

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

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1. Introduction

1.1 General rules

The current Danish University Act (*Universitetsloven*) (cf. Ministerial Order no. 1368 of 7 December 2007 and Ministerial Order no. 18 of 14 January 2008 on the PhD programme (the PhD order) (cf. Appendix 1) issued by the Danish Ministry of Science, Technology and Innovation form the legal framework for the PhD programme and the award of the PhD degree at the University of Copenhagen. In addition, other Danish legislation etc. is applicable where relevant, e.g. the Danish Public Administration Act (*Forvaltningsloven*).

The general rules and guidelines for the PhD programme at the University of Copenhagen lay down supplementary internal rules concerning admission, the organisation of the programme, the appointment of the principal supervisor and any additional supervisors, the supervision of the PhD student as well as the writing, submission and defence of the PhD thesis (cf. section 25 of the PhD order). The general rules and guidelines of the University of Copenhagen lay down the common standards for all PhD programmes at the University of Copenhagen and constitute the common minimum rules. Each faculty lays down its own supplementary provisions (cf. chapter 1.3).

These rules and guidelines do not contain provisions concerning terms and conditions of employment, including part-time employment, leave of absence, PhD scholarships, remuneration etc. Reference is made to the general employment rules and collective agreements, including the collective agreement for academics employed by the state.

1.2 Objective and scope

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. The PhD programme mainly comprises active research training under supervision (cf. section 1 of the PhD order).

The programme is equivalent to 180 ECTS points which corresponds to three years of full-time study (cf. section 4 of the PhD order). The three-year period is calculated as from the date of enrolment up to and including the date for submission of the thesis. The assessment is thus not included in the three-year period.

The PhD programme in Denmark is described in the Danish qualification framework:

	Persons awarded the PhD degree:
Knowledge	<ul style="list-style-type: none">• Must have knowledge at the highest international level within the research area.• Must have provided a significant contribution to the development of new knowledge and understanding within the research area based on scientific/academic studies.
Skills	<ul style="list-style-type: none">• Must master the scientific/academic methodologies and tools as well as other skills related to research and development tasks within the area.• Must be able to analyse, evaluate and develop new ideas, including designing and developing new

Competencies

- techniques and skills within the discipline.
- Must be able to participate in international discussions within the discipline and communicate scientific/academic results and advances to the general public.
- Must be able to plan and manage research and development tasks in complex and unpredictable contexts.
- Must be able to independently initiate and participate in national as well as international collaboration initiatives 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 that develop the research area.

The Danish qualifications framework, July 2008 -
<http://www.ciriusonline.dk/Default.aspx?ID=3792>

1.3 Organisation of the PhD programme at the University of Copenhagen

At the University of Copenhagen, the PhD programme is carried out at eight PhD schools, one for each of the University's faculties. Each PhD school has a head of school who is responsible for the programme and who is assisted by a PhD Study Board with equal representation of academic staff and PhD students. Each PhD school may have a number of local or cross-institutional research schools. Each PhD school has its own supplementary provisions. The general rules and guidelines of the University of Copenhagen should therefore be read in connection with the supplementary provisions of the relevant PhD school. Further information about organisation, research schools, supplementary provisions and guidelines as well as contacts is available on the website of each individual faculty at <http://www.ku.dk/phd/>

2. Enrolment etc. and commencement of studies

2.1 Enrolment

The University of Copenhagen offers PhD programmes in the disciplines within which the University is currently conducting research, but the University of Copenhagen alone decides who is to be admitted (cf. sections 2 and 6 of the PhD order).

