

Part 1

Purpose and structure etc.

<https://www.retsinformation.dk/Forms/R0710.aspx?id=114196#Kap1>

Re section 4, subsection 1. Application for part-time to be submitted simultaneously with the application for the PhD programme, cf. application form.

Part 2

Admission etc. to the PhD programme

<https://www.retsinformation.dk/Forms/R0710.aspx?id=114196#Kap2>

Re section 5, subsection 2. Admission to the PhD programme shall be based on a successfully completed Master's degree.

Re section 6, subsection 1.

Demands placed on the applicant

Admission requirements for all PhD applications in connection with vacant positions:

- application/motivation letter
- project proposal containing the research project title, an outline of the course of study and a description of the overall problem areas (approx. 5 pages in Danish A4 format)
- information on which language the PhD thesis is expected to be written in
- curriculum vitae
- diplomas confirming academic degrees (Master degree certificate), including academic transcript
- foreign applicants must forward verified IELTS test (International English Language Testing System). Applicants whose native tongue is English are exempted as are applicants with a Master degree from Denmark, UK, US, Ireland, South Africa, Australia and Canada
- publications (max. 5), if relevant. If publications have been written in co-operation with others, a declaration from each of the authors must be attached stating the extent of the PhD student's contribution to the total work. The declaration must be signed by the co-author(s)
- application for possible credit transfer

The **complete** application with enclosures is to be submitted online by using the "apply online" button.

Students who apply for enrolment without reference to a specific vacant position should forward [application form](#) and enclosures together with a budget/financing plan.

Standards for the decision on enrolment

The formal basis of evaluation is the prevailing Appointment Order, the requirements of the job vacancy and the professional evaluation of the assessment committee.

Basis of evaluation for the assessment

The professional basis of the project

1. The consistency in the thesis of the project, theoretic framework and methodic considerations
2. Is the project realizable within the time frame of the PhD programme

On the basis of the professional assessment the Director of the Doctoral School decides whom to enroll.

Part 3

Contents of the PhD programme etc.

<https://www.retsinformation.dk/Forms/R0710.aspx?id=114196#Kap3>

Re section 7, subsection 1. The PhD programme shall be set up in accordance with the requirements stated under the preparation of the PhD study plan. The student shall be required to fulfil and thoroughly prepare the following items:

1. **Time Schedule.** Overview of when and how the various elements of the study are expected to be completed.
2. **Agreement of the form of the supervision.** The principal supervisor is responsible for the complete PhD programme. In connection with the agreement concerning the form and extent of the supervision the PhD student and the supervisor(s) shall reach a mutual matching of expectations.
3. **The PhD project.** Based on the previously forwarded project description it shall be outlined in brief how the independent research work of the PhD project is expected to be completed.
4. **PhD courses.** Cf. the PhD order, PhD courses totaling approx. 30 ECTS shall be completed. Among these the following items apply:

Compulsory courses:

- Teaching – PUC basic course for university teachers (minimum 2 ECTS or 30 hours of teaching)

Project-related courses:

- PhD courses offered
- Internal and external conferences ¹
- Seminars ¹

¹ Conferences, seminars, workshops or other activities when being held will require documentation in the form of a confirmation of participation and/or paper and will be approved in accordance with the memorandum of ECTS valued activities approved by the Director of Doctoral School on 7 July 2009.

- Workshops ¹
- Other activities ¹
- 5. **Participation in other research environments.** Description of when and how an external stay at another research institution is planned.
- 6. **Dissemination of knowledge and teaching.** Plan for the dissemination of knowledge and teaching split between the individual semesters. The teaching shall primarily be related to the research project of the PhD programme and secondarily to the Master qualifications of the PhD student.
- 7. **Agreement concerning immaterial rights.** In case that the PhD programme is financed by external resources, an agreement in writing shall be made in respect of the rights to the research results of the PhD project and the PhD thesis.
- 8. **Financing** (budget).

