Comprehensive Guide for the process of handing in a doctoral thesis for evaluation at the Faculty of Health and Medical Sciences, University of Copenhagen

This application form must be completed by the doctoral candidate and submitted to the Faculty of Health and Medical Sciences, University of Copenhagen.

* Please adhere to the requirements listed on the [Faculty’s website](https://healthsciences.ku.dk/research/doctoral-degree-ku/how-to-submit/)
* Fields marked with \* are mandatory

Please note that you may not submit the thesis for assessment to any other higher educational institution while it is being considered at this Faculty

## Set of rules

## The submission of a doctoral thesis must conform with the ministerial order no. 750 issued by the Ministry of Education 14 August 1996: [“Ministerial Order on the Danish Doctoral Degree”](https://healthsciences.ku.dk/research/doctoral-degree-ku/guidelines/ministerialorderondoctoraldegrees.pdf).

## According to the Ministerial Order section 4:

## “(1) Holders of master’s or Ph.D. degrees within the most relevant academic field are entitled to submit a dissertation for consideration for the doctoral degree (but cf. (2) below). The institution may allow others to submit a dissertation.

## (2) Notwithstanding (1) above, the institution may decline to consider a submitted dissertation if:

1. it is evident from the form or contents of the dissertation that the degree cannot be awarded, or
2. the institution has no experts in the subject area of the dissertation at the level of professor on its staff, or
3. the dissertation has already been subjected to assessment for the doctoral degree at an institution of higher education without the degree being awarded. If this is the case, the author must provide this information when the dissertation is submitted.”

**Candidate information**

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| Full name\* |  |
| Address\* |  |
| Phone number\* |  |
| Email\* |  |
| Master’s degree title\* |  |
| Educational institution\* |  |
| Do you have a PhD degree? \*  If yes, please state the title of the PhD thesis and the year of receiving the PhD degree. | Yes  No  Title:  Year: |
| Is your master´s degree completed abroad? \*  If yes, please explain whether there is a special reason for the thesis to be assessed in Denmark. | Yes  No |
| Title of the doctoral thesis\* |  |
| The results of the thesis originate from (e.g., hospital, department etc.) \* |  |
| Has the present thesis been submitted for assessment at any other higher education institution? \* | Yes  No |
| Desired degree | Medical Science (dr.med.)  Odontology (dr.odont.)  Veterinary Science (dr.med.vet.)  Pharmacy (dr.pharm.) |
| Has the thesis or parts of it previously been assessed by the University of Copenhagen or at any other higher educational institution? \*  If yes, please list title of the thesis and the year of submission. | Yes  No  Title:  Year: |

## Thesis content

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| **Information** | |
| A doctoral thesis is a monograph, or a compressed account based on a number of publications. | |
| Is the thesis based on a number of individual scientific publications? \*  If yes, please list the publications on which the thesis is based (including information on co-authors, title, journal, and year) in the table below | Yes  No |

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| **List of publications (including information on co-authors, title, journal, and year)  Remember to provide co-author declarations.** |
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| **Information regarding previously assessed research results** | |
| 1. Does the thesis contain research that was evaluated as part of one or more of your own previous academic degrees?   If yes, please list the full reference of the publication(s) in question.  Please note that the Faculty recommends that publications that fit the above description are omitted from the thesis as these will not be included in the assessment.   1. Does the thesis contain research that was part of an academic degree awarded to another person?   If yes, please list the full reference of the publication(s) in question in the table below and provide co-author declarations that specify the contribution that you are claiming as part of the thesis. | Yes  No  Yes  No |

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| **List of publications that have previously been assessed (including information on co-authors, title, journal, and year) and specify for each publication, the context in which it has previously been evaluated.** |
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| **About co-author declarations** |
| If the thesis, or parts of it, are a result of a collaboration, a co-author declaration must be submitted.  Co-author declarations must be completed for each conjointly authored publication.  All authors must sign co-author declarations stating the extent and nature of the candidate´s share of the collaborative efforts involved in each individual publication included in the thesis.  If the co-author declarations do not provide sufficient basis to assess the author's contribution, the Faculty or the assessment committee may ask the candidate to provide additional information.  A co-author declaration is a legally binding document for the candidate as well as the co-authors. |

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| **Responsible conduct of research (RCR)** | |
| In the efforts of encouraging responsible conduct of research, all doctoral theses are routinely screened for duplicate text.  Doctoral theses are considered research products and are covered by the [Danish Act on Research Misconduct from 1 July 2017](https://www.retsinformation.dk/eli/lta/2017/383). Authors are responsible for the content of their thesis.  Information about RCR at the faculty is available on the SUND website.  [Learn more.](https://healthsciences.ku.dk/research/responsible-conduct-of-research/) | |
| 1. The research, the articles and the review that form the basis of my thesis is in line with the University of Copenhagen’s Code of Conduct for Responsible Research, and thereby the Danish Code of Research integrity 2. The design, collection of data, and conduct of the research is consistent with practices within the field of research in question. I have considered whether there are issues in my thesis requiring permits, approvals, etc., e.g., approval from an ethics committee or an institutional review board. All necessary ethical permits and legal approvals have been obtained. | Yes  No  Yes  No |

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| **Copyright** | |
| [Learn more.](https://healthsciences.ku.dk/research/doctoral-degree/copyright/) | |
| 1. I hereby certify that I have obtained permission to reproduce all figures/tables/graphics in the dissertation if relevant and that the original sources have been cited appropriately. | Yes  No |

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| **Nomination of assessors** |
| You may suggest proposals for assessors. However, please observe the following rules:   * The assessment committee consists of three members; a chairman, who is employed at the Faculty, and two members of which preferably at least one should represent a university abroad. * The committee members must be professors or possess equal qualifications and be experts within the field of the thesis. * None of the suggested assessors may have co-authored articles, manuscripts or grant applications with the author within the last five years.   Please consider that the suggested assessors could be disqualified if there are grounds to question their objectivity.  The Select Committee under the Academic Council is not in any way obliged to use the suggested assessors. |

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| **Suggestions for assessors (including title, workplace, and contact information).  You may suggest several.** |
| Chair, who is employed at the Faculty of Health and Medical Sciences |
| Assessors from another Danish university |
| Assessors from a university abroad |

Last updated March 2024.