The decision on admission and enrolment is made by the head of the relevant faculty's PhD school upon recommendation from the academic staff on the PhD Study Board. Enrolment is subject to written application. The decision on enrolment is based on the applicant's documented academic qualifications, the suitability of the research project as a PhD project, how the project fits into the faculty's academic profile and whether the necessary academic and financial resources can be made available for an academically sound completion of the programme. This does not necessarily include the pay for the PhD student as the terms and conditions of employment as such fall outside the scope of these rules. Each faculty can establish more detailed criteria. The PhD student is enrolled at the PhD school of the faculty in question and is affiliated with the department where the

principal supervisor is employed. If the faculty is not organised in departments, the PhD student is affiliated with the same section or research unit as the principal supervisor.

Usually at the time of enrolment, the applicant must hold an academically relevant Danish master's degree or be able to document equivalent qualifications, e.g. a master's degree from a foreign university. Each faculty is free to decide whether it will grant enrolment in a PhD programme in connection with the completion of a master's programme (integrated master's and PhD programme). Chapter 2.2 describes the special rules that apply thereto.

Special forms are used for the enrolment application. The forms are available on the website of the relevant faculty or from the faculty administration.

All applications must include a preliminary PhD plan, including the intended research project, an academic curriculum vitae (CV) including a list of any publications, a copy of the degree certificate including grades and, where possible, ECTS specification as well as an account of the financing. The copy of the degree certificate must be certified, i.e. it should be stated on each copy – accompanied by name, address and date – that the copy is identical to the original. The certification must be made by two impartial witnesses (two persons not closely related to the applicant) or by the educational institution or other public authority. Foreign degree certificates, which are not in Norwegian, Swedish, German, French or English, must usually be accompanied by a translation into Danish or English as well as an official explanation of the grading scale used, unless the relevant faculty has stipulated other requirements. See also the application forms. If the qualifying course of study is from a foreign institution, the faculty can obtain a statement from CIRIUS (www.ciriusonline.dk). If the application includes an assessment from CIRIUS, the assessment must be followed when deciding whether the foreign qualifications are generally qualifying (cf. the Danish Assessment of Foreign Qualifications Act (*Lov om vurdering af udenlandske uddannelseskvalifikationer*)).

A reply to the enrolment application can usually be expected within six weeks of receipt of the application. If the applicant is also applying for a scholarship, the time for assessing the scholarship application should be added thereto.

2.2 Integrated master's and PhD programme

Some of the faculties at the University of Copenhagen offer students the option of starting on their PhD programme in connection with their master's programme, e.g. by enrolling in a 4+4 or 3+5 programme. In accordance with the PhD order, such an integrated master's and PhD programme, must have the same scope and level as other PhD programmes (cf. section 5(2) of the PhD order).

PhD students commencing the PhD programme in connection with the master's programme are enrolled as PhD students, but are also affiliated with the master's programme. If the PhD programme is commenced in connection with the master's programme, the master's programme must generally be completed no later than two years before the expiry of the prescribed study period for the entire PhD programme.

If a PhD student withdraws from the PhD programme before completing his or her master's programme, the student will have the opportunity to complete his or her master's programme.

2.3 Approval of credit transfer

When applying for enrolment, it is possible to apply for approval of well-documented, previously acquired competencies (credit transfer) such that these are considered as part of the applicant's PhD studies.

The faculty's PhD Study Board considers applications for credit transfer, and the board may lay down detailed rules on such credit transfer.

2.4 Part-time study programme

The PhD study programme is usually a full-time study programme with a prescribed period of study of three years (cf. section 4 of the PhD order). However, following a motivated request it may, in special cases, be completed as a part-time programme. In connection with a request for enrolment as a part-time student, the PhD Study Board will consider the academic and study-related issues. The faculty can lay down detailed rules on part-time studies, including the transfer from a full-time to a part-time programme during the programme, but the PhD programme must always account for at least 50 per cent of the time spent, i.e. the prescribed period of part-time study cannot exceed six years (excluding any leave of absence). A request for enrolment as a part-time student may be motivated by the nature of the research project as well as by personal reasons.

Requests from PhD students employed at the University of Copenhagen must be approved by the Dean.

