

# QGG Guidelines for PhD Expenses

Most PhD students are funded by a project grant awarded to their supervisor, and this grant will include expenses (e.g., funding for attending conferences and courses outside Aarhus University, or for spending an extended period in a second research environment). This document provides advice for students for whom this is not the case (e.g., for students who are self-funded, or who are funded by a project grant that does not include expenses).

## Expenses for conferences and courses

PhD students will typically attend one or more conferences during their PhD (and ideally present a poster or give an oral presentation at one of these). They may also attend one or more courses (e.g., in order to learn about subjects not covered by courses within the AU Course Catalog). Normally, expenses for a conference or course will be covered by the project grant. If this is not the case, the PhD student and their supervisor can apply for funding from QGG. To make an application, the student and their supervisor should write a budget that includes all foreseen expenses (e.g., travel, accommodation, visa costs, and the attendance fee for the conference or course), then send this to the Head of the QGG PhD School (Doug Speed) for approval.

**Please note that the application should be sent PRIOR to the conference / course.**

## Expenses for spending an extended period in a second research environment

PhD students are required to spend an extended period in a second research environment (typically outside of Denmark and for at least three months). This will normally be funded by the project grant. However, if this is not the case, the PhD student can apply for a Mobility Grant from GSTS. If the application for a Mobility Grant is unsuccessful, the student can instead apply for funding from QGG.

Instructions for how to apply for a Mobility Grant are provided on the GSTS Website (<https://phd.tech.au.dk/for-phd-students/going-abroad/mobility-grants>). The application form requires a budget that includes all foreseen expenses (e.g., travel, accommodation and visa costs), **and MUST be submitted at least one month before the start of the research stay**. If the Mobility Grant is rejected, the PhD student should immediately forward the application to the Head of the QGG PhD School (Doug Speed) for approval.

Please note that the maximum possible Mobility Grant is 20,000 DKK. Further, if the research stay is outside of Denmark, it is recommended that the PhD Student informs SKAT prior to traveling (some advice is provided at <https://skat.dk/borger/fradrag/arbejdsrelaterede-fradrag/rejsefradrag-godtgoerelse-kost-og-logi/rejsefradrag>).