UNIVERSITY OF COPENHAGEN
FACULTY OF HEALTH AND MEDICAL SCIENCES

PHD RULES AND REGULATIONS

Graduate School of Health and Medical Sciences

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Contents

General information 3

1. Introduction 5

1.1 General rules 5
1.2 Purpose and scope 5
1.3 Organisation of the PhD programme at the UCPH 5

2. Enrolment and study start 6

2.1 Enrolment 6
2.2 Integrated master's and PhD programme 8
2.3 Approval of credit transfer 9
2.4 Part-time study 9
2.5 Leave of absence 9
2.6 Extension of enrolment period 10
2.7 Supervision, appointment of supervisor(s) and change of supervisor(s) 10
2.8 The PhD plan 12

3. Contents of the PhD programme 14

3.1 The research work 14
3.2 Courses 14
3.3 Teaching activities and knowledge dissemination 16
3.4 Participation in other research environments 17

4. Regular assessments 18

4.1 Content of the assessments 18
4.2 Rectification and termination of enrolment 18
4.3 Satisfactory completion 19
4.4 Not satisfactory completion 19

5. PhD thesis, defence and award of the PhD degree 20

5.1 Requirements for the PhD thesis 20
5.2 Assessment committee 21
5.3 Preliminary assessment and any revision 22
5.4 Announcement of defence 23
5.5 Postponement of defence 23
5.6 Defence 23
5.7 Award of the PhD degree 24
5.8 Binding collaboration on PhD programmes with non-Danish institutions – joint and double degrees 24
5.8 a The UCPH is the main institution 24
5.8 b A non-Danish institution is the main institution 25
5.8 c Agreement on assessment, defence and certificate 25
5.9 Submission of thesis without enrolment 26
5.10 Documentation of the PhD programme and the PhD degree 26
5.11 Archiving and access to the thesis 26

6. Appeals and exemptions 27

6.1 Appeals procedure 27
6.2 Exemptions 27

7. Evaluation 27

8. Finances 28

9. Transitional rules 28

Appendix 1 & 2 29

General information

The rules and regulations for the PhD programme at the Graduate School consist of the Common rules for the PhD programme at UCPH and the Supplementary rules at SUND. We advise you to read these rules to get an overview of the PhD study programme at SUND.

⊞ Sections marked in red refer to the supplementary PhD rules specific to SUND. Please read these in conjunction with the generic UCPH rules. ⊠

For a quick return to the table of contents, you can always click on this icon in the bottom right hand corner of each page.

