



## Question & Answers regarding PhD projects (responsibility, management, courses and study stays)

Mail sent to BSUEC PhD students and CC PhD Supervisors and Co-Supervisors, October 2012.

### ***Who holds the overall responsibility for my PhD project?***

The PhD student and the African-Danish Phd supervisor team hold the responsibility of the BSU PhD project. This includes both scientifically, technically (lab and field experiments), administrative, budget wise and reporting matters.

### ***Who to determine PhD courses to be undertaken and the subsequent registration?***

It is solely up to the PhD students and the supervisor team to determine the PhD courses to be undertaken during the PhD project period. This also goes for the course registration. Pls. note registration may differ among the Danish Universities. Danish Universities often apply online systems for course registration. In addition, we recommend you to contact the Study Administration or the International Office at the relevant Danish Universities once you and your supervisors have decided on the PhD courses to be taken. The offices will be able to help you further. Pls. note you need to apply for visa/permit of stay etc. at least 2 month before arrival to DK. Pls. also be aware of you only have two travels to Denmark included (conditions according to DFC standards) during your entire PhD period. Thus, Phd courses undertaken at Danish Universities should be planned together with your study stay in Denmark.

### ***Who to contact for assistance of my study stay in Denmark?***

The Danish Fellowship Centre, DFC (under the Ministry of Foreign Affairs in Denmark, DANIDA) provides support for the PhD study stays in Denmark for all BSU PhD students. The support includes: permit of stay/visa, international travel, accommodation, bank account set-up, national registration, application of tax reduction, social and cultural events, personal guidance. DFC website: <http://www.dfcentre.com/>. Again pls. be aware of application for permit of stay/visa often take several months. Thus, we advise you to contact DFC as soon as your PhD time plan is set by you and your supervisors.

### ***Who to contact for assistance for financial management of my PhD project?***

The PhD student and the African-Danish Phd supervisor team hold the responsibility of the financial management of the PhD project. The accounting should evidently be in accordance with the budget outlined in the BSUEC Inception report (e.g. see Annex A1.12). At each partner university a BSUEC Project Officer is appointed to support the local BSUEC platform partners and students, and we advise you to contact your Project Officer, if you have any questions in regard to the financial management and its accounting. The Project Officers are familiar to the budget of your PhD projects, and he/she holds the overall responsibility for the overall financial management, accounting and reporting of BSUEC activities at your university. In regard to the DFC cost of your study stay in Denmark (up to 10 months), the costs will be subtracted from the share of the BSUEC account prior to the disbursement of BSUEC grant to your local university.

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