Decisions on enrolment as part-time students must be coordinated with an external employer.

In connection with the transfer to a part-time programme, the PhD plan must be adjusted accordingly and approved, see chapter 2.8

2.5 Leave of absence

The PhD Study Board must be notified of any leave of absence regulated by law in connection with childbirth/adoption/military service etc., and the PhD plan must be adjusted accordingly and approved. The remainder of this chapter does not concern leave of absence regulated by law, but only requested leave of absence.

It is possible to request leave of absence from the PhD programme for both academic and personal reasons. The leave of absence request must be in writing, motivated and must include an opinion from the student's principal supervisor. The PhD Study Board will consider the academic and study-related issues in connection with a leave of absence request. All decisions on leave of absence will be based on an individual assessment and with due regard to the subsequent completion of the PhD programme. Leave of absence is not usually granted for more than a total of twelve months however, this does not include leave of absence regulated by law in connection with childbirth/adoption/military service etc. In connection with leave of absence, the enrolment in the PhD programme is extended accordingly.

The student has a non-student status during the leave of absence. Thus the student may not actively participate in studies during the leave of absence and is not entitled to supervision, office space etc. If accepted by all parties, the student may participate in a planned course provided that this course is of significance to the student's PhD studies and is not expected to be offered again at a later date.

The Dean approves requests from PhD students employed at the University of Copenhagen. Decisions on leave of absence must be coordinated with an external employer.

In connection with any leave of absence, the PhD plan must be adjusted accordingly and approved, see Chapter 2.8

2.6 Extension of enrolment period

Students are usually enrolled in the PhD programme for a period of three years. PhD students delayed in their studies may submit a request for extension of enrolment period to the PhD Study Board. The request must be in writing, motivated and must include an opinion from the student's principal supervisor.

The faculties establish the limits for extensions and part-time studies for those PhD students whose studies are extended beyond the normal study period. Any extension for part-time students can, subject to approval by the faculty, be less than 50 per cent.

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

The PhD programme takes place under supervision. The PhD student has the right as well as the obligation to be supervised.

For the duration of the PhD programme, every PhD student must have a principal supervisor. The principal supervisor is responsible for the entire PhD programme, which is planned in collaboration with the PhD student (cf. section 8 of the PhD order). The principal supervisor has a number of special obligations in this respect as described below in chapter 2.8. Additional supervisors may be appointed and must be qualified within the relevant field (cf. section 8(2)(1) of the PhD order).

The principal supervisor must have conducted several years of active research at academic level and must be, as a minimum, an associate professor or a senior researcher. The principal supervisor must be a researcher within the field, must be employed at the faculty in question and must have knowledge of the PhD programme.

The head of the faculty's PhD school appoints the principal supervisor and any supplementary supervisors upon the recommendation of the superior of the person in question (usually the head of department). The PhD student may propose potential supervisors, but the head of the PhD school makes the final decision. The principal supervisor is appointed in connection with the enrolment of the PhD student.

PhD students whose research projects are mainly carried out at an institution or company outside the University should also have a supervisor from the institution or company in question.

A PhD student with a scholarship financed by the Danish Council for Technology and Innovation (industrial PhD students) must also have a supervisor who is affiliated with the company in which the PhD student is employed in addition to his/her principal supervisor. This supervisor is appointed by the head of the PhD school in consultation with the company, and must be qualified within the relevant field of research (cf. section 26 of the PhD order). See also the guidelines for the industrial PhD programme at www.fi.dk.

The PhD student may apply for a change of supervisor. The application for change of supervisor must be in writing and motivated. Following consultation with the relevant head of department, the

head of the PhD school makes the decision on any change of supervisor. The supervisor must be heard in connection with a change of supervisor. In special cases, the head of the PhD school may replace the principal supervisor without any request by the PhD student.