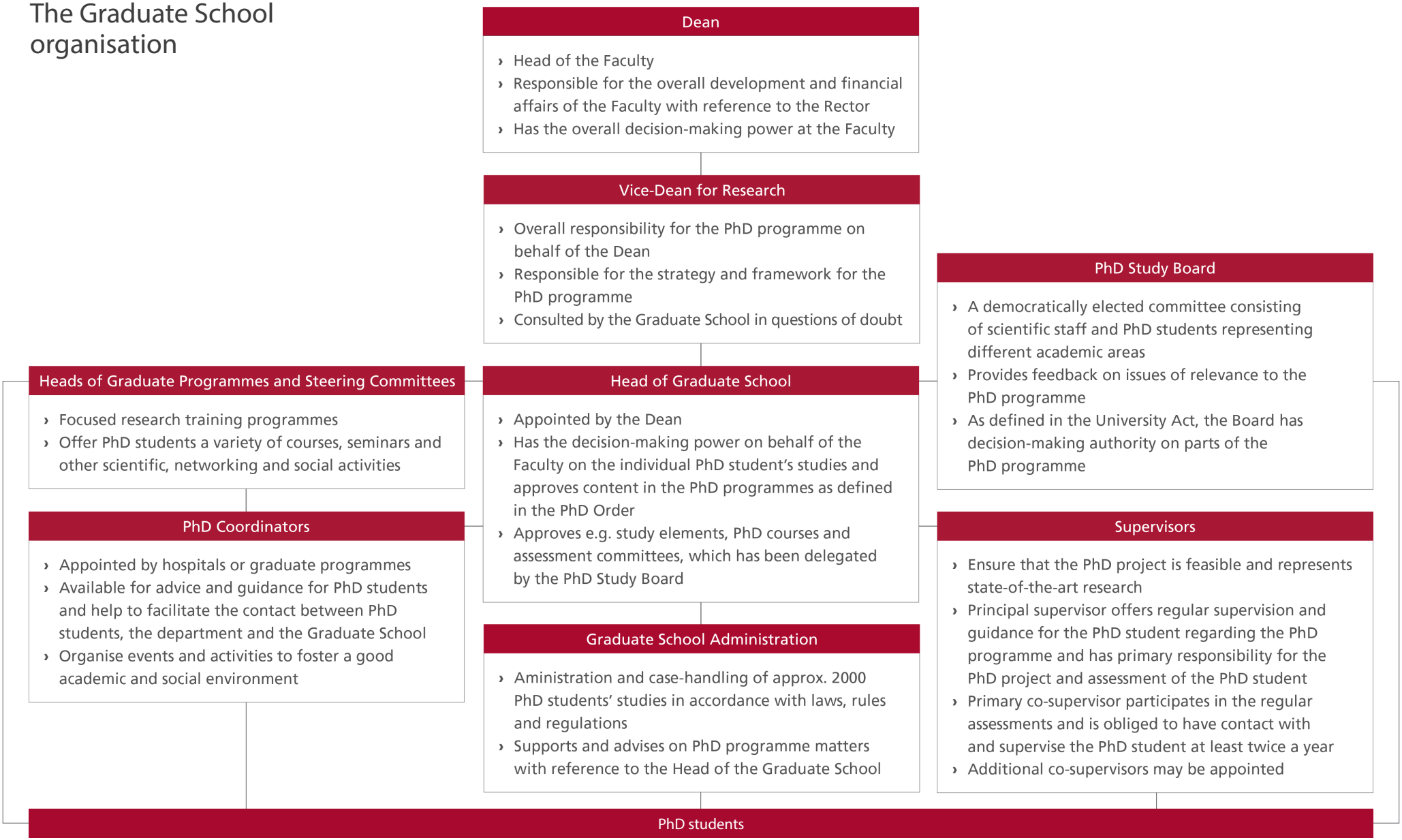
Further information
At healthsciences.ku.dk/phd you can find information and forms for your PhD study programme, e.g. enrolment, PhD project, thesis and defence.

Terminology
Please note that the University of Copenhagen and the Graduate School use different terms in connection with the PhD programme.

University of Copenhagen	The Graduate School
› PhD School	› Graduate School
› PhD Committee	› PhD Study Board

Visit our website:
healthsciences.ku.dk/phd/

The Graduate School organisation



1. Introduction

1.1 General rules

The legal basis for the PhD programme and the award of PhD degrees at the University of Copenhagen (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 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 University of Copenhagen, including part 10 concerning the head of the PhD School (for further information, see this link: about.ku.dk/management/board/statutes/).

These general rules and guidelines for the PhD programme at the University of Copenhagen 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). The common rules and guidelines of the University of Copenhagen lay down the common standards for all PhD programmes at UCPH and constitute common minimum rules. Each faculty lays down its own supplementary rules (see 1.3 below).

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

1.2 Purpose and scope

The PhD programme is a research programme that trains students to conduct top-class, international-level research, and to take responsibility for research, development and teaching tasks in the private and public sectors, for which a broad knowledge of research is required. The main emphasis of the PhD programme is on conducting 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. This means that the assessment is not included in the three years. The PhD programme in Denmark is described in the Danish qualifications framework for higher education:

Knowledge:

- Must possess knowledge at the highest international level within the research field.
- Must have made a significant contribution to the development of new knowledge and understanding within the research field based on scientific studies.

Skills:

- 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 ufm.dk/en).

1.3 Organisation of the PhD programme at UCPH

The PHD programme at 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 Statutes of the University of Copenhagen). 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 University of Copenhagen 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

UCPH runs 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 set out in these rules, applications for enrolment are subject to the rules and procedures of each PhD School.

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 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.
- A curriculum vitae with, if relevant, a list of publications
- A copy of the diploma (including, where possible, the number of ECTS)
- An account of the funding, including, where relevant, a budget.

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

Non-Danish diplomas not in 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 grading scale used unless the faculty concerned has stipulated different requirements.

If the examination that qualifies the student 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 (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).

