

Common rules and guidelines for the PhD programme at the University of Copenhagen

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1. Introduction

1.1 General rules

The legal basis for the PhD programme and the award of PhD degrees at the University of Copenhagen (the UCPH) is principally laid down in the Danish University Act ('Universitetsloven') (see Consolidated Act no. 172 of 27 February 2018) and the PhD Order no. 1039 of 27 August 2013 (the PhD Order is shown below, after these common UCPH rules and guidelines). Other Danish legislation etc. is applicable where relevant, e.g. the Danish Public Administration Act ('Forvaltningsloven'). Furthermore, reference is made to the Statutes for the UCPH, including Part 10 concerning the Head of each PhD School (for further information, see this link: <https://about.ku.dk/management/board/statutes/>).

These general rules and guidelines for the PhD programme at the UCPH lay down supplementary internal rules concerning admission, organisation of the programme, appointment of the principal supervisor and any additional supervisors, supervision of the PhD student as well as the writing, submission and defence of the PhD thesis (see Section 25 of the PhD Order below). The common rules and guidelines of the UCPH lay down the common standards for all PhD programmes at the UCPH, and constitute common minimum rules. Each faculty may lay down its own supplementary rules (see 1.3 below).

These rules and guidelines do not contain rules for conditions of employment, including part-time employment, leave of absence, PhD scholarships or salary etc. Please refer to general employment rules and collective agreements, including the collective agreement for academics employed by the state.

1.2 Purpose and scope

The PhD programme is a research training programme that trains PhD students to conduct research at the highest international level, and to take responsibility for research, development and teaching tasks in the private and public sectors, for which deep knowledge of research is required. The main objective of the PhD programme is to allow students to conduct active research under supervision (see Section 1 (2) of the PhD Order).

The programme is prescribed to 180 ECTS credits, which corresponds to three years of full-time study (see Section 4 of the PhD Order). The three-year period is calculated from the date of enrolment up to and including the date of thesis submission. The assessment and defence process is not included in the three years.

The PhD programme in Denmark is described in the Danish Qualifications Framework for Higher Education:

Knowledge

Individuals who obtain a PhD degree:

- Must possess knowledge at the highest international level within the research field.

- Skills**

 - Must have made a significant contribution to the development of new knowledge and understanding within the research field based on scientific studies.
 - Must master the scientific methodologies and tools as well as master other skills related to research and development tasks within the field.
 - Must be able to analyse, evaluate and develop new ideas, including designing and developing new techniques and skills within the subject area.
 - Must be able to participate in international discussions within the subject area and disseminate scientific findings and progress to a broad audience.
- Competences**

 - Must be able to plan and carry out research and development tasks in complex and unpredictable contexts.
 - Must be able to independently initiate and participate in national and international collaboration on research and development with scientific integrity.
 - Must be able to independently initiate research and development projects and, through these, generate new knowledge and new skills which move the research field forward.

(The Danish Qualifications Framework for Higher Education: see www.ufm.dk/en).

1.3 Organisation of the PhD programme at the UCPH

The PHD programme at the UCPH is assigned to the PhD Schools. Each PhD School is run by a Head of School who is responsible for the programme, and who is assisted by a PhD committee with equal representation of academic staff and PhD students (see Part 10 of the UCPH's Statutes). Each PhD School may run a range of local or inter-institutional research training programmes. Each PhD School may have its own supplementary rules. The common rules and guidelines of the UCPH should therefore be read in conjunction with any supplementary rules of the relevant PhD School. Further information about organisation, research training programmes, supplementary rules and guidelines as well as contacts is available on the faculties' websites (phd.ku.dk/english).

2. Enrolment and study start

2.1 Enrolment

The UCPH offers PhD programmes in the subject areas in which the University conducts research and has the authority to decide who to admit (see Sections 2 and 6 of the PhD Order). In addition to the rules laid out in the present document, applications for enrolment are subject to each PhD School's own rules and procedures .

The admission and enrolment procedure can take the form of a separate process or a single process together with the procedure of employment as a PhD student at the UCPH.

As a minimum, all applications must include the following:

- A description of the planned research project and a preliminary PhD plan with information about a plan for supervision.
- The applicants curriculum vitae with, if relevant, a list of publications
- A copy of the relevant diploma (including, where possible, the number of ECTS)
- An account of the funding, including.

Each faculty can decide to stipulate additional requirements for the applications.

Non-Danish diplomas, excluding Norwegian, Swedish, German, French or English, must usually be accompanied by a certified official translation into Danish or English, and by an official description of the relevant grading scale, unless the faculty concerned has stipulated different requirements.

If the examination that qualifies the applicant for the PhD programme is from a non-Danish institution, the faculty can obtain an assessment from the Danish Agency for Science and Higher Education (www.ufm.dk/en/). If the application already contains an assessment from the Agency for Science and Higher Education, this assessment must be complied with in the evaluation of the applicant (see the Assessment of Foreign Qualifications Act). Each faculty is also entitled to set requirements for English language tests for applicants from abroad.

At the time of enrolment, the applicant must normally hold an academically relevant Master's degree or be able to document equivalent qualifications, e.g. degrees from a university abroad. Each faculty can decide whether it will allow enrolment in a PhD programme while the applicant concerned is still studying for a master's degree. See Section 2.2 below for the special rules that apply in this case.

Decisions on admission and enrolment are made by the relevant Head of the faculty's PhD School based on recommendations from the academic members of the PhD committee. Special emphasis is placed on:

- The applicant's documented academic qualifications
- The research project's suitability as a PhD project
- How the project fits into the faculty's academic profile

- Availability of the necessary academic and financial resources (this does not necessarily include the salary of the PhD student, as the terms and conditions of employment fall outside the scope of these rules).

The PhD student is enrolled at the PhD School of the faculty in question and is affiliated to the department where the principal supervisor is employed. If the faculty is not organised in departments, the PhD student is affiliated to the same section or research unit as the principal supervisor.

Under normal circumstances, a response to an enrolment application can be expected within six weeks of the PhD School receiving the application. If the applicant is also applying for a scholarship, time for assessing the scholarship application should also be factored in.

2.2 Integrated Master's and PhD programme

Some faculties allow students to start their PhD programme while they are still enrolled in their Master's degree programme. This is done by enrolment in one of the integrated master's/PhD programme (known as 'the flexible 4+4 or 3+5 programme'), which can be initiated after completion of a Bachelor's programme and before starting a Master's thesis. According to the PhD Order, such an integrated Master's and PhD programme must ensure that the overall education is of the same length and at the same level as other PhD programmes (see section 5 (2) of the PhD Order).

