

FOOD guidelines on financing stays abroad and courses

September 8, 2016

1. Stays abroad

Background

Stays abroad is a required part of the PhD-study, according to the Ministerial Order on the PhD Degree Programme at the Universities and Certain Higher Artistic Educational Institutions (the PhD Order, In Danish: PhD-bekendtgørelsen nr. 1039 af 27/08/2013):

Part 3

Contents of the PhD degree programme etc.

§7. (1) The PhD degree programme is set up in accordance with rules laid down by the institution.

(2) During the degree programme, the student is required to:

- 1) Conduct independent research work under supervision (the PhD project).
- 2) Complete PhD courses or similar subject elements totalling approx. 30 ECTS credits.
- 3) Participate in active research environments, including stays at other, mainly foreign, research institutions, private research enterprises etc.

Furthermore, the 'Tjenesterejseaftale' lays down rules for PhD-fellows as follows:

Vedr. Tjenesterejseaftalen henvises i §1 stk. 4 vedr. Ph.d.-stipendiater, jf. cirkulære af 25. november 1997 om lønnede ph.d.-stipendiater (Fmst. nr. 67/97) ændret til gældende **Cirkulære om overenskomst for akademikere i staten** (nr 9414 af 01/07/2013)

Bilag 5 Protokollat om ph.d.-stipendiater:

§ 10. Dækning af udgifter og flyttegodtgørelse

Ph.d.-stipendiater er ikke omfattet af reglerne i overenskomsten om dækning af udgifter i forbindelse med tjenesterejser og om flyttegodtgørelse.

Cirkulærebemærkning til § 10:

Dette er dog ikke til hinder for, at der i forbindelse med rejser og udlandsophold i konkrete tilfælde kan dækkes omkostninger, der er forbundet hermed, dog højst svarende til de for tjenestemænd gældende regler for befordringsgodtgørelse samt time- og dagpenge.

A stay abroad may involve extra costs of

- Transportation to and from destination (cheapest public transportation)
- Visa
- Reasonable and extraordinary establishing documented costs
- Tuition fee, if it is a necessity in order to carry out the stay abroad.

As a rule, FOOD do not finance PhD-students stay abroad and all costs in connection with the travel are paid from the PhD project.

The stay abroad extra expenses may be covered in one of the following three ways:

1. Generally the project should have incorporated money for stay abroad for students that are funding through the project as its part of the planning of the project. Talk to your project manager. Generally, the funding should be enough to **cover transport and reasonable** housing costs (by invoices) and bench fees if requested by the host but not double households, spouses and children. Course fees should be included also. (Generally the project funding should at least cover the wage and 80DKK annually).
2. In all cases, apply for funding and scholarships at respective funds. You can find information on different scholarships on these sites:

<http://www.so.dk/>

<http://www.legatmidler.dk/>

<http://www.legatbogen.dk/>

<http://www.legatnet.dk/>

<https://www.nordeafonden.dk/legater>

<http://www.student-grants.eu/>

Notice: If the research partners are part of a COST action, there are usually stipends available for short / medium term research costs for young scientists

3. It is important always to contact SKAT (the tax authorities) in good time before going abroad (at least 1 month in advance) to find out what is the best solution, as it may be very different in each case. From the tax authorities there are possibilities to get compensation or tax deduction for your expenses. This is however a bit complicated system, that is normally used for >4 weeks abroad. In any case, consult with the tax authorities e.g. homepage www.skat.dk, select the page 'udland' and 'fradrag når du arbejder midlertidigt i udlandet'.

Neither, the FOOD PhD-program committee nor the GSST are allowed to give counseling on tax rules, as they may vary in each individual case, so contact the local tax authority at the municipality, where you live.

2. Courses – daily allowance

PhD-students are not entitled to daily allowance, when travelling. This is valid for travelling in relation to both courses, stays abroad, conferences, teaching etc. It is possible to have minor expenses e.g. for meals refunded by project funds by documentation o receipts. The supervisor needs to provide a job code to cover the costs as attendance at PhD-courses is in agreement with the supervisors.

Before going abroad, the student should fill in the form below:

PhD stay abroad for PhD-students at FOOD

Student name:	
Travel period:	
Information about the stay:	University: Collaboration partners:
The aim and tasks of the stay abroad:	
Expected outcome:	

Please send the filled in form to:

Your supervisor - for information.

Tina Lillelund Magaard (tlm@food.au.dk) (Aarslev) - for registration in PURE.

Tove Stenholt Nielsen (tovn@food.au.dk) (Foulum) – for announcement in FOOD print.