The faculties must be able to document that admitted PhD students have sufficient English-language skills.
A sufficient level corresponds to at least B2 level (higher intermediate) in the common European Framework of Reference for Languages (CEFR)[1]. This can be ensured, for example, through a test or proof an English-language master's degree.

Each faculty must have a documented process for assessing the English level of PhD applicants in the application process.

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 is free to decide whether it will allow enrolment in a PhD programme while the student concerned is still studying for a master's degree. 2.2 below describes the special rules that apply for this.

Decisions on admission and enrolment are made by the head of the relevant faculty's PhD School upon recommendation from the academic members of the PhD committee. Special emphasis is placed on the following:

- 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.

⊕ SUPPLEMENTARY RULES AT SUND

Enrolment

Applications for enrolment are accepted continuously throughout the year. If there is one or more external financial partners in the project, the department where the principal supervisor is affiliated must ensure that the applicant includes a description of the nature of such financial cooperation and any agreements concerning intellectual property rights and publication.
The enrolment application must be signed/approved by the:

1 Common European Framework of Reference for Languages (CEFR)

- PhD student
- Principal supervisor
- Primary co-supervisor
- Head of research centre or department at the Faculty
- Guarantor of tuition fee
- Head of graduate programme
- Head of workplace

The PhD student is responsible for submitting the application, but the principal supervisor must assist with completing the application. The principal supervisor and the primary co-supervisor must furthermore confirm that the application conforms with state-of-the-art research.

International applicants
The applicant's admission to the PhD programme is based on qualifications equivalent to a Danish two-year master's degree (120 ECTS). Degrees awarded by foreign universities must be assessed by either the Graduate School or the Ministry of Higher Education and Science. The qualifications of international applicants are assessed on a case-by-case basis.

Applicants whose principal language is not English must document that their oral and written English is at a satisfactory level. The IELTS test and the TOEFL test are approved as documentation. You must pass the IELTS test with a score of 6,5 or above, the written TOEFL test with a score of 560 or above or the online TOEFL test with a score of 83 or above.

Exemption may be granted to:

- Applicants from countries where English is the official language
- Applicants from EU/EEA countries
- Applicants who can document that they have completed a BSc or MSc education where English was the language of instruction (please enclose documentation with application).

Applicants who have paid for a TOEFL or IELTS test can apply for a refund of the test fee after enrolment. Only tests taken in connection with the application for enrolment may lead to reimbursement. Please be aware that the Graduate School only reimburse the cost if the receipt is available in English.

Language tests dating back more than two years are not accepted. A certified copy of the test result must be enclosed with the application for enrolment.

Graduate programme
All PhD students must be affiliated to a graduate programme. The graduate programmes are individual research training programmes and offer PhD students a variety of courses, seminars and other academic activities. The applicant must choose a graduate programme when applying for enrolment. The head of graduate programme must approve the affiliation. The PhD student can only be affiliated to one graduate programme.

Date of enrolment
A PhD student can be enrolled by no earlier than the first day of the month of approval. The PhD student will be affiliated to the department where the principal supervisor is employed.

Employment
Employment as a PhD student at the University cannot take place before the PhD student receives the enrolment certificate from the Graduate School. This certificate serves as documentation of enrolment.

If the application is rejected
If the application is rejected, the applicant and the principal supervisor will be informed about the possibility of revising the application. ☒

2.2 Integrated master's and PhD programme
Some of the faculties offer students the option of starting on their PhD programme while enrolled in their master's degree programme. This is done by enrolment in the integrated master's/PhD scheme (known as the flexible 3+5 scheme), which can begin after completing a Bachelor's programmebut before reaching the level of a Danish master's degree. According to the PhD Order, a flexible master's and PhD programme of this type must ensure that the overall education is of the same extent and on the same level as other PhD programmes (see section 5 (2) of the PhD Order).

The flexible scheme is divided into two parts (A and B). On part A, the master's programme and one year of the PhD programme must be completed. On 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 student withdraws from the 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 more specific guidelines.

⊕ SUPPLEMENTARY RULES AT SUND
Flexible PhD programme (3+5 and 4+4)
Applicants to the flexible PhD programme must fulfil all requirements as other applicants. Prior to applying for enrolment, the applicant must have a time and activity schedule indicating when the applicant will work on the master's programme and the PhD programme, respectively.

