**Application for a workplace as a Master´s thesis student at the School of Communication and Culture**

Degree programme Study card no…………………….

Name

Address

City

Telephone

E-mail

All communication is to take place electronically, via [laesepladser.kasernen@cc.au.dk](mailto:laesepladser.kasernen@cc.au.dk)

I am a Research Degree student…………………

As a Master´s thesis student, I have yet to complete the following exams/papers:

I have not had a workplace at the department before…………….

I have previously had a workplace in room no…………………………

I expect to start at the following date………………………..

I expect to have completed my thesis by the following date…………………….

I expect to be away during the following stretch of time……………………..

I will not be using my workplace every day. If necessary, I will be willing to share it

with………………………………………

Applications need to be submitted each semester, and the deadlines are: June 1st for the fall semester (July 1st to January 1st), and December 1st for the spring semester (January 1st to June 1st). For allotment criteria, see the following page.

Signature…………………………………. Date……………………………………….

**The application is to be handed in to Mette Kannegaard´s student aid, or e-mailed to** [**laesepladser.kasernen@cc.au.dk**](mailto:laesepladser.kasernen@cc.au.dk)

Application handled by (initials)………………………………………………………………………..

**Regarding Study places at the Department of Aesthetics and Communication**

Since the demand for workplaces is greater than the number of places available, workplaces will be allotted according to the following criteria:

**NB: first time applicants will be given top priority, compared to applications for prolongation!**

Criteria giving the applicant first priority when it comes to allotment of workplaces:

Applicants that have completed all exams, except the master´s thesis (in case the applicant has not yet completed all exams, he/she can be put on a waiting list. However, this does NOT happen automatically!).

Conditions that will be taken into consideration

Small children

Small dwelling, with stay-at-home partner/spouse, or major renovation of the dwelling.

Very special needs to `move on in life´ (such as health criteria).

Very special needs for cooperation (these needs are to be elaborated on in the application).

Conditions that will be considered last

Ordinary social needs

Ordinary needs related to the applicant´s dwelling (small dwelling, street noise, etc.).

Expectations with it comes to using the workplace

The student is expected to use the workplace on a daily basis. Absences (such as study trips), should be reported, so that others can benefit from using the workplace (the period of absence can then be added to the stretch of time for which the workplace is allotted).

In case of rejection (first priority applicants):

In case you application is rejected; you can be put on the waiting list. Applicants who would like to have their name on the waiting list should contact Mette Kannegaard. Telephone: 87163009, or e-mail: [kannegaard@dac.au.dk](mailto:kannegaard@dac.au.dk).

Reapplications

Applications must be submitted when the next call for applications comes. This goes for applicants who are on the waiting list, as well as for student who would like to continue.