The integrated programme is divided into parts A and B. In part A, the Master's programme and one year of the PhD programme must be completed. In part B the last two years of the PhD programme must be completed. Part A cannot be completed until two years of the total enrolment period remain, which means that the duration of part B is two years.

If a PhD student withdraws from the integrated PhD programme before completion of the Master's programme, he or she must be given the opportunity to complete their Master's degree (see section 5 (3) of the PhD Order).

The PhD Schools may draw up further guidelines.

2.3 Approval of credit transfer

When applying for enrolment in the PhD programme, it is possible to apply for approval of well-documented, previously acquired competences (credit transfer) and have them incorporated into the PhD programme.

Applications for credit transfers are submitted to the relevant PhD School's PhD committee, which may draw up guidelines for the procedure.

2.4 Part-time study

A PhD programme is normally full-time and prescribed to three years of study (see section 4 of the PhD Order). In special circumstances, it may, however, be part-time. The PhD committee considers academic and study factors when deciding on applications to study part-time. Each faculty may draw up more detailed rules for part-time study, including transition from full-time to part-time during a PhD programme. However, the PhD programme must always account for at least 50% of working time, i.e. the prescribed period of part-time study cannot exceed six years (excluding any leave of absence). Requests for enrolment as a part-time student may be based on the nature of the research project as well as on personal matters.

Requests for part-time enrolment from PhD students employed at the UCPH must be approved by the PhD School.

Where relevant, decisions on part-time enrolment must be coordinated with employment at the UCPH.

The transition to part-time PhD enrolment involves adjustment and approval of relevant parts of the PhD plan (see 2.8 below).

The faculty may draw up more specific guidelines.

2.5 Leave of absence

In the event of statutory leave of absence, the PhD plan must be adjusted accordingly and then approved again.

At the UCPH, the following guidelines pertain to requests for non-statutory leave of absence:

- A leave of absence can be requested for both academic and personal reasons.
- The request must be submitted in writing, and must include the reason(s) for the request and a statement from the principal supervisor.
- The PhD committee considers the academic and study-related factors.
- A leave of absence is normally not granted for less than one month or more than 12 months in total, however this does not include any statutory leave of absence.
- In the event of leave of absence, the enrolment will be extended accordingly, and the PhD plan adjusted and submitted for approval. This means that the individual concerned is not allowed to play an active role in study-related activities during the leave and is not entitled to supervision, office space etc.

- Subject to agreement by all parties, the PhD student may, however, participate in a planned PhD course that is deemed significant to his or her PhD programme, if that PhD course is not repeated at a later date during the enrolment.
- Requests for leave of absence from PhD students employed at the UCPH must be approved by the hiring manager in consultation with the Head of the PhD School. Where relevant, decisions on leave must be coordinated with employment at the UCPH.

The faculty may draw up more specific guidelines.

2.6 Extension of enrolment period

PhD students are usually enrolled in the PhD programme for a period of three years. PhD students whose PhD programme are delayed may submit a request for extension of the enrolment period to the PhD committee. The request must be submitted in writing, stating the reasons for the request and be supported by the principal supervisor. Any extension of the enrolment on the grounds of delay does not lead to a corresponding extension of employment.

The faculties define the limits for extensions to enrolment and to part-time enrolment for those PhD students whose PhD programme are extended beyond the normal study period.

2.7 Supervision, appointment of supervisor(s) and change of supervisor(s)

PhD programmes always include supervision. PhD students are entitled to supervision and are obliged to accept it.

Each PhD student has a principal supervisor for the entire duration of the PhD programme. The principal supervisor is in charge of that student's PhD programme, which is planned in consultation with the PhD student (see section 8 of the PhD Order). The principal supervisor's duties are described in this section and in section 2.8 below. Additional supervisors may be appointed during the PhD programme. They must possess qualifications in the relevant subject area(s) (see section 8(2) of the PhD Order).

The principal supervisor must have several years of active research experience and must be qualified at least at the level of associate professor or senior researcher. The principal supervisor must be a researcher in the relevant subject area, must work at the faculty in question and must be familiar with the PhD programme.

The relevant faculty's Head of the PhD School appoints the principal supervisor and any co-supervisors when the PhD student enrolls in the PhD programme. The appointment is subject to the approval of the proposed principal supervisor's superior,

typically the Head of Department. The PhD student is entitled to suggest potential supervisors, but the Head of the PhD School makes the final decision.

PhD students whose research is mainly conducted at an institution or company outside the University should also have a supervisor from the institution or company in question.

In addition to the principal supervisor, PhD students with scholarships from the Industrial PhD scheme (industrial PhD students) must also have supervisors at the company employing them. This supervisor is appointed by the Head of the PhD School in consultation with the company in question. The supervisor must be qualified in the relevant field of research (see section 27 of the PhD Order). Please also refer to the guidelines for the Industrial PhD programme at <https://innovationsfonden.dk/en>

The PhD student may apply for a change of supervisor(s) (i.e. principal or co-supervisor). Applications for changes must be in writing and state the reasons. The supervisor must be consulted. In special circumstances, the Head of the PhD School may change the principal supervisor without the PhD student requesting it. The Head of the PhD School will make the decision to change supervisor in conference with the relevant manager(s).

2.8 The PhD plan

All PhD students at the UCPH must have an approved PhD plan within three months of the start of their PhD programme. This also applies to PhD students who start on their PhD programme while still studying for their Master's degree.

As a minimum, the PhD plan must contain the following (see section 9 of the PhD Order):

1. A time schedule.
2. An agreement on the type of supervision provided.
3. A plan for the PhD project.
4. A plan for PhD courses, etc.
5. A plan for participation in active research environments.
6. A plan for teaching activities or other types of knowledge dissemination.
7. Any agreements about intellectual property rights.
8. A funding plan (budget).

The agreement on the type and scope of supervision must take into account the mutual expectations of the student and the supervisor(s).

If the project involves external partners outside of the UCPH, a written agreement about financial aspects, intellectual property rights and publication must also be drawn up at the time of enrolment. The agreement must be submitted for approval by the faculty.

The principal supervisor is responsible for drawing up the PhD plan and making sure it is kept up to date. The plan must be in writing and approved by the principal supervisor and the PhD student as well as the Head of the PhD School. The plan acts as a project management tool, and should be detailed enough to form the basis for the regular assessments. The plan is a dynamic document and must be updated continuously as events warrant, e.g. in the event of major changes to the project, changes to time spent at other research environments/institutions, leave of absence etc. Major changes to the PhD plan must be submitted for approval by the Head of the PhD School.

