

An Incomplete Checklist for “Stays Abroad” and Internships

*Casper S. Jensen,
PhD Student, PL-Group*

*Thanks to
Ann Mølhave, Magnus Madsen,
Esben Andreasen, Olivier Danvy, and
Jakob Thomsen*



Stay Abroad vs. Internship

Stay Abroad

- University / R&D
- Required
- Part of your PhD
 - TA exemption*

Internship

- R&D / Company
- Optional
- Delays your PhD
 - On **leave** from AU
- Somehow unrelated to your PhD

**Up to 6 months, you are required to send an e-mail to GSST to announce your stay abroad and the time frame of your exemption.*

Motivation

- Experience a new environment
 - University, R&D department, or company
 - Where do you want to be after your PhD?
 - Add something to your CV
- Develop yourself
 - Use it as an opportunity to reinvent yourself
 - Spend time on reflection, before, during, and after
- Boost your PhD
 - Write papers, take a break, learn something new



Select Your Destination

Find a Stay Abroad or Internship

Stay Abroad

- University / R&D
- Find a host
 - Existing contact
 - Non-existing contact
 - Ask your advisor

Internship

- R&D / Company
- Find a host
 - Existing contact
 - Online applications
 - E.g. google, facebook

Start Planning Early

- Start planning 6-12 months before your trip
- Internships are typically available during the summer
- Stays abroad are typically placed late in your PhD

Work

Stay Abroad

- Talk to your host and define a project
 - Research
 - Don't bring your work from Aarhus

Internship

- You are given a predefined project
 - Implementation
 - (Research)
- Talk to your host and agree on the project and any expectations (a paper?)
 - Ask for relevant papers



Prepare Your Trip

Transport

- Check if you need a visa, and get it ASAP
 - Travel to CPH, long queues to get an appointment
- Book your flight tickets
 - Wait until you have a visa
 - Cheaper to buy a return ticket
 - Always buy a return ticket if you travel to the US, Israel
 - [Stay abroad] The university pays for your travel
 - You need a CWT and Aurus account. An AU credit card is also nice to have.

Sublet Apartment

- Paying rent two places is expensive
- Often you are allowed to sublet your apartment
 - Ask your landlord
- Sites
 - www.boligportalen.dk
 - studerende.au.dk/rejsud/fremlejeafbolig/
 - www.au.dk/en/internationalcentre/international-housing-office/housing-site/
- Use a contract
 - www.mbbi.dk/publikationer/lejekontrakt-til-privat-udlejning

Rent Apartment

- Search early
 - Can be expensive
 - Difficult in high-density internship areas
- Ask your host if they can help
- As a last resort, try www.airbnb.com
 - Expensive but easy to find something

Other Administrative Tasks

- Redirect your (old-style) mail
 - Ask for a form at the post office
- [Internship] Apply for PhD leave
 - Write an e-mail to GSST
- Announce leave to:
 - The *nation register of persons*
(*not if you don't sublet and travel < 6 months*)
 - The *danish foreign ministry (optional)*
- [*Non-danish citizens*] Do check how this affects for visa/work/stay permits.

Medical Insurance

Stay Abroad

- AU travel and medical insurance
- Remember to get the insurance card

Internship

- No coverage
- Notice, that normal travel insurances does not cover 3-6 month stays



During Your Trip

Spending Time Abroad

- You will have a lot of free time
 - Work
 - Explore your host institution
 - Explore the city you are visiting
- Expect a higher workload late in your trip
- Remember to have fun

Spending Time Abroad (cont.)

- Talk to people
 - Extend your network
 - Get new inputs
 - [Internship] Ask other interns about their experiences
- Attend talks and courses

Spending Time Abroad (cont.)

- Sightseeing and interesting groups
 - www.meetup.com
- Communicate with your advisor
- Before you leave, ask someone to handle your local mail



After Your Trip

Taxes

- Tax deductions for food and lodging expenses
 - www.skat.dk/SKAT.aspx?old=1789759
 - ~660,- each day, 25.500 maximum each year
 - Tip: Plan your stay over two calendar years
 - Not applicable if your host pays food and lodging
 - Similar deduction if you have a spouse in DK (only one is applicable)

Taxes (cont.)

[Internships]

- You need to (sometimes) pay tax in DK for your internship salary
 - Depending on your destination country and duration, you need to pay tax according to 3 different calculation models
 - In general, you pay full tax in your host country and in DK for your income
 - You get tax exemptions in DK equal to the tax paid in your host country (on trips <6 months) or the tax paid in DK (on trips >6 months)
 - See www.skat.dk/SKAT.aspx?old=87627
- These rules does not necessarily apply to non-danish citizens, contact skat to clarify the rules

Reflect

- Spend some time reflecting upon your trip
- Talk to your advisor about your experiences
- Use this to develop yourself!

Resources

- Instructions for PhD students for going abroad
 - phd.au.dk/gradschools/scienceandtechnology/programmes/computerscience/stayingabroad/
- General instructions for AU staff for going abroad
 - ias.au.dk/goingabroad/
- For masters students, with a single relevant section
 - studerende.au.dk/en/exchangestudy/tipsandadvice/beforedeparture/