If the applicant is admitted to the 3+5 programme on the basis of a bachelor degree, the applicant must also apply for admission to a master's programme at the University of Copenhagen.

All PhD students in the 4+4 or 3+5 programme must observe any current study activity related to their master's programme. No course or thesis activities from the master's programme can be credit transferred to the PhD programme. When the master's degree is obtained, the PhD student must send a master's degree diploma to the Graduate School. ☒

2.3 Approval of credit transfer
When applying for a place on a 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.

⊞ SUPPLEMENTARY RULES AT SUND

Applications for transfer of course credits can be submitted after enrolment.

- A maximum of 15 ECTS credits for courses may be transferred.
- Credit cannot be transferred for courses completed more than five years before enrolment.
- Credit transfer for courses completed as part of another study programme (e.g. master's programme) is not possible as the ECTS credits have already been used for the preceding study programme.
- Conference and congress attendance cannot be approved as course participation.
- Fees paid for PhD courses completed up to six months before enrolment are refundable (see Reimbursement of course fees, page 14).

Merit for scientific articles

Applicants can apply for merit for scientific articles published before starting the PhD study programme. The request for merit for scientific articles must be included in the application for enrolment. Only published named articles can be considered. The publication date may not exceed three years from the enrolment date.

Merit for scientific articles cannot be granted for article(s) that form the basis of any other academic degree awarded to the applicant or for publications that were published more than three years ago (from the date of enrolment). ☒

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). Under 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 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 UCPH must be approved by the PhD School.

Where relevant, decisions on part-time study must be coordinated with employment at the University of Copenhagen

The transition to part-time study involves adjustment and approval of relevant parts of the PhD plan (see 2.8 below). The faculty may draw up more specific guidelines.

⊞ SUPPLEMENTARY RULES AT SUND

PhD students may be enrolled as full-time or part-time students. It is also possible to apply to study part-time or full-time at a later stage of the study programme. PhD students registered for part-time study pay full tuition fees for the first three years and no tuition fees for the rest of the period.

Please note that part-time PhD students are required to work on their PhD project for at least 18.5 hours per week. ☒

2.5 Leave of absence

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

UCPH has the following guidelines for requests for non-statutory leave of absence:

- Leave of absence can be requested for both academic and personal reasons.
- The request must be submitted in writing, stating the reason(s) and a statement from the principal supervisor must be attached.
- The PhD committee considers the academic and study-related factors.
- 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 is extended accordingly, and the PhD plan is adjusted and approved. 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 student may, however, participate in a planned course that is deemed significant to his or her PhD programme if the course is not expected to run again at a later date during the enrolment.

› Requests for leave of absence from PhD students employed at 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 UCPH.

The faculty may draw up more specific guidelines.

⊞ SUPPLEMENTARY RULES AT SUND

Maternity/paternity or adoption leave

The Graduate School must be notified of the commencement date of the maternity/paternity or adoption leave and of the duration of the leave.

PhD students employed at UCPH should contact their local human resources department.

For PhD students employed elsewhere, employment leave is determined by the individual employment terms.

Leave of absence

A PhD student can also apply for leave of absence for personal, academic or occupational reasons. The principal supervisor and the superior at your place of employment must approve the application.

Long-term illness

In the case of long-term illness that delays the PhD programme, PhD students employed at UCPH may apply for an extension of their employment, cf. the Collective Agreement for Academics employed by the State, appendix 5, section 2(2). The principal supervisor must confirm that the PhD programme has been delayed by the illness. If an extension is granted, the enrolment will be extended automatically to the same extent.

The PhD student should submit the application when they are no longer ill and have resumed the PhD study programme.

PhD students who are not employed at the University of Copenhagen must follow the rules at their respective workplaces. ⊠

2.6 Extension of enrolment period

Students are usually enrolled in the PhD programme for a period of three years. Students whose studies 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 to enrolment on the grounds of delay does not lead to a corresponding extension of employment.

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

⊞ SUPPLEMENTARY RULES AT SUND

The PhD student can apply for extension of the enrolment due to scientific reasons. The application must be signed by the principal supervisor before submission.