Re section 8, subsection 1. In connection with the appointment of supervisors, the Doctoral School will ask the Department in question to forward a recommendation suggesting one principal supervisor and secondary supervisor(s), if any, after which the Director of the Doctoral School shall approve the recommendation of principal supervisor.

The institution will appoint to each PhD student a principal supervisor who must at least be at associate professor level and a maximum of 2 secondary supervisors who must be qualified within the relevant subject area.

The number of supervision hours allocated to the individual PhD student has been fixed by the Dean. The division of the supervision hours between principal supervisor and secondary supervisor(s) is effected on the basis of a recommendation from the Department to the Doctoral School.

In the event of a new appointment of supervisors during the programme the PhD student shall send an application to the Director of the Doctoral School who subsequent to consultation with the Department will make the final decision.

Part 4

Completion of the PhD programme

<https://www.retsinformation.dk/Forms/R0710.aspx?id=114196#Kap4>

Re section 10, subsection 1. The assessment of whether the PhD student follows the PhD study plan takes place with the following intervals:

1. Assessment (in writing) = after 6 months
2. Assessment (in writing & verbally) = after 12 months
3. Assessment (in writing) = after 24 months

4. Assessment (in writing & verbally) = after 30 months

The assessment is completed on forms which shall be forwarded by e-mail together with the approval of the previous assessment. The first assessment form shall be forwarded to the appointed principal supervisor together with the appointment letter. The filled out form shall be sent by e-mail to the Doctoral School from the principal supervisor.

Part 5 PhD thesis

<https://www.retsinformation.dk/Forms/R0710.aspx?id=114196#Kap5>

Re section 12, subsection 1. The Department submits 4 copies of the PhD thesis to the Doctoral School, to be distributed as follows:

3 copies for the assessment committee
1 copy for the files.

Likewise the following documentation shall be prepared and forwarded to the Doctoral School from the Department in connection with the submission of the PhD thesis:

- The principal supervisor's opinion on the complete PhD programme including the completion of the individual parts of the PhD plan. The template can be found on the Doctoral School's website.
- If manuscripts or already published articles are included, produced in cooperation with others, declarations from the individual authors in respect to the PhD student's share shall be included.
- The thesis shall include a summary of the scientific results in Danish as well as in English.
- Filing report for Statistics Denmark.
- Solemn declaration by the PhD student that the thesis has not been previously assessed.
- The Department's recommendation of assessment committee for the thesis, cf. section 16. Both genders shall be represented.

The PhD thesis can be submitted in Danish or English unless otherwise agreed and approved by the Director of the Doctoral School in connection with the enrolment.

Part 8 Defence of the PhD thesis

<https://www.retsinformation.dk/Forms/R0710.aspx?id=114196#Kap8>



Re section 19, subsection 1. The Department appoints a chairman for the public defence. The chairman is responsible that the PhD defence is carried through according to the following guidelines:

The PhD defence must take maximum 3 hours inclusive of a break.

- The PhD student will have a possibility to account for his/her work.
- The PhD student shall elaborate his/her work in relation to the subject stipulated by the assessment committee. The subject to be lectured on shall be within the scope that has been examined during the PhD student's PhD programme.
- Ensure that the members of the assessment committee have the possibility of asking questions.
- Receive questions ex auditorium.
- Ensure that the PhD student gets the necessary time to answer the questions asked.

The total question time shall not exceed 2 hours.

Part 10

The university's internal rules

<https://www.retsinformation.dk/Forms/R0710.aspx?id=114196#Kap10>

Re section 25. According to specific evaluation and written application the Director of the Doctoral School may grant exemptions from the internal rules.

Part 11

Other rules

<https://www.retsinformation.dk/Forms/R0710.aspx?id=114196#Kap11>

Re section 26, subsection 1. In connection with the submission of an application to the Danish Council for Technology and Innovation for a commercial PhD scholarship, the application shall be submitted to the Director of the Doctoral School at least one week before the expiration of the deadline for applications for the approval of the Director of the Doctoral School of the appointed supervisors in the application.