2.8 PhD plan

Within three months of the commencement of the PhD programme, all PhD students at the University of Copenhagen must have an approved PhD plan. This also applies to PhD students having commenced their PhD programme in connection with their master's programme.

The PhD plan must, as a minimum, contain the following (cf. section 9 of the PhD order):

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

In connection with the conclusion of the agreement on the type and scope of the supervision provided, the mutual expectations of the PhD student and his or her supervisor(s) must be reconciled.

If there is an external cooperation partner, a written cooperation agreement must also be prepared which covers financial aspects, agreements on intellectual property rights and publication. The cooperation agreement must be approved by the faculty.

The principal supervisor is responsible for preparing and maintaining the PhD plan. The plan must be in writing, signed by the supervisor and the PhD student and approved by the head of the PhD school. The plan is a project management tool and should be detailed enough to form the basis for the semi-annual assessments. The plan is dynamic and must be continuously updated, e.g. in connection with major changes to the project, changes in relation to stays at other research environments/institutions, leave of absence etc. Any changes to the PhD plan must be approved.

3. Contents of the PhD programme

The PhD programme comprises (cf. section 7 of the PhD order):

1. Completing independent research work under supervision (the PhD project)
2. Completing PhD courses totalling approx. 30 ECTS points
3. Participating in active research environments, including stays at other, mainly foreign, research institutions
4. Gaining experience of teaching or other types of knowledge dissemination, which is, as far as possible, related to the student's PhD project
5. Completing a PhD thesis on the basis of the PhD project

3.1 Research work

The research project is the main part of the PhD programme and must be able to serve as the basis for the PhD thesis. The work may be organised as an independent project or as an integrated part of a larger research project, but must in this case be clearly defined and structured with a view to meeting the objective of the PhD programme, among other things in terms of scope, scientific/academic content and independence.

3.2 Courses

As mentioned in chapter 3, the PhD student must, during the PhD programme, complete courses totalling approx. 30 ECTS points, corresponding to six months' studies.

Each PhD school regularly offers PhD courses which are announced on the faculty's website. PhD courses must be approved by the PhD Study Board. The courses are, among other things, offered as part of research schools. Courses organised by other course organisers in Denmark and abroad may also form part of the PhD programme. Participation in such courses is subject to prior agreement with the principal supervisor and usually subject to advance approval by the PhD Study Board.

The 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. In addition, the University of Copenhagen is, as mentioned in chapter 3.3, obliged to offer all PhD students a knowledge dissemination course (cf. section 8(3) of the PhD order).

Each individual faculty lays down any detailed rules for the structure of the overall course programme, and participation in general courses, including the knowledge dissemination course, is usually included in the overall course programme.

For courses offered by the University of Copenhagen, the PhD student is entitled to have a certificate issued briefly stating the content and scope of the course and certifying the satisfactory participation of the PhD student.

3.3 Teaching activities and knowledge dissemination

As part of the PhD programme, all PhD students must gain experience with teaching and other types of knowledge dissemination related, as far as possible, to the student's PhD project (cf. 7(2)(4) of the PhD order).

The scope of this requirement to the PhD programme is not specified in the PhD order. The requirement should not be confused with the work obligations of PhD students employed under collective agreements, which are often teaching assignments. For PhD students employed under collective agreements, it would be natural also to approve teaching carried out as a work obligation as experience gained with teaching. However the requirement for teaching activities and knowledge dissemination applies to all PhD students and should, in terms of scope, only account for a limited share of the contents of the entire programme.

According to the PhD order, the University of Copenhagen is obliged to offer all PhD students a knowledge dissemination course as well as teaching guidance (cf. section 8(3) and (4) of the PhD order).

3.4 Participation in other research environments

PhD students must participate in active research environments, including stays at other, mainly foreign, research institutions (cf. section 7(2)(3) of the PhD order). The PhD order does not specify any required scope of this activity, and the requirement may be met in many ways and should be adapted to the nature of the research project. The principal supervisor is specifically responsible for ensuring that the PhD student has the opportunity to establish contacts with active researchers outside the University of Copenhagen. Stays abroad are not a requirement, but should, to the extent possible, be aimed for.

