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. 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 exceed DKK 2,500 for 10 copies.

A requisition, instructions and contact information can be found on the printer’s website: 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)