



MEMORANDUM

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Re: Procedure for the allocation of funding for PhD courses

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**GRADUATE SCHOOL OF HEALTH
AND MEDICAL SCIENCES**

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This memorandum describes the procedure for the allocation of funding for PhD courses held by departments at SUND and hospitals.

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The rules are as follows:

- Compensation for teaching on PhD courses will be paid to the department or hospital where the course manager is employed.
- If the course is held at a department at SUND (excluding IKM) the compensation will be transferred to the department concerned after the financial support has been approved.
- If the course is held by a hospital, the compensation will be transferred after the course has been held. To receive the compensation, the hospital concerned must submit an invoice to the Graduate School.
- The Graduate School does not pay salaries or fees to faculty-

employed teachers. It is up to the hospital or the department to allocate the funds according to the given budget. The funds may not be paid out as salary or honorary but can be transferred into a research account.

- If the funding for a course held by a hospital includes compensation for faculty-employed teachers in basic-subject departments (pre-clinical, veterinary or pharmaceutical) the faculty-teacher compensation will be deducted from the total grant. The course provider must submit information about the actual hours taught by faculty-employed teachers in basic-subject departments in the course application. The Graduate School will transfer the faculty-teacher compensation, directly to the department, where the teacher is employed.

Please also note

- The course provider may apply for extra funding if required, as long as this complies with the general rules for budgeting.
- The course provider can apply for an exemption to hold a course with fewer participants than budgeted for, by submitting a revised course budget to the Graduate School.
- If the course is cancelled:
 - i. if the course is held by a department at SUND, the course director should inform the Graduate School. The Graduate School will then withdraw the funds.
 - ii. if the course is held by a hospital, the course director should inform the Graduate School. An invoice should not be submitted to the Graduate School.

Procedure for approval and allocation of grants for PhD courses

- The course provider will submit a course application, including a budget, a course description and a programme to the Graduate School.

- The Graduate School will review the budget based on the current rules. Any modifications will be made in consultation with the course provider. The PhD Study Board will then approve the grant.

- The course provider will receive a grant-approval letter for the course. The letter will stipulate the overall budget for the course and specify any part of the grant that is to be paid as compensation to Faculty-employed teachers in basic-subject departments.

- After the course, there is no need to submit accounts to the Graduate School.

Please direct any enquiries about the procedures to the Graduate School Administration, phdkursus@sund.ku.dk, +45 35 32 65 70