Stays at other research institutions should be organised so that research work, courses, knowledge dissemination etc. also can be carried out during the stay. The activities carried out during a stay at another research institutions is usually subject to advance approval by the principal supervisor (cf. chapter 3.2).

4. Semi-annual assessment

The PhD order requires that the University assesses, at regular points in time during the PhD programme, whether the PhD student is following the PhD plan (cf. section 10 of the PhD order). This requirement is met at the University of Copenhagen through semi-annual written assessments. Each faculty lays down its own detailed rules for this.

4.1 Assessments

Every six months, the PhD school assesses whether the PhD student is following the PhD plan. The assessment is based on a semi-annual written opinion from the principal supervisor who confirms that the PhD student is following the PhD plan or justifies in writing what adjustments are necessary. Prior to preparing his or her opinion, the supervisor must consult the PhD student to discuss the progress of the PhD programme. The PhD student has the opportunity to submit his or her comments on the opinion within a deadline of two weeks. The hearing of the PhD student may be omitted if both the supervisor and the PhD student have signed an unqualified positive opinion.

The assessment must document in writing which parts of the programme have been completed and which parts remain to be completed. The supervisor must account for and specify any inadequacies and elements of the PhD plan not completed to ensure that the PhD can deal with them specifically. The assessment must take into account any documented illness, maternity/paternity leave and other approved leave, and other factors, including academic matters, may also be taken into consideration.

4.2 Rectification and expulsion

If the head of the PhD school assesses that the PhD student is not following the PhD plan, in spite of any adjustments made to the plan, the student must be informed in writing that the student has three months to get back on course. The letter should clearly state what the student is expected to resolve during the rectification period. The three months must not give rise to an extension of the PhD programme (cf. section 10(2) of the PhD order).

As soon as possible after the end of the three-month period, the head of the PhD school makes a new assessment based on a new opinion from the supervisor. The PhD student must be given the opportunity to submit his or her comments on the opinion of the supervisor within a deadline of two weeks. If the assessment is still negative, the PhD student will be expelled from the PhD programme (cf. section 10(3) and (4) of the PhD order). The PhD student may appeal the decision by the head of the PhD school to the Dean within a period of two weeks from the day the student was informed of the decision.

The Faculty will inform any other employer(s) of the expulsion of the PhD student from the PhD programme (cf. section 10(4) of the PhD order).

4.3 Satisfactory completion

The last assessment takes place in connection with the submission of the PhD thesis. The principal supervisor must submit, no later than at the time of the submission of the PhD thesis, an opinion on the progress of the PhD programme as a whole. The opinion must be accompanied by a list of the

individual elements of the PhD plan, including teaching and knowledge dissemination, affiliation with other research environments, participation in courses, including specification of ECTS points etc. The opinion is prepared in collaboration with any other supervisors.

If the principal supervisor states in the opinion that the PhD programme has not been completed satisfactorily, the PhD student has a period of two weeks within which to comment on the opinion (cf. section 14(2) of the PhD Order). On the basis of the opinion of the principal supervisor, any comments submitted by the PhD student and the semi-annual assessments, the head of the PhD school will determine whether the entire PhD programme has been completed satisfactorily. If the head of the PhD school assesses that the PhD programme has not been completed satisfactorily, the student has a period of three months in which to rectify this, see chapter 4.2. The PhD student may appeal the decision of the head of the PhD school to the Dean within a period of two weeks from the day the student was informed of the decision. If the PhD student agrees to the three-month period, the enrolment in the PhD programme is extended accordingly. A new assessment will then be made. The PhD student may appeal the decision of the head of the PhD school to the Dean within a period of two weeks from the day the student is informed of the decision.