Extension of the PhD programme can be granted for a minimum of 3 months and a maximum of 6 months at a time. In total, the enrolment can be extended for a maximum of 2 years. Applications are assessed by the Head of the Graduate School, who will determine if an extension can be granted. An extension of enrolment does not imply any extension of employment. ⊠

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

PhD programmes are always under supervision. PhD students have the right to supervision and the duty to accept it.

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

The principal supervisor must have several years of active research experience and must be employed 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 have knowledge of the PhD programme.

The faculty's head of the PhD School appoints the principal supervisor and any co-supervisors when the student enrols in the PhD programme. The appointment must be in cooperation

with the supervisor's manager (normally the head of department). The 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 concerned. 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 innovationsfonden.dk/en. PhD students employed at a business-oriented institution of higher education (typically university colleges) must, in addition to a principal supervisor, have a supervisor affiliated with the business-oriented institution. Such supervisor must be qualified within the relevant field.

The student may apply for a change of 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 student requesting it. The head of the PhD School makes the decision to change supervisor with the involvement of the relevant manager.

⊕ SUPPLEMENTARY RULES AT SUND

Supervision
A PhD student must have at least two supervisors:
A principal supervisor and a primary co-supervisor.

Principal supervisor
The principal supervisor must be employed at the Faculty as either associate professor, senior researcher, professor, clinical associate professor, clinical research associate professor or clinical professor. Part-time lecturers and clinical teaching associate professors are not included.

It is mandatory for all principal PhD supervisors to participate in the seminar "Responsible Conduct of Research for PhD supervisors" and the courses "PhD supervision: rules and regulations" (online) and "PhD Supervision: advice, tools and practices".

Primary co-supervisor
The primary co-supervisor must have an academic level equivalent to at least associate professor or clinical associate professor but does not have to be employed at the faculty. Senior researchers employed at Danish universities and the government research institutions (SSI or NFA) are at associate professor level.
If the PhD student is in doubt as to whether the intended primary co-supervisor meets the requirements, the PhD student can have an assessment made before applying for enrolment. To do so, please email the intended primary co-supervisor's CV including a list of publications to graduateschool@sund.ku.dk and the Head of Graduate School will make an evaluation.

The primary co-supervisor is obliged to have contact with and to supervise the PhD student at least twice a year.

Co-supervisor
It is possible to attach one or more co-supervisors to the PhD project. A co-supervisor must have qualifications within the relevant academic field, but does not have to be employed at the Faculty. The co-supervisor is obliged to have contact with and to supervise the PhD student at least twice a year. A PhD student may not be a co-supervisor for other PhD students.

Agreement on supervision
As part of the agreement on supervision, the PhD student and the principal supervisor must meet and complete the alignment of expectation sheet before or no later than three months after enrolment. The alignment of expectation sheet serves to ensure that the principal supervisor and the PhD student have aligned their expectations concerning the supervision's extent and nature.

Changing supervisor
The PhD student must state a reason for any change of supervisor. The application must be approved by the PhD student and the principal supervisor.

If the principal supervisor changes job during the student's PhD programme, and is no longer employed at the Faculty of Health and Medical Sciences, the PhD student must change principal supervisor.

Legal incapacity
Legal incapacity applies in cases where a supervisor has e.g. a family relationship or any other close personal or financial relation to the PhD student. Furthermore, two people with a close relationship or family relationship may not be in the same

supervisor group. Supervisors
are obliged to consider whether they are legally incapacitated. In cases of doubt, the supervisor must always be considered to be legally incapacitated. If such legal incapacity exists or arises, the Graduate School must be notified and another supervisor must be appointed.

External assessor
If an external assessor has been assigned in connection with the regular assessments, they must attend the regular assessment meetings.

The external assessor is expected to maintain a distance to the project and the people involved, in order to make an independent assessment at the regular assessment meetings. The external assessor should be able to deliver high-level feedback on scientific content, interpretation of data and the progress of the PhD project, and be available for in-depth feedback and follow-up on own comments after each meeting.

The external assessor may not have a close personal relationship or family relationship with anyone in the supervisor group. The external assessor may not be part of the same group of authors as the supervisors and the PhD student, and may not have co-published within three years prior to enrolment.

The external assessor may be part of the final assessment committee if the person complies with the relevant rules in that respect. The external assessor does not have to be a member of staff at the University of Copenhagen.