3. Contents of the PhD programme

In the PhD programme, the student must (see section 7 of the PhD Order):

1. Carry out independent research under supervision (the PhD project).
2. Complete PhD courses or other similar programme elements totalling approx. 30 ECTS credits.
3. Participate in active research environments, including stays at other institutions (mainly abroad), private research companies, etc.
4. Gain experience of teaching activities or other form of knowledge dissemination related to the PhD student's PhD project.
5. Write a PhD thesis on the basis of the PhD project.

3.1 The research project

The research project constitutes the core of the PhD programme, and serves as the basis for the PhD thesis. It may be part of an independent project or a part of a larger research project. If it is part of a larger project, the PhD student's contribution to the overall project must be clearly defined and structured in a way that complies with the purpose(s) of the PhD programme, including its scope, scientific/academic content and independent nature.

3.2 Courses

As mentioned in section 3 above, PhD students must complete coursework or other similar programme elements totalling approx. 30 ECTS credits, which corresponds to six months of study.

All PhD students at the UCPH are required to pass a PhD course in the responsible conduct of research as part of their PhD programme.

The PhD Schools announce its PhD courses on their faculty websites. PhD courses must be approved by the PhD committee, see Section 16b (2), item 3 of the University Act. These PhD courses may be of a specific academic nature or of a general, research-relevant nature, e.g. writing articles in English, research ethics or patenting. As mentioned in 3.3 below, the UCPH is obliged to offer all PhD students a course in knowledge dissemination (see section 8 (3) of the PhD Order).

Pending successful completion of these PhD courses, the PhD student is entitled to a certificate of completion which describes the scope of the completed PhD course and which certifies that the PhD student has completed the courses successfully.

PhD courses run by other providers in Denmark and abroad can also make up part of the PhD programme. PhD students must obtain the principal supervisor's approval before registering for and taking part in these external PhD courses. External PhD courses must comply with the requirements set by the PhD committee of the PhD

School. The faculty may draw up guidelines for participation in PhD courses offered by course providers other than the UCPH.

Where relevant, the individual faculty draws up guidelines for the composition of the entire PhD coursework.

3.3 Teaching activities and knowledge dissemination

As part of the PhD programme, all PhD students must acquire experience of teaching and other types of knowledge dissemination related to the PhD student's PhD project (see section 7 (2), fourth sentence of the PhD Order).

The scope of the requirement for experience of teaching activities or other forms of knowledge dissemination is not specified in the PhD Order, and can be part of the University's obligation to offer PhD students work to the extent of 840 working hours for the hiring institution (see Agreement covering academics in the state sector, appendix 5, protocol on PhD students, section 7 (2)), which is often carried out as teaching activities.

According to the protocol on PhD students, the hiring authority is obliged to offer the PhD student work to the extent of 840 working hours for the hiring institution when employed full-time for three years. The hiring authority is obliged to pay the PhD student a full salary, even if the hiring authority does not utilise the 840 working hours. The PhD student may, by agreement with the University, choose to reduce part of the 840 working hours or decline the offer against a corresponding salary reduction.

For employment for less than the standard three years, the 840 working hours will be reduced proportionately. The 840 working hours may not be used for administrative tasks, but may be used for tasks within communication, teaching, research, library work, committee work or other academic tasks that can reduce the workload of the other academic staff members.

The UCPH can offer non-employed PhD students an hourly wage for teaching assignments, assistance with research projects, dissemination and other work that can reduce the workload of the other academic staff members, see appendix 5c of the Agreement for academics, 'Agreement on remuneration of PhD students in connection with the PhD programme'. There is no upper limit on the number of working hours in such positions.

The University may not encourage PhD students to work without compensation or to work more than the 840 hours for any part of the UCPH institutions. In addition, the work tasks performed by the PhD students in order to comply with the 840 working hours requirement must be planned as far ahead as possible jointly by the supervisor, the PhD student, the Head of Department and, if relevant, the Head of Studies

of the programme in question. Finally, the PhD student's 840 working hours must to the greatest possible extent be compatible with the work on their PhD project, so that the subject matter of the 840 working hours is relevant to, or falls naturally within, the PhD student's field of research.

PhD students' teaching activities will often account for the 840 working hours (cf. Agreement for academics in the state sector, appendix 5, protocol on PhD students) through which they acquired teaching experience but the teaching and knowledge dissemination requirements in the PhD Order apply to all PhD students and should, in terms of scope, only account for a limited proportion of the full PhD programme content. In other words, a distinction is made between the 840 working hours and experience gained from teaching activities, even though the two can be combined if teaching is part of the 840 working hours.

3.4 Participation in other research environments

PhD students must participate in other or several other active research environments, including during stays at research institutions abroad, private research companies et al. (see section 7 (2) of the PhD Order). The PhD Order does not specify the scope of this activity. The requirement can be met in many ways and adapted to suit the nature of the PhD project. The principal supervisor has a special responsibility to ensure that the PhD student has the opportunity to establish contact with researchers outside the UCPH, and preferably abroad.

Stays at other research institutions or private research companies must be organised in such a way that PhD students are able to continue with their research work, knowledge dissemination etc. during the stay. Activities at another research institution or private research company must usually be approved in advance by the principal supervisor (see 3.2 above).

4. Regular assessments

The PhD School is required to conduct regular assessments of whether the PhD student is following the PhD plan (see section 10 of the PhD Order). A minimum of three rounds of assessments must be conducted in the course of a three-year PhD programme. The regular assessments should be conducted at specific times during the programme:

Three-year programmes: At 26, 14 and 6 months remaining

For the integrated programmes:

Four-year programmes: At 38, 26, 14 and 6 months remaining

Five-year programmes: At 50, 38, 26, 14 and 6 month remaining

4.1 Content of the assessments

On the basis of the regular assessments, the PhD School will assess whether the PhD student is following the PhD plan. The assessment is based on a written report from the principal supervisor, who either confirms that the PhD student is following the plan, or accounts for any adjustments needed. Prior to writing the report, the principal supervisor must consult the PhD student to discuss his or her progress.

If the principal supervisor finds that the PhD programme is not progressing in accordance with the PhD plan, the written report must describe the deviations from the overall plan. The principal supervisor must account for the deviations in a way that allows the PhD student to address each point of criticism specifically. This is called a negative assessment. The assessment must take full account of any documented illness, maternity/paternity leave or other approved leaves of absence.

If a negative assessment is submitted, the PhD student must be allowed at least two weeks to submit their comments to the written report .

Each faculty may draw up more detailed guidelines for this.

4.2 Rectification and termination of enrolment

Negative assessments must be submitted to the Head of the PhD School together with the PhD student's response. If the Head of the PhD School finds that the PhD student has not adhered to the (adjusted) PhD plan, , the PhD student must be informed in writing and given three months to redress the situation (i.e. to produce a rectification plan).

