing and cost reimbursement

2.3.1 Travel and accommodation

You are welcome to send invoices covering travel and accommodation directly to the graduate school by stating the following EAN no.: 5798 0004 18370. Please make sure that the **name of the assessor** and **name of the PhD student in question** appears from the invoice.

¹ Only with AU-network access: <http://medarbejdere.au.dk/en/administration/finance/procurement/purchasing-agreements/hotel-agreements/aarhus/>

If the assessor needs a reimbursement of his/her personal expenses in connection with travel and accommodation, please ask the assessor to fill in and submit the following:

- A *Travel expense form (travel and accommodation)*
- A copy of all tickets and receipts

2.3.2 Meals and refreshments

You are welcome to send invoices covering meals and refreshments (in connection with lunch or dinner) directly to the graduate school by stating the following EAN no.: 5798 0004 18370. Please make sure that the **name of the assessor** and **name of the PhD student in question** appears from the invoice.

If you need a reimbursement of your personal expenses in connection with meal and refreshments, please fill in and submit the following:

- An *Expense settlement form*

3. Honorarium

An assessor from outside AU is entitled to an honorarium of approximately 7,000 DKK.

To receive an honorarium, the assessor must fill in, sign and submit one of the following to the relevant PhD administrator (when in doubt, please ask the PhD student's main supervisor) or to graduateschoolhealth@au.dk after the defence:

- *Honorarium form for non-Danish assessors*
- *Honorarium form for Danish assessors*