Guidelines for the production of PhD dissertations paid for by the School of Culture and Society

The submission of a PhD dissertation does not necessarily mean that the dissertation will be accepted, so on conclusion of the PhD period the School of Culture and Society will only support the photocopying or printing of dissertations using relatively simple equipment. The school will cover up to 12 copies of the dissertation before the defence and 8 copies after the defence, a total of 20 dissertations in all.

These copies must be distributed as follows:

Before the defence:

5 copies for the PhD administration (for assessors and the archive)
1-2 copies for the supervisor(s)
1 copy for review by the department secretary
1 copy for the research programme director
1 copy for the PhD programme director
1 copy for the leader of the defence proceedings (if this person is not the PhD programme director)
1 copy for the PhD student

After the defence (if the assessment is positive and the award of a PhD degree is recommended):

1 copy for the AU Library, Nobel Park, building 1461-63 – ***if necessary***, because from the autumn of 2016 onwards it is also possible to upload dissertations digitally on the library's server.

The review copy can be returned to the PhD student after the defence, and the PhD student can retain the copies that are not needed for the assessment, defence proceedings and archive.

The PhD student is responsible for distributing copies of the dissertation to the above-mentioned individuals.

The school will pay for

- Either photocopying on one of the school's machines, plus a small amount for binding.

- Or printing and binding at SUN-TRYK, the joint printing office for the health sciences and humanities. Dissertations must be sent to the printers in PDF format. Printing at SUN-TRYK will be on 90 g paper. Dissertations can be glued with a tape spine and cover, or kept together with a spiral metal spine.

The school will pay for copying/printing up to 300 pages (single- or double-sided) in one or two volumes, with a maximum of 10% colour printing and a maximum of 100 pages of bibliography, catalogues, appendices etc. It is a good idea to attach any more extensive source material and documentation on a CD.

Please allow 1-2 weeks for printing at SUN-TRYK – and definitely 2 weeks in connection with the start of a semester. You should always make a printing agreement in advance.

You will find a requisition form, guidelines and contact information on the SUN-TRYK website: http://www.svftrykkeri.au.dk/ The printers will need the following information: location code (*stedkode*) 1311, project no. (*sag*) 12854, and activity no. (*sagsopgave*) 82201. The contact at the school is: Jytte Ringtved, head of secretariat

Any other arrangements are subject to the approval of the head of the school (head@cas.au.dk).