PhD coordinators
The PhD coordinators act as advisers on subjects that are not directly related to the scientific content of PhD projects. The PhD coordinators have been appointed at hospitals. Some graduate programmes have also appointed PhD coordinators.
PhD coordinators' main task is to foster a good academic and social environment for the PhD students, organise events that facilitate this, and they are available for PhD students that need advice. For more information and to find a list of all the PhD coordinators, please refer to healthsciences.ku.dk/phd. ☒

2.8 The PhD plan
All PhD students at UCPH must have an approved PhD plan within three months of the start of their 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 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)

The agreement on the type and scope of supervision must take into account the mutual expectations of the student and the

supervisor(s).

If there is an external partner, a written agreement must also be drawn up at the time of enrolment about financial aspects, intellectual property rights and publication. The agreement must be approved 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 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 ongoing assessments. The plan is a dynamic document that has to be updated on an ongoing basis, e.g. in the event of major changes to the project, changes to time spent at other research environments/institutions, leave of absence etc.

⊞ SUPPLEMENTARY RULES AT SUND

The PhD plan and enrolment

At the Graduate School, the PhD plan is part of the application for enrolment and it is thus approved in connection with enrolment. If the PhD plan falls short of satisfying the requirements, the Graduate School will identify these shortcomings at the time of the enrolment.

Collaboration with external partners

In cases where the PhD project involves collaboration with external partners, the department where the principal supervisor is affiliated must ensure a collaboration agreement (agreement on intellectual property rights) is completed together with the enrolment application.

Adjustment of the PhD plan

In the event of changes, the PhD plan must be adjusted and approved by the PhD student and the supervisors. The revised PhD plan must be submitted to the Graduate School. ⊠

3. Contents of the PhD programme

The PhD programme comprises the following (see section 7 of the PhD Order):

1. Carrying out independent research under supervision (the PhD project)
2. Completing PhD courses or other similar programme elements totalling approx. 30 ECTS points.
3. Participation in active research environments, including stays at other institutions (mainly abroad), private research companies, etc.
4. Gaining experience of teaching activities or other form of knowledge dissemination, which is related to the student's PhD project.
5. Writing a PhD thesis on the basis of the PhD project.

3.1 The research work
The research project constitutes the main part of the PhD programme and serves as the basis for the thesis. It may be part of an independent project or an integrated part of a larger research project. If it is part of a larger project, the student's contribution to it 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 3 above, PhD students must complete coursework or other similar programme elements
totalling approx. 30 ECTS credits, which corresponds to six months of study.

It is compulsory for all PhD students at UCPH to pass a course in the responsible conduct of research.

The PhD Schools advertise 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. 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. As
mentioned in 3.3 below, UCPH is obliged to offer all
PhD students a course in knowledge dissemination
(see section 8 (3) of the PhD Order).

For UCPH courses, the PhD student has the right to a certificate describing the scope of the course and certifying that the student completed it successfully.

Courses run by other providers in Denmark and abroad can also make up part of the PhD programme. Students need agreement in advance with the principal supervisor before taking part in these courses. The courses must comply with the requirements set by the PhD committee of the individual PhD School. The faculty may draw up specific guidelines for participation in courses offered by course providers other than UCPH.

Where relevant, the individual faculty draws up specific rules for the composition of the entire coursework.

⊕ SUPPLEMENTARY RULES AT SUND

Courses
A PhD student at SUND must complete courses corresponding to a minimum of 28 ECTS and maximum 35 ECTS credits. A detailed course plan does not have to be in place at the time of enrolment. However, the PhD student must draw up the course plan in collaboration with their principal supervisor.

Courses offered by the Graduate School
The Graduate School is part of the agreement on 'open market for PhD courses at universities belonging to the
organisation Universities Denmark'.

All courses are free of charge for PhD students enrolled at Danish universities, except CBS. Other course participants must pay a course fee. Exceptions are guest PhD students and PhD students from NorDoc universities, who can participate for free if seats are vacant. The Graduate School sets the rules regarding course payment for
participants who are not enrolled at a Danish university.

Seats on PhD courses are allocated according to the agreement on Open Market for PhD courses. On
specialised PhD courses 20 percent of the seats are
reserved for PhD students from Danish universities
(except CBS) and 80 percent for PhD students from SUND. If the reserved seats are taken, applicants will be put on the waiting list. On generic PhD courses all seats are
reserved for PhD Students enrolled at SUND. Other
applicants will be put on the waiting list.