If the PhD programme has not been completed satisfactorily, the PhD student is expelled from the PhD programme.

The PhD thesis can only be accepted for assessment if the head of the PhD school assesses that the PhD programme as a whole has been completed satisfactorily (cf. section 15 of the PhD order).

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

5.1 Requirements of the PhD thesis

On completion of the PhD programme, a PhD thesis is submitted. The PhD thesis must be submitted in a number of copies laid down by the faculty, and, to the extent possible, an electronic version for use in connection with the assessment. Further requirements of the PhD thesis are laid down by the faculty. Upon the submission of the PhD thesis, the author is given a receipt documenting that the PhD thesis has been submitted for assessment.

The PhD thesis can not be submitted for assessment by two or more authors jointly. The thesis must include abstracts in Danish and English. In addition, the thesis may include abstracts in other languages than Danish and English. If the thesis includes articles or draft articles prepared in collaboration with others, there must be enclosed written declarations from each of the co-authors stating the contribution of the author of the PhD thesis to the work (cf. section 12 of the PhD order).

The front page of the PhD thesis must state that the thesis has been submitted at the University of Copenhagen as well as state the name of the faculty. The University of Copenhagen's faculty-specific front page for PhD thesis

<http://www.ku.dk/kommunikation/designmanual/default.asp?id=95&niveau=2> may be attached to the PhD thesis

The PhD student's enrolment at the University of Copenhagen expires upon the submission of the thesis (cf. section 13 of the PhD order). The supervisor and the department are, however, expected to assist the PhD student in the period up until the defence.

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 immediately following the submission of the PhD

thesis (cf. section 16 of the PhD Order). The members must be at least at the level of associate professor or senior researcher within the relevant field of study. Two of the members must be external researchers, i.e. they must not be employed at the University of Copenhagen.

At least one of the members must be from outside Denmark, unless this is not practicable considering the subject in question (cf. section 16(2) of the PhD order). The third member is usually from the relevant faculty and is appointed as chair of the assessment committee by the faculty. Efforts should be made to ensure that both genders are represented on the committee. Persons who are co-authors of articles included in the PhD thesis may not be on the assessment committee. The PhD student's supervisors may not be on the assessment committee; however the principal supervisor assists the committee without voting rights (cf. section 16(2) of the PhD order). As assistant, the principal supervisor must be available for answering questions to clarify the underlying PhD programme and the academic progression of the PhD student's research project. The principal supervisor may be invited to any meetings held by the assessment committee for this purpose. The supervisor can not act as secretary to the committee.

For PhD students with a scholarship financed by the Danish Council for Technology and Innovation (industrial PhD students), at least one of the members of the assessment committee must have company-relevant research experience within the field of study (cf. section 26 of the PhD order), but may not be employed with the company where the PhD student is employed.

The PhD Study Board must propose the composition of the assessment committee to the Dean (cf. section 16b(7)(2) of the Danish University Act) upon having obtained proposals from the relevant head of department, who may consult the supervisor. Immediately after the members of the assessment committee have been appointed, the author must be notified thereof. The author may object to the members appointed within a period of one week.

5.3 Preliminary assessment and any revision

Within two months of the submission of the PhD thesis, the assessment committee must make its recommendation to the faculty as to whether the PhD thesis fulfils the requirements for the award of the PhD degree. This recommendation must be written and reasoned and, in case of disagreement, it must be based on a majority vote. The author must receive a copy of the recommendation. If the assessment committee's assessment is favourable, the thesis may be defended (cf. section 18 of the PhD order).

If the assessment committee's assessment is not favourable, the assessment committee must state whether the PhD thesis may be resubmitted in a revised version, and it must set a deadline for resubmission (cf. section 18(3) of the PhD order). A not favourable recommendation from the assessment committee must be clearly reasoned.

If the recommendation is not favourable, the author and the principal supervisor, who are heard separately, may submit their comments on the recommendation within a period of two weeks.