The rectification plan must clearly stipulate what the PhD student is to accomplish during the three-month rectification period. The three-month period does not trigger an extension to the PhD programme, and the PhD student is only entitled to one such period during a PhD programme in total (see section 10 (2) of the PhD Order).

At the earliest opportunity after the rectification period, the Head of the PhD School will conduct a new assessment based on a new report from the principal supervisor. The PhD student must be allowed two weeks to respond to the principal supervisor's report. If the assessment is still negative, the PhD student's enrolment in the PhD programme will be terminated (see section 10 (3) and (4) of the PhD Order). The PhD student has two weeks from the day he or she is informed of the decision by the Head of the PhD School to appeal against it to the Dean.

If enrolment is terminated, employment as a PhD student is also automatically terminated without notice. The faculty will inform the HR department, which terminates the employment.

The faculty will also inform any other employer(s) that the PhD student is no longer enrolled in the PhD programme (see section 10 (4) of the PhD Order).

4.3 Satisfactory completion

The final assessment of the PhD student's PhD programme will be submitted when the PhD student submits the PhD thesis. The principal supervisor must submit a report about the entire PhD programme no later than one week after thesis submission. The report must be accompanied by a full list of the individual programme elements, including teaching and knowledge dissemination, affiliation with other research environments, participation in courses, including specification of ECTS credits etc. The report is drawn up in collaboration with any additional supervisors.

A PhD thesis can only be submitted for assessment if the Head of the PhD School deems that the overall PhD programme has been completed satisfactorily (see section 15 of the PhD Order).

4.4 Failing satisfactory completion

If the principal supervisor states in the report that the PhD programme was not satisfactorily completed, the PhD student has two weeks to submit a written response (see section 14 (2) of the PhD Order). On the basis of the principal supervisor's report, any comments by the PhD student and the regular assessments, the Head of the PhD School assesses whether the PhD programme has been completed satisfactorily. If the assessment is that the PhD programme was not completed satisfactorily, the PhD student is granted up to three months to rectify the situation (see 4.2 above).

The PhD student has two weeks from the day he or she is informed of the decision by the Head of the PhD School in which to appeal against it to the Dean. If the PhD

student agrees to the offer of recovery, enrolment in the PhD programme is extended accordingly. A new assessment will then be made.

Employment as a PhD student cannot be extended.

If the PhD programme has not been completed satisfactorily, the PhD student's enrolment is terminated.

5. PhD thesis, defence and award of the PhD degree

5.1 Requirements for the PhD thesis

At the end of the PhD programme, a PhD thesis must be submitted. The PhD thesis is submitted in an electronic version for use in the assessment and in a number of printed copies if required by the faculty.

Upon submission of the PhD thesis, the author is given a receipt documenting that the PhD thesis has been submitted for assessment. A PhD thesis cannot be jointly submitted for assessment by two or more authors. The PhD thesis must contain an abstract in both Danish and English (see section 12 (3) of the PhD Order). If the PhD thesis includes articles or draft articles written in collaboration with others, written declarations from the first author and the co-authors must be attached stating the contribution made by the author of the PhD thesis to the work (see section 12 of the PhD Order).

The front page of the PhD thesis must state that it has been submitted to the UCPH and the name of the faculty to which it is submitted. The UCPH's front page for PhD theses may be used for the PhD thesis.

The PhD student's enrolment at the UCPH ends when the thesis is submitted (see section 13 of the PhD Order). However, the principal supervisor and the department are expected to assist the PhD student in the period up until the defence. Employment as a PhD student terminates automatically when the PhD thesis is submitted.

Further requirements for the PhD thesis and for its submission are stipulated by the faculty.

5.2 Assessment committee

The PhD thesis and the defence are assessed by an assessment committee. A three-member assessment committee is appointed no later than at the time of submission of the PhD thesis (see section 16 of the PhD Order). The members must be qualified

at associate professor or senior researcher level or higher in the relevant subject area. Two of the members must be external researchers, i.e. not employed at the UCPH. At least one of the members must be from outside Denmark, unless this is not practicable for the subject in question (see section 16 (2) of the PhD Order). The third member is usually from the faculty concerned and is appointed by the faculty to chair the assessment committee. Every effort should be made to ensure that both genders are represented on the assessment committee. Co-authors of articles included in the PhD thesis are not eligible to be members of the assessment committee. Similarly, the general rules that apply to conflicts of interest must also be upheld (see part 2, sections 3-6 of the Danish Public Administration Act).

The PhD student's supervisors may not be members of the assessment committee, but the principal supervisor will be appointed as an adviser to the assessment committee without voting rights (see section 16 (2) of the PhD order). In this capacity, the principal supervisor must answer questions about the PhD programme and the academic progression in the PhD student's research project. The principal supervisor may be invited to any meetings held by the assessment committee for this purpose. The principal supervisor cannot act as secretary to the committee.

For PhD students with scholarships from the Industrial PhD scheme (industrial PhD students), at least one of the members of the assessment committee must have research experience relevant to the company concerned and in the relevant field of study (see section 27 of the PhD Order), but is not allowed to be employed by the same company as the PhD student.

When proposals for the composition of the assessment committee have been submitted to the PhD School, the PhD committee nominates the composition of the assessment committee to the Dean (see section 16b (2) item 2 of the Danish University Act) (at the UCPH this authority is delegated from the Rector to the Dean). The author is notified as soon as the composition of the assessment committee has been approved. The author has one week to raise any objections to the composition of the assessment committee. Additional guidelines for the appointment of assessment committees are set by the individual faculty.

5.3 Preliminary assessment and any revision

The assessment committee has two months after submission of the PhD thesis to make its recommendation to the faculty about whether the PhD thesis fulfils the requirements for the award of the PhD degree. The committee must present their arguments for the recommendation, and, in the event of disagreement, the majority will prevail. A copy of the recommendation must be sent to the author. If the recommendation is favourable, the defence of the thesis can take place (see section 18 of the PhD Order).

If the assessment is that the PhD thesis is not suited for defence, the assessment committee must state whether a revised version may be submitted and, if so, set a deadline for resubmission (see section 18 (3) of the PhD Order). A recommendation stating that the PhD thesis is not suited for defence must be clearly justified.

If the recommendation is 'not suited for defence', the author and principal supervisor, which are consulted separately, have two weeks to submit their comments.

If the recommendation of the assessment committee is that the PhD thesis is 'not suited for defence', the Head of the PhD School has to make one of the following decisions based on the assessment committee's recommendation and the comments made by the author and the principal supervisor (see section 18 (4), items 1-3 of the PhD Order):

1. The defence does not take place.
2. The PhD thesis may be resubmitted in revised form within a minimum of three months. Except in special circumstances, a resubmitted thesis will be assessed by the same committee as the original submission.
3. The PhD thesis is assessed by a new assessment committee.