Cancellation and absence fees
The Graduate School works with the following rules concerning cancellation and absence fees:

- Cancellations made up to two weeks before the course starts are free of charge.
- Cancellations made less than two weeks before the course starts will be charged an amount corresponding to the course fee for external participants.
- Participants with less than 80% attendance cannot pass the course and will be charged an amount equal to the course fee for external participants.
- Participants who fail to hand in any mandatory exams or assignments cannot pass the course and will be charged an amount equal to the course fee for external participants.
- Participation in same course twice and receiving ECTS for the same course twice is not allowed. Therefore, you will be charged for one of the courses and the ECTS will be withdrawn from your plan.

If the participant does not comply with the above cancellation policy or has not attended the course due to illness or other reasons, the Graduate School may waive the course fee, if the participant provides documentation from the participant's employer stating that the participant has been legally absent from the workplace.

Mandatory courses
PhD students must complete the following mandatory courses offered by the Graduate School of Health and Medical Sciences:

1. Introduction Course for New PhD Students at SUND
- Applicability: Mandatory for students enrolled from 1 January 2025.
- Deadline: Must be completed within the first 6 months of enrolment.
- Implications of Non-completion: Students cannot register or participate in other Graduate School courses without completing this course within the required timeframe.

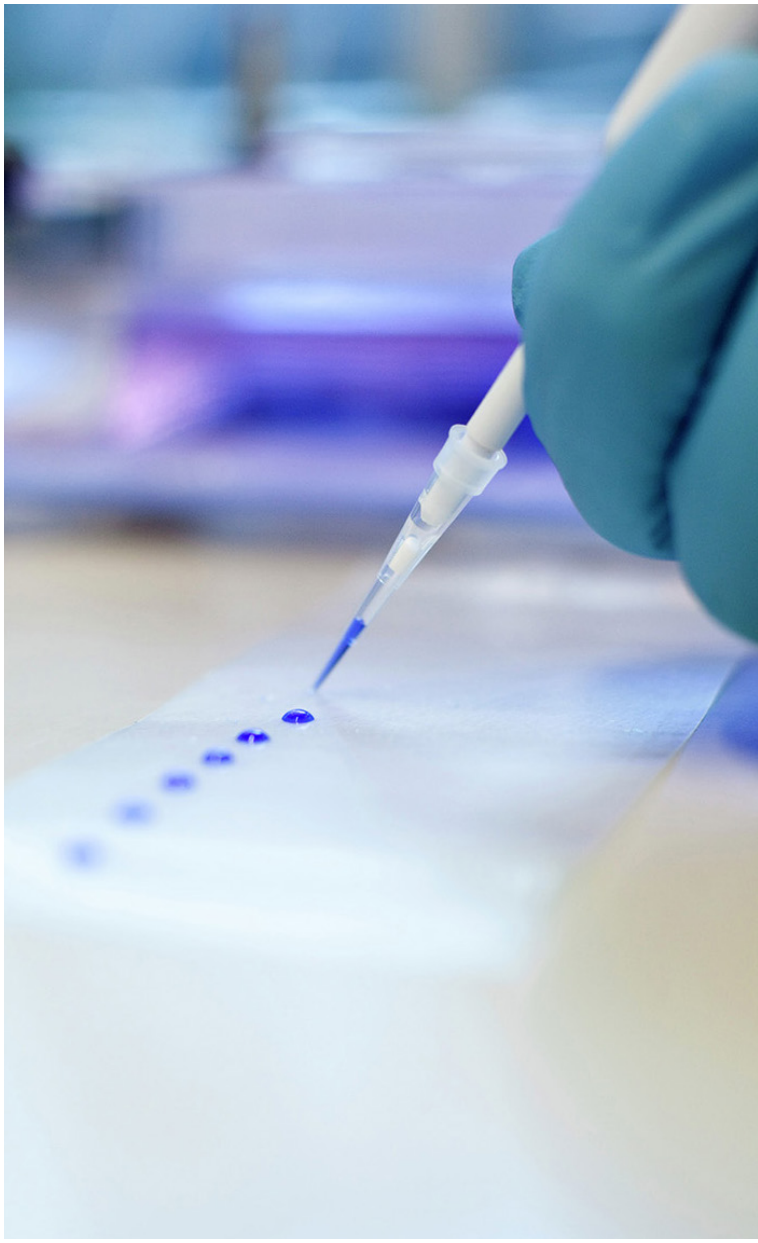
2. Responsible Conduct of Research 1: An Introduction (RCR1)
- Deadline: Must be completed within the first 12 months of enrolment.
- Implication of Non-completion: RCR1 must be passed before submitting the PhD thesis.