If the assessment committee does not find the thesis acceptable for defence, the head of the PhD school must, on the basis of the recommendation of the assessment committee and the comments of the author and the principal supervisor, make one of the following decisions (cf. section 18(4)(1)-(3)):

1. That the defence of the thesis may not take place.
2. That the PhD thesis may be resubmitted in a revised version within a deadline of at least three months. If the PhD thesis is resubmitted, it shall be assessed by the same assessment committee unless special circumstances apply.

3. That the PhD thesis shall be submitted for assessment by a new assessment committee.

The author may appeal the decision by the head of the PhD school to the Dean within a period of two weeks from the day the author was informed of the decision. All complaints must be submitted in writing and be reasoned.

5.4 Announcement of defence

All PhD defences at the University of Copenhagen are public and are usually announced on the University of Copenhagen's website (<http://www.ku.dk/phd/>), on the faculty's website and, if possible, in the publication *Universitetsavisen*.

Prior to the announcement of the defence, the author must prepare an abstract of 10-20 lines in both Danish and English which presents in plain language the main findings of the PhD thesis. These abstracts will be used in connection with the announcement of the defence.

5.5 Postponement of defence

The defence must take 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 (cf. section 20 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 written agreement between the author and the faculty, including on the date and time arranged for the defence (cf. section 20(3) of the PhD order).

5.6 Defence

The PhD thesis is defended publicly. At the defence, the author must have 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 due time before the defence (cf. section 19 of the PhD order). Due time will usually be at least two weeks.

A PhD defence cannot be confidential and any confidential parts of the research project cannot be included in the basis for the award of the PhD degree.

If, for substantial personal reasons, the author requests an exemption from defending his or her PhD thesis in public, he or she must submit an application through the Rector to the Danish University and Property Agency requesting this (cf. section 27 of the PhD order).

A permanently employed academic staff member with knowledge of the PhD programme at the University of Copenhagen will moderate the defence on behalf of the head of the PhD school.

The entire defence should not take more than three hours, including any break. The author is given up to 45 minutes to present the main findings of the PhD thesis, and the assessment committee will then ask the author questions based on the thesis and the presentation. At the end of the defence, the audience will be given the opportunity to ask the author questions based on the thesis and the presentation. The moderator of the defence 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

Following the defence, the assessment committee makes its final recommendation as to whether the author should be awarded the PhD degree. Irrespective of the result of the discussion, the committee must immediately notify the author orally of the final recommendation, or, if this is not possible, the author must be informed of when the final recommendation will be available. A final written

recommendation must be available no later than one week after the defence. This recommendation must be written and reasoned, and, in case of disagreement, must be based on a majority vote.

The PhD degree is awarded if the assessment committee submits a recommendation to that effect (cf. section 22 of the PhD order). The PhD degree is awarded by the Academic Council (cf. section 15(2)(4) of the Danish University Act).

If the assessment committee's recommendation is not favourable, the author has two weeks after receiving the final recommendation in writing in which to comment on the recommendation and request that the thesis be accepted for assessment by a new assessment committee.

If the recommendation of the assessment committee is negative, the head of the PhD school may decide to allow the thesis be reassessed by a new assessment committee, if so requested by the author. The author may appeal the decision of the head of the PhD school to the Dean within a period of two weeks from the day the author was informed of the decision. All complaints must be submitted in writing and be reasoned.

5.8 Submission of thesis without prior enrolment

In special cases, the faculties may decide that a thesis may be accepted for assessment without the author having completed a PhD programme, if the PhD Study Board assesses that the author has in other ways acquired other comparable qualifications (cf. section 15(2) of the PhD order). When submitting the thesis, it must be stated whether it has been assessed before. Whether the author has a documented affiliation with the University of Copenhagen will form part of the consideration of the application for submission of the thesis without prior enrolment.