The author may appeal the decision made by the Head of the PhD School, see section 6.1 of the Complaints Guide.

5.4 Announcement of defence

All PhD defences at the UCPH are public, and are usually announced on the faculties' websites. The author assists with the necessary material for announcing the defence.

The faculty may draw up additional guidelines for announcing defences.

5.5 Postponement of defence

The defence takes place no earlier than two weeks after the assessment committee's submission of its preliminary recommendation and no later than three months after the submission of the PhD thesis (see section 20 (2) of the PhD order). However, in special circumstances, the Head of the PhD School may postpone the defence. Postponement of the defence is subject to an agreement between the author and the faculty, where a new date and time is set (see section 20 (3) of the PhD Order).

5.6 Defence

The PhD thesis is defended in public. At the defence, the author is given the opportunity to explain his or her work and defend the PhD thesis before the members of the assessment committee. The PhD thesis must be available to the public in reasonable time before the defence (see section 19 of the PhD order), normally at least two weeks in advance.

A PhD defence cannot be held in private, and any confidential parts of the research project may not form the basis for awarding the PhD degree.

Under exceptional circumstances, the PhD School may decide, in consultation with the author, that the planned defence can be held with only two members of the assessment committee present (see section 19 (3) of the PhD Order).

A permanently employed member of academic staff (except for the supervisor(s)) with insight into the subject area the PhD thesis moderates the defence on behalf of the Head of the PhD School.

The entire defence may take a maximum of three hours, including any breaks. The author is given up to 45 minutes to present the main findings of the PhD thesis, and the assessment committee then asks the author questions based on the thesis and the presentation. At the end of the defence, the audience is given the opportunity to ask the author questions based on the thesis and the presentation. The moderator must ensure that the defence proceeds in a dignified manner and may, if necessary, interrupt or prolong the defence.

5.7 Award of the PhD degree

At the end of the defence, the assessment committee makes a final assessment of whether the author of the thesis can be awarded the PhD degree. Regardless of the result of the deliberations, the committee must immediately inform the author orally of its final recommendation. If this is not possible, the author must be informed of when the final recommendation will be made. The PhD School must have received a final written recommendation within one week of the defence. The reasons for the recommendation must be stated, and in the event of disagreement, the majority vote will prevail.

The PhD degree may be awarded if the assessment committee submits a recommendation (see section 22 of the PhD Order). The PhD degree is awarded by the Academic Council (see section 15 (2), item 4 of the Danish University Act).

If the assessment committee's recommendation is negative, the author has the option, within two weeks of receiving the final written recommendation, to submit comments.

The Head of the PhD School may decide that the thesis be assessed by a new assessment committee, if requested by the author (see section 21 (2) of the PhD Order).

The author may appeal the decision by the Head of the PhD School to the Dean within two weeks of being informed of the decision. The appeal must be submitted in writing, and the grounds must be specified.

5.8 Binding collaboration on PhD programmes with non-Danish institutions – joint and double degrees

The PhD Schools at the UCPH may award joint and double PhD degrees to PhD students who have acquired qualifications equivalent to a Danish PhD, provided a mutually binding agreement has been made with one or more non-Danish institutions on PhD programmes. The agreement must cover study visits, assessment, defence, degree awarding, etc. (see section 15 (3) and section 23 (3-5) of the PhD Order). This applies both when the UCPH is the main institution and the PhD student is on a study visit at the partner institution abroad, and when the partner institution is the main institution and the PhD student is on a study visit at the UCPH.

(Partner institutions cannot be other faculties at the University of Copenhagen, other Danish universities or private/public companies.)

5.8a The UCPH is the main institution

For PhD students whose main institution is the UCPH, agreement may be reached with one or more non-Danish institutions on a mutually binding partnership agreement on PhD programmes, including assessment, defence, degree awarding, etc., which involves the PhD student being awarded a joint PhD degree or a double degree. The PhD student must complete the PhD programme as stipulated in the Danish PhD Order, and if any need arises to deviate from key points, e.g. the course requirement in section 7 (2), item 2 or the prescribed period of study for the PhD programme in section 4, an application for dispensation must be submitted to the Danish Agency for Science and Higher Education. The PhD student must, as a minimum, complete a six-month study visit at the non-Danish institution.

The mutually binding agreement must be signed no later than six months after the start of the PhD programme. The agreement covers supervision at the non-Danish institution, duration of stay at the non-Danish institution, agreement on IPR and the organisation of assessment and defence, including certificate.

Each PhD School may draw up additional guidelines.

5.8b A non-Danish institution is the main institution

For PhD students whose main institution is a non-Danish institution, agreement may be reached on a mutually binding collaboration agreement on PhD programmes, including assessment, defence, degree awarding, etc., which involves the PhD student being awarded a joint PhD degree or a double degree. The PhD student completes the PhD programme as per the guidelines and regulations that apply at the non-Danish institution, if necessary with supplementary requirements placed by the PhD School. The PhD student must spend at least six months on a study visit to the UCPH PhD School, be assigned a supervisor at the UCPH, and successfully complete the UCPH's PhD course in Responsible Conduct of Research. The PhD School must also determine whether the programme as a whole meets the requirement that the qualifications obtained are equivalent to a Danish PhD degree.

The collaboration agreement and enrolment must be signed no later than six months after the start of the PhD programme. The agreement covers supervision at the non-Danish institution, duration of stay at the non-Danish institution, agreement on IPR and the organisation of assessment and defence, including certificate.

Each PhD School may draw up additional guidelines.

5.8c Agreement on assessment, defence and certificate

The following conditions concerning assessment committee, defence and certificate are valid for all PhD students who complete a PhD programme as part of a binding agreement between a the UCPH PhD School and one or more non-Danish institutions – irrespective of whether the UCPH is the main institution.

The agreement between the PhD School, the non-Danish institution(s) and the PhD student must stipulate the procedure for completing the degree. This must include: composition of the assessment committee (see section 26 (1) of the PhD Order), the deadline for the preliminary assessment (see section 26 (2) of the PhD Order), where and when the defence will take place (see section 26 (3) of the PhD Order).

The agreement must also stipulate whether the PhD thesis is to be defended jointly or defended on two (or more) occasions before the PhD student is awarded a PhD degree by the non-Danish institution(s) that is/are party to the agreement (see section 15 (3) and section 26 of the PhD Order).

Agreement must also be reached on whether the PhD student is awarded a joint degree (see section 23 (3) and (4) of the PhD Order) or awarded a double degree, i.e. a diploma awarded by each of the participating institutions (see section 23 (5) of the PhD Order).

