Dear XX

As a PhD student at a Danish university your employment is regulated by the same framework as those of your colleagues who have permanent positions. This means that you are less of a student and more of an employee with a number of rights guaranteed by your contract.

Your employment falls under the Collective agreement for state-employed academics concluded between the Ministry of Finance and AC/The Danish Confederation of Professional Associations (the AC collective agreement).

Central elements in the AC collective agreement are a basic salary plan, in which your salary as a PhD student follows your level of education and your seniority. The agreement also regulates working hours, vacation, termination or parental leave as well as the requirements around leave of absence and illness.

Your enrolment and the central elements in your PhD education is regulated the PhD order, that lays out requirements for the different elements – e.g. supervision, PhD-course, institute work and PhD plan.

It is important that you familiarize yourself with your employment conditions as well as your local university practices the implement the concrete elements of the PhD order, especially in cases where your situation changes due to personal or professional circumstances. I will be able to help you interpret the rules and give you information about your local institution if necessary.

You can read more about your rights on Dm.dk - <https://english.dm.dk/career/phd/terms-of-employment-for-phd-students> or sign up through our calendar for one of the workshops on PhD’s rights and employment conditions, that we run several times a semester.

For more information write [phd@dm.dk](mailto:phd@dm.dk)

Yours sincerely

Name and contact details