In connection with the assessment of a PhD thesis at the University of Copenhagen without prior enrolment, the faculty may ask the author to pay all expenses associated with such assessment, defence etc. These fees are fixed by the faculty. The author may be exempted from these expenses subject to application.

5.9 Documentation for the PhD programme and the PhD degree

If a PhD degree is awarded, a PhD certificate is issued in Danish and English which is signed by the Rector and the Dean of the relevant faculty.

The certificate must contain information on the field of study, the topic of the thesis and the PhD programme (cf. section 23 of the PhD order). The certificate must also include an appendix in Danish and English containing information on the approved PhD courses, extended stays abroad, any cooperation partners and other relevant information.

PhD students who are not awarded a PhD degree may request documentation in Danish and English concerning the elements of the PhD programme which were satisfactorily completed (cf. section 24 of the PhD order).

5.10 Keeping and lending of the thesis

The University of Copenhagen is obliged to keep a copy of the submitted thesis in its archives. This task is undertaken by each individual faculty.

The thesis is in all other respects the property of the author and may not – apart from the requirement in the PhD order stipulating that it must be publicly available in due time before the

defence – be lent, sold or made available to others without the written permission of the author. If, for example, the thesis is uploaded to the Internet prior to the defence, it should be uploaded in such a manner that prevents it from being copied (apart from when it is read) or printed. Copies made available for review at the University 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 making it available for lending at public libraries.

6. Right of complaint, exemption etc.

6.1 Right of complaint

Decisions made by the University of Copenhagen pursuant to the PhD order may be referred to the Danish University and Property Agency if the complaint concerns legal issues. Complaints must be submitted within two weeks of the complainant having been informed of the decision (cf. section 28 of the PhD order). The complaint must be submitted to the faculty which will issue an opinion. The complainant must be given the opportunity to comment on this opinion within a deadline of one week. The Rector will then send the complaint to the Danish University and Property Agency, enclosing the faculty's opinion and any comments on the opinion by the complainant (cf. section 28(4) of the PhD order).

Complaints concerning decisions made by the head of the PhD school or by the PhD Study Board which do not concern legal issues may be referred to the Dean. Such complaints must be submitted within two weeks of the complainant having been informed of the decision. All complaints must be submitted in writing and be reasoned.

6.2 Exemption

In special cases, the Dean may grant exemptions from the rules laid down by the University of Copenhagen alone. The Danish University and Property Agency may, in special cases, grant an exemption from the PhD order (cf. section 27 of the PhD order).

Subject to agreement with the Rector, the Dean may also establish general deviations from rules laid down by the University of Copenhagen alone, if unusual circumstances apply to the faculty in question.

7 Assessment

The activities of the PhD schools are subject to ongoing 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, cf. section 16b(6) of the Danish University Act.

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

8 Financial aspects

The PhD programme is subject to tuition fees. Every year, the individual faculty fixes and publishes the tuition fees for the PhD programme. For very costly projects, the fee may deviate from that published. The faculty may grant a full scholarship or a reduction of the tuition fees. When awarding PhD scholarships, the tuition fees are usually included in the scholarship.

The faculty must ensure that the required resources are available for the PhD student to complete the PhD programme as laid down in the student's PhD plan (cf. section 8(5) of the PhD order).

9 Interim Provisions

PhD students who commenced their PhD studies before 1 February 2008 have the right to complete their PhD programme in accordance with the Danish Ministerial Order no. 114 of 8 March 2002; however, the assessment and defence of the thesis as well as the decision to award the PhD degree are subject to the provisions of Danish Ministerial Order no. 18 of 14 January 2008 (cf. section 29(3) of the PhD order).

PhD students who commenced their PhD studies before 1 February 2008 may submit a request to the PhD Study Board for permission to complete the programme pursuant to the provisions of Danish Ministerial Order no. 18 of 14 January 2008.

Appendix

Ministerial Order on the PhD Programme at the Universities