3. Responsible Conduct of Research 2: Getting Ready for Submission (RCR2)
- Applicability: Mandatory for students enrolled from 1 August 2020.
- Timing: Should be taken when students have less than 12 months remaining in their enrolment period.
- Implication of Non-completion: RCR2 must be passed before submitting the PhD thesis.

4. Programme-specific Mandatory Courses
- Graduate programmes may require additional mandatory courses for affiliated PhD students.
- Limit: These courses may total a maximum of 10 ECTS.

External courses
Participation in courses offered by other providers must be approved by the PhD Study Board.

Certain rules apply for external courses:
- The course must have scientific relevance to the PhD project.



- The principal supervisor must approve participation in the course.
- You can apply for approval for an external course after completion.
- The Graduate School does not grant pre-approval of external courses.
- Applications with courses of less than 0.5 ETCS or less than 5 hours of teaching will not be processed.
- For courses completed on online course platforms, the course must be minimum 12 course hours.
- PhD Students can get a maximum of 5 ECTS approved in total for courses from online course platforms as Coursera, edX and the like.
-

Symposia, congresses and conferences
Participation in symposia, congresses and conferences is considered part of the PhD student's dissemination activities. Consequently, such activities cannot be approved as part of the course plan or lead to reimbursement.

ECTS calculation
1 ECTS credit equals 25 work hours. In practice, one course hour results in 0.1 ECTS credits, since a preparation factor of 1.5 is assumed. For courses completed on online course platforms the number of working hours to complete the course, stated by the course provider will be divided with 25 to obtain the number of ECTS since a preparation factor is not included/assumed.

Reimbursement of course fees
A PhD student may apply for reimbursement from the Graduate School to cover the course fee for up to two courses offered by other providers. You may also apply for reimbursement for courses taken up to six months before enrolment. PhD students will be reimbursed according to the applicable rules for reimbursement.

The Graduate School will reimburse the course fee, but not additional costs such as accommodation or travel costs. ☒

3.3 Teaching activities and knowledge dissemination
As part of the PhD programme, all students must acquire experience of teaching and other types of knowledge dissemination related to the 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 ministerial 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 translated into 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 a short period, the 840 working hours will be reduced proportionately. The 840 working hours may not be used for administrative tasks, but, for example, 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.

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, 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 work beyond the 840 hours for any 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 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 or lies naturally within the PhD student's field of research.

As far as PhD students are concerned, teaching activities will often account for the 840 working hours through which they acquired teaching experience but the teaching and knowledge dissemination requirements apply to all PhD students and

should, in terms of scope, only account for a limited proportion of the full 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.

⊕ SUPPLEMENTARY RULES AT SUND

Knowledge dissemination

The PhD student must confirm in the PhD plan that knowledge dissemination will be conducted. The PhD student's graduate programme may also have specific requirements regarding knowledge dissemination, for instance by participating in meetings.

Teaching activities and work obligations under the collective agreement with the Danish Confederation of Professional Associations

During the PhD study programme, PhD students employed under the collective agreement with the Danish Confederation of Professional Associations may be required to work for the institution. The conditions are:

- The PhD student can only be required to undertake teaching or other forms of knowledge dissemination related to the individual PhD student's PhD project.
- By agreement with the principal supervisor, PhD students may, if they so wish, undertake teaching that is not related to the individual student's PhD project, but the institution may not require this of the PhD student.

Teaching activities and work obligations under other collective agreements

For PhD students employed under other collective agreements than with the Danish Confederation of Professional Associations, the number of hours for special work tasks that may be required by the institution is not specified.

Irrespective of which collective agreement the PhD student is employed under, the Dean's office and the heads of department expect PhD students to be assigned to teach e.g. courses and exercises equivalent to an average of maximum 100 teaching