

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

As printed dissertations no longer have to be submitted in connection with the defense, the School grants a maximum of 10 copies for printing to the PhD student.

If you wish for a physical version of the dissertation to be sent to the supervisor(s) or assessors, this is to be taken care of by the PhD student.

The School will pay for

- either photocopying on one of the department's machines and a small amount for binding
- or printing and binding at [trykkeri.au.dk](http://trykkeri.au.dk). The dissertation must be submitted in pdf format to the printing company. AU TRYK prints on 90 gr. paper and uses glue and binding + cover or back with metal spiral.

The department pays for copying/printing in single or double-sided printing with a maximum of 10% color printing. If AU TRYK is doing the printing, then 1-2 weeks delivery time must be expected – and at the start of the semester, 2 weeks. It is important to book a time for printing beforehand.

If the PhD student chooses other formats for printing, then the PhD student must pay for any expenses that exceeds DKK 2,500 for 10 copies.

A requisition, instructions and contact information can be found on the printer's website: [Requisition \(au.dk\)](http://Requisition.au.dk)

When ordering, please inform the printer of the following accounting numbers:  
place code 1311, project 12854, activity 82201 – and contact person at the department: Head of Secretariat, Jytte Ringtved.

**Any other items which are not included in these guidelines, must be agreed individually with the head of department ([head.cas@au.dk](mailto:head.cas@au.dk))**