



AALBORG UNIVERSITY
DENMARK

Info for Buddies at Aalborg University Business School

Thank you for accepting to become a Buddy for the new PhD student in your research group. Below you will find a brief note of the expectations we have for you as a Buddy, specifying what is your role and what is not your role.

What is a Buddy

A buddy is an experienced PhD student or assistant professor who has agreed to be a point of contact for a new PhD student within the research group and who can provide informal guidance and encouragement during their first few weeks of employment at AAUBS.

As a buddy we expect you to be prepared to be:

- A contact
- A friendly face
- An informal source of information on the research group and Business School
- Someone who knows how things work across the Business School (or know whom to ask) and is prepared to share that experience

Roles and responsibilities of a buddy

Your role as a buddy will be varied depending on the PhD student but you might typically take on the following tasks to help the new PhD student to settle in:

- Be available to answer immediate routine questions of a general nature
- Helping them to understand the formal and informal culture and structures at AAUBS including information on policies and procedures, and where to go for other sources of information
- Show the new PhD student around the buildings
- Introducing the new PhD student to other colleagues
- Point out facilities that may be of interest, i.e. canteen, library, IT-support office etc.
- Accompany the new PhD student to lunch on their first day
- Arrange to show them around the office and explain basics like how the phone and photocopier work, where things are stored and anything else that will make it easier for them to settle

What does a Buddy not do?

As a buddy you are not line managing or supervising the PhD student but are there in the role of supportive colleague and friendly face.

This means that you should not involve yourself in issues relating to the new PhD students staff's appointment or formal arrangements, neither should you act as supervisor in connection with their PhD. Instead you should direct the new PhD student to their supervisor, the Head of the PhD Programme, or Head of Business School if their questions become more complex or involve the work itself, as your role as the buddy is purely to help the new PhD student to feel welcome at AAUBS and to allay any feelings of isolation within their new job.