5.9 Submission of thesis without enrolment

Under certain circumstances, the PhD School may decide that a PhD thesis may be accepted for assessment without the author having completed a PhD programme, if the PhD programme has been interrupted, or if the PhD committee deems that the

author has acquired qualifications equivalent to a PhD degree in other ways (see section 15 (2) of the PhD Order). When submitting a thesis in this way, the author must state whether it has been assessed before. Whether the author has a documented affiliation with the UCPH will form part of the consideration of the application for submission of a thesis without prior enrolment. When assessing a PhD thesis at the UCPH without prior enrolment, the PhD School may ask the author to pay all of the expenses associated with assessment, defence, etc. according to the PhD School's fixed rate. The author may apply to be exempted from these expenses.

The PhD School may draw up additional guidelines.

5.10 Documentation of the PhD programme and the PhD degree

If the PhD degree is awarded, a PhD certificate is issued in Danish and English and signed by the Rector and the Dean of the faculty concerned. The the UCPH's common template for PhD certificates must be used. The certificate contains information about the subject area, the subject of the PhD thesis and information about the PhD programme as completed (see section 23 of the PhD Order) and includes an appendix in Danish and English with information about approved PhD courses and stays abroad.

PhD students who are not awarded a PhD degree may request documentation in Danish and English of the elements of the PhD programme they have completed satisfactorily (see section 24 of the PhD Order).

5.11 Archiving and access to the thesis

The UCPH is obliged to keep a copy of the PhD thesis. This is the responsibility of the faculty concerned.

In all other respects, the PhD thesis is the property of the author and may not – apart from the requirement in the PhD Order stipulating that it must be publicly available in reasonable time before the defence – be lent, sold or made available to others without the author's written permission. If, for example, the PhD thesis is uploaded to the Internet prior to the defence, it must be uploaded in a manner that prevents it from being copied or printed. Copies made available for review at the UCPH or libraries etc. must be removed after the defence, unless the author has agreed in writing to wider distribution, e.g. digital publication, sale or for lending in public libraries.

6. Appeals and exemptions

6.1 Appeals procedure

Decisions made by the UCPH pursuant to the PhD Order may be referred to the Danish Agency for Science and Higher Education if the appeal concerns legal issues. Appeals must be submitted within two weeks of the complainant having been informed of the decision (see section 29 of the PhD Order). The appeal must be submitted to the PhD School, which will issue a statement. For the further procedure, reference is made to the complaints guide on <https://phd.ku.dk/english/>. Appeals against decisions made by the Head of the PhD School or by the PhD Committee about study conditions that do not concern legal issues may be referred to the Dean. The appeal must be submitted within two weeks of the complainant being informed of the decision. The appeal must be submitted in writing, and the grounds must be specified.

6.2 Exemptions

The Dean may grant exemptions from rules set exclusively by the UCPH. The Danish Agency for Science and Higher Education may, in special cases, grant an exemption from the PhD Order (see section 28 of the PhD Order).

Subject to agreement with the Rector, the Dean may also agree to general deviations from rules set exclusively by the UCPH, provided special circumstances at the faculty in question warrant such change(s).

7. Evaluation

The activities of the PhD Schools are subject to evaluation, including regular international evaluations. The Head of the PhD School and the Dean must arrange for follow-up on the evaluations. Evaluations and follow-up plans must be published (see section 16b (5) of the Danish University Act).

PhD students may be requested to submit an evaluation of their PhD programme on completion of the programme.

8. Finances

PhD programmes are subject to tuition fees. The faculties calculate and publish their tuition fees annually. Fees may be higher for particularly expensive projects. The faculty may grant full scholarships or reduce tuition fees. When awarding PhD scholarships, tuition fees and fees for the assessment and the defence are usually included in the scholarship.

The faculty must always ensure that the resources are available for each individual PhD student to complete the programme as described in the student's PhD plan (see section 8 (5) of the PhD Order).

9. Transitional rules

PhD students who commenced their PhD programme before 1 September 2013 are entitled to complete their PhD programme in accordance with the Ministerial Order no. 18 of 14 January 2008, while the assessment and defence of the thesis, as well as the decision to award the PhD degree, are subject to the provisions of Ministerial Order no. 1039 of 27 August 2013 (see section 30 (3) of the PhD Order).

PhD students who commenced their PhD programme before 1 September 2013 may submit a request to the PhD Committee for permission to complete the programme pursuant to the provisions of Ministerial Order no. 1039 of 27 August 2013.

Appendix

PhD Order No. 1039 of 27 August 2013

Ministerial Order on the PhD Programme at the Universities and Certain Higher Artistic Educational Institutions (PhD Order).

Pursuant to section 8(1) and section 34(1) of the Danish Act on Universities (the University Act), see Consolidation Act no. 367 of 25 March 2013, and section 10(1), section 12 and section 15(2) of the Act on Higher Artistic Educational Institutions, see Consolidation Act no. 465 of 8 May 2013, the following is stipulated:

Part 1

Purpose, structure etc.

Section 1. The PhD programme is a research programme aiming to train PhD students at an international level to independently undertake research, development and teaching assignments in the private and public sectors, for which a broad knowledge of research is required.

(2) The PhD programme mainly comprises active research training under supervision.

Section 2. The ministerial order applies to PhD programmes at the universities and at the higher artistic educational institutions under the Ministry of Science, Innovation and Higher Education.

(2) The institutions, see subsection (1) may award the PhD degree within fields within which they carry out research and within which they have set up a PhD school, either independently or in cooperation with other institutions covered by the ministerial order.

Section 3. The PhD degree is awarded to students who have successfully completed the PhD programme, see however section 15(2) and (3), and successfully defended their PhD thesis.

(2) Persons who have been awarded a PhD degree have the right to use the title of PhD.

Section 4. The PhD programme is equivalent to 180 ECTS points and normally takes the form of full-time studies; however, the institutions may lay down rules providing for part-time studies.

(2) 60 ECTS points correspond to one year of full-time studies.

Part 2

Admission etc. to the PhD programme

Section 5. Admission to the PhD programme is based on a Master's degree or equivalent.

(2) The university may decide to let the PhD programme start in connection with a Master's degree programme; however, it must be ensured that the entire degree programme has the scope and level described in sections 1 and 4. The university lays down rules thereon.

(3) Students admitted under subsection 2 must have the opportunity to complete the Master's degree programme.

Section 6. The institution decides who is to be admitted as PhD students. The institution's rules must stipulate the criteria on which admission is based.

(2) The PhD student is enrolled administratively on the PhD programme.

Part 3

Contents of the PhD programme etc.

Section 7. The PhD programme is set up in accordance with rules laid down by the institution.

