**Guide: Hosting at Health in connection with the defence of a higher doctoral dissertation**

This guide provides the chair of the assessment committee with recommendations for hosting the defence of a higher doctoral dissertation. In addition, 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 other 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. Make sure to arrange in which activities you would like to include the assessor when youestablishthe first contact.

### **Provide guidance in relation to hotel and transportation – prior to the visit** Guide the external assessors about accommodation and hotels (see p. 2) Share information about public transportation to/from the airport (see [Billund Airport](https://www.bll.dk/da-dk/til-lufthavnen/transport-til-og-fra/busser) and [Aarhus Airport](https://www.aar.dk/content/lufthavnsbus)) 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 in connection with the committee work**

Mark the start of the collaboration about the higher doctoral defence with a lunch for the assesment committee (the “opponent room” in Building 1230, room 414 is available). You can order and have lunch, coffee etc. delivered from [Jespers Torvekøkken](https://torvekoekken.dk/au) or [Matematisk Kantine](https://www.matkant.dk/bestilling/).

You can also consider inviting all members of the assesment committee for dinner the night before or after the defence.

The PhD administration covers expenses for lunch **or** for dinner. The invoice can be send per. E-mail to [christina.bekhoi@au.dk](mailto:christina.bekhoi@au.dk) or via EAN nr: 5798 000 418370. Please state the occasion (higher doctoral defence + name of the defender) and names of all participating persons. Please follow the rules for limits of expenses set in [AU guidelines for entertainment expenses](https://medarbejdere.au.dk/en/administration/hr/recruitment-and-employment/entertainment-expenses-and-refreshments/entertainment-expenses).

**2** **Practical information for the committee's external members**

**A. Travel expenses and honorarium**

Travel:

Your travel expenses will be reimbursed according to Aarhus University's Rules, Regulations, and expenses regarding meals.

Please follow these rules for travel:

* Use public transportation and the cheapest means of transport during your trip.
* Use only economy class when travelling.
* If you need to use taxi, please make an agreement with the graduate school beforehand.

Honorarium:

An assessor from outside Aarhus University is entitled to an honorarium of approximately DKK 10,000. The honorarium will be disbursed after the doctoral defence has taken palace.

*Assessors without a Danish Social Security Number (CPR),* will receive a link by e-mail from Graduate School Health to an online settlement system, which will be used to gather relevant information in order to make a reimbursement top the assessor. Both travel expenses and honorarium will be paid as a total amount/in one transaction.

*Asssessors with a Danish Social Security number (CPR)* will receive an e-mail from the Graduate School with a travel expense claim form and honorarium form attached. Tickets and receipts for all expenses must be attached and both forms should be returned to graduateschoolhealth@au.dk with subject “Doctoral defence and name of defender of the higher doctoral thesis. Att./ Christina Bak Bekhøj.

**B. Accommodation – where to stay and how to book**

There are three choices when it comes to accommodation:

1. We will assist the assessor from outside with booking of Hotel in Denmark. All we need from the assessor is:
   1. Time of arrival and departure
   2. City where the defence is taking place
   3. Name of the person who’s defence you are assessing
   4. Send the mail with the above information to graduateschoolhealth@au.dk, att: Christina Bak Bekhoi.
2. Private stays can be arranged (please note you will get a small reimbursement for overnight stay at private accommodation if noted on the travel claim).
3. The assessor can book the accommodation. When booking a hotel room, please be aware that the graduate school only reimburses up to 2 nights (DKK 1000 per night, incl. VAT and breakfast)

If you have questions to the above details, please contact [graduateschoolhealth@au.dk](mailto:graduateschoolhealth@au.dk) att. Christina Bak Bekhoi.