(2) During the programme, the student is required to:

- 1) Carry out independent research under supervision (the PhD project)
- 2) Complete PhD courses or other similar programme elements totalling approx. 30 ECTS points.
- 3) Participate in active research environments, including stays at other, mainly foreign, research institutions, private research companies, etc.
- 4) Gain experience of teaching activities or other form of knowledge dissemination, which is related to the student's PhD project.

Complete a PhD thesis on the basis of the PhD project.

(3) The institution may approve on a case-by-case basis that the PhD programme does not comprise one or more of the elements described in subsection (2), nos. 1-4, if the university finds that the PhD student has completed other study elements that are comparable to the above (credit transfer).

Section 8. For each PhD student, the institution designates a principal supervisor who is responsible for the overall PhD programme. The principal supervisor must be a recognised researcher within the relevant field, be employed by the institution and affiliated with the PhD school.

(2) On its own initiative or following an application from the PhD student, the institution may:

1) Appoint other supervisors, who must be qualified within the relevant field.

2) Replace the principal supervisor and other supervisors.

(3) The institution offers the PhD student a teaching course.

(4) The institution offers the PhD student teaching guidance.

(5) The institution ensures that the required resources are available for the PhD student to complete the PhD programme as laid down in the student's PhD plan.

(6) The institution lays down rules for the supervision provided to the PhD student.

Part 4

Completion of the PhD programme

Section 9. Within three months of the start of the PhD programme, the institution approves a research and study plan (the PhD plan) for the individual PhD student.

(2) The PhD plan must, as a minimum, contain the following:

1) A schedule.

2) An agreement on the type of supervision provided.

3) A plan for the PhD project

4) A plan for PhD courses, etc.

5) A plan for participation in active research environments.

6) A plan for teaching activities or other types of knowledge dissemination.

7) Any agreements about intellectual property rights.

8) A financing plan (budget)

Section 10. During the course of the PhD programme, the institution must regularly assess whether the PhD student is following the PhD plan, and, if necessary, adjust the plan. This assessment is based on an opinion from the principal supervisor, who, after having consulted the PhD student, confirms that the PhD programme is progressing in accordance with the PhD plan or justifies, in writing, why adjustments are required. The PhD student must be given the opportunity to submit his or her comments on the principal supervisor's opinion within a deadline of at least two weeks. In the assessment the institution must take account of periods of documented illness, maternity/paternity leave or other approved leave. The institution lays down rules on the frequency of such assessments.

(2) If the institution assesses that the PhD student is not following the PhD plan, in spite of any adjustments made to the plan, the student must be given three months to get back on course. The three months do not give rise to an extension of the PhD programme. The chance to get back on course in connection with a regular assessment pursuant to subsection (1) can only be given to a PhD student once during the PhD programme.

(3) The institution must make a new assessment as described in subsection 1 as soon as possible after the end of the three-month period.

(4) If the assessment described in subsection 3 is negative, the student is expelled from the PhD programme. The institution must inform any other employer(s) of the expulsion without delay.

Part 5

PhD thesis

Section 11. The PhD thesis must document the ability of the PhD student or the author to apply the scientific methods of the discipline and to carry out research work that meets the international standards for PhD degrees within the subject area.

Section 12. The institution lays down rules on the writing and submission of the PhD thesis.

(2) A PhD thesis cannot be submitted for assessment by two or more authors jointly.

(3) The PhD thesis must contain an abstract in Danish and English.

(4) Articles included in the thesis may be written in collaboration with others, provided that each of the co-authors submits a written declaration stating the PhD student's or the author's contribution to the work, see, however, subsection (5).

(5) The institution may lay down rules limiting the number of written declarations submitted pursuant to subsection (4). However, the main author of the article must always submit a written declaration pursuant to subsection (4).

13. The PhD student's enrolment at the institution expires upon submission of the thesis.

Section 14. Within one week of the submission of the thesis, the principal supervisor must submit an opinion on the PhD programme as a whole, including the student's completion of the individual elements of the PhD plan, see section 9.

(2) If the principal supervisor states in the opinion that the PhD degree programme has not been completed satisfactorily, the PhD student must be given at least two weeks to comment on the principal supervisor's opinion.

(3) On the basis of the opinion of the principal supervisor, see subsection (1), the PhD student's comments, if any, see subsection (2), and the regular assessments, see section 10(1), the institution must determine whether the PhD programme has been completed satisfactorily.

Section 15. The thesis can only be accepted for assessment if PhD programme has been completed satisfactorily, see, however, subsections (2) and (3).

(2) In special cases the institution may decide that a thesis may be accepted for assessment without the author having completed the PhD programme, if the institution assesses that the author has acquired other comparable qualifications in other ways.

(3) The institution may accept a PhD thesis written by a PhD student from a foreign educational institution for assessment if the PhD student has completed a period of study at the Danish institution as part of a mutually obliging collaboration agreement on PhD programmes, including the assessment, defence, awarding of degrees, etc., and if the institution assesses that the PhD student has acquired qualifications that are comparable with those acquired under a Danish PhD programme.

Part 6

Assessment committee

Section 16. Upon the submission of the PhD thesis at the latest, the institution appoints an expert assessment committee composed of three members. The institution appoints a chair from among the committee members.

(2) The members of the assessment committee must be recognised researchers within the relevant field. Two of the members must be external researchers, of whom at least one member must be from outside of Denmark, unless this is not relevant for the subject in question. The PhD student's supervisors must not be members of the assessment committee; however, the principal supervisor assists the assessment committee without voting rights.

Section 17 Upon appointment of the assessment committee, the institution notifies the PhD student or the author of the composition, see section 15 (2). The PhD student or the author is entitled to object to the members appointed within a period of at least one week.

Part 7

Preliminary assessment of the PhD thesis

Section 18. Within two months of the submission of the PhD thesis, the assessment committee must make its recommendation to the institution as to whether the PhD thesis fulfils the requirements for the award of the PhD degree. The month of July is not included when calculating the two-month deadline. The recommendation must be reasoned, and in the event of disagreement, the majority will prevail. The institution sends a copy of the recommendation to the PhD student or author as soon as possible.

(2) If the thesis is given a favourable recommendation, the public defence can take place.

(3) If the recommendation is not favourable, the assessment committee must state in the recommendation whether the PhD thesis may be resubmitted in a revised version. In such case, a deadline for resubmission must be stated. The PhD student or the author and the principal supervisor must be allowed a period of at least two weeks to submit their comments on the recommendation.

(4) If the recommendation is not favourable, the institution must make one of the following decisions based on the assessment committee's recommendation and any comments made by the PhD student or the author and the principal supervisor:

1) That the public defence may not take place.

2) That the PhD thesis may be resubmitted in a revised version within a period of at least three months. If the dissertation is resubmitted, it will be assessed by the original assessment committee unless special circumstances apply.

3) That the PhD thesis must be referred to a different assessment committee for assessment.

Part 8

Defence of the PhD thesis

Section 19. The PhD thesis is defended in public in accordance with the rules laid down by the institution. At the defence, the PhD student or author must be given the opportunity to explain his or her work and defend the PhD thesis before the members of the assessment committee, see, however, subsection (3).

(2) The institution must ensure that the PhD thesis is made available to the public in due time before the defence.

(3) If special circumstances apply, subject to agreement with the PhD student, the institution may decide that a planned defence can be held with only two members of the assessment committee present.

Section 20. The institution decides the time and place of the public defence.

(2) The defence takes place two weeks after the assessment committee's submission of its recommendation, at the earliest, see section 18(1), and within three months of the submission of the PhD thesis, at the latest, see, however, subsection (3) and section 18(1), second sentence.

(3) In special circumstances apply, the institution may decide to postpone the defence. Postponement of the defence is subject to agreement between the PhD student or author and the institution, including on the date and time arranged for the defence.

Part 9

Award of the PhD degree

Section 21. Immediately following the defence, the assessment committee must make its recommendation as to whether the PhD degree should be awarded and must notify the institution and PhD student or the author thereof. The recommendation must be reasoned, and in the event of disagreement, the majority will prevail.

(2) If the recommendation of the assessment committee is negative, the institution may decide to let the thesis be assessed by a new assessment committee, if so requested by the PhD student or the author within a period of at least one week.

Section 22. The PhD degree can be awarded if the assessment committee submits a recommendation to that effect.

Section 23. The institution issues a certificate of the award of the PhD degree.

(2) Such certificate must be in Danish and English and contain information about the relevant field and the subject of the PhD thesis as well as information on the PhD programme completed.

(3) As part of a mutually obliging collaboration agreement on PhD training, including the assessment, defence, awarding of degrees etc., the institution may provide a certificate with an endorsement, signature or the like from one or more foreign institutions with which the institution collaborates, making it appear as a joint document, if the document is also made enforceable under foreign law (joint degree).

(4) As part of a collaboration agreement, see subsection (3), the institution may also provide a certificate from one or more foreign institutions with which the institution collaborates with an endorsement, signature or the like, such that the certificate is also made enforceable under Danish law, if the institution assesses that the PhD student has acquired qualifications comparable with those acquired under a Danish PhD programme.

(5) The institution and one or more foreign institutions with which the institution collaborates may, as part of a collaboration agreement, see subsection (3), each issue a certificate of the award of the same PhD degree (double degree or multiple degree).

Section 24. If the PhD degree is not awarded, the institution will upon request issue documentation in both Danish and English concerning the elements of the PhD programme that have been completed.

Part 10

The institution's rules

Section 25. The institution lays down rules on:

- 1) Admission to the PhD programme, see section 6(1).
- 2) Organisation of the PhD programme, see section 4(1), section 7(1) and Section 10(1).
- 3) Appointment of the principal supervisor, see section 8(1), and any further supervisors, see section 8(2) and section 27(1), no. 1.
- 4) Supervision of PhD students, see section 8(6).
- 5) Writing and submission of the PhD thesis, see section 12(1).
- 6) Defence of the PhD thesis, see section 19(1)

(2) The university also lays down rules on admission to the PhD programme pursuant to section 5(2).

(3) The rules must contain a stipulation that the institution may grant exemptions from the rules laid down by the institution.

(4) The rules and material amendments thereto must comprise the necessary transitional arrangements.

(5) The institution's rules must be public on the institution's website.

Part 11

Other rules

Section 26. In connection with the conclusion of a mutually obliging collaboration agreement on PhD training, including the assessment, defence, awarding of degrees etc. with one or more foreign educational institutions, the institution may derogate from the requirements set out in the ministerial order concerning:

- 1) The composition of the assessment committee, see section 16(1), first sentence, and section 16(2), second sentence.
- 2) The deadline for preliminary assessment of the PhD thesis, see section 18(1), first and second sentence.
- 3) The deadline for scheduling the defence of the PhD thesis, cf. section 20(2).

(2) In such cases, the institution is responsible for informing applicants and PhD students who are covered by the collaboration agreement about the conditions applying to the programme, including the rules in the ministerial order derogated from, see subsection (1). This information must be available before the application deadline.

Section 27. The following applies to PhD fellowships financed through the Industrial PhD scheme:

- 1) In addition to the principal supervisor, see section 8 (1), the institution appoints a supervisor affiliated with the company in which the PhD student is employed. Such supervisor must be qualified within the relevant field.
- 2) At least one of the members of the assessment committee, see section 16(1) must have company-relevant research experience within the relevant field.

Section 28. The Danish Agency for Universities and Internationalisation may grant exemptions from the ministerial order for PhD students at universities if unusual circumstances apply, except in the situations mentioned in section 19(3), section 20(3) and section 26(1).

(2) The Danish Agency for Higher Education and Educational Support may grant exemptions from the ministerial order for PhD students at higher artistic educational institutions if unusual circumstances apply, except in the situations mentioned in section 19(3), section 20(3) and section 26(1).

Appeals against decisions made by the institution

Section 29. The university's decisions made under the present ministerial order may be appealed to the Danish Agency for Universities and Internationalisation by the party which the decision concerns (the complainant) if the appeal concerns legal issues. Appeals must be submitted within two weeks of the complainant having been informed of a decision.

(2) The higher artistic educational institution's decisions made under the present ministerial order may be appealed to the Danish Agency for Higher Education and Educational Support by the party which the decision concerns (the complainant) if the appeal concerns legal issues. Appeals must be submitted within two weeks of the complainant having been informed of a decision.

(3) The PhD students and authors described in the present ministerial order are entitled to make complaints. However, in order to be entitled to appeal, authors who have not completed a PhD programme must have had their PhD thesis accepted for assessment pursuant to section 15(2).

(4) The appeal must be submitted to the institution that has made the decision in a case. The institution will issue a statement giving the complainant at least one week to respond. The institution then sends the appeal to the relevant agency, see subsections (1) and (2), accompanied by the statement and any comments from the complainant.

Part 12

Commencement and transitional regulations

Section 30. This ministerial order enters into force on 1 September 2013.

(2) Ministerial Order no. 18 of 14 January 2008 (the PhD Order) is repealed.

(3) The institution may lay down the necessary transitional arrangements for students to complete the programme in accordance with the rules set out in this ministerial order.

The Ministry of Science, Innovation and Higher Education, 27 August 2013.

Morten Østergaard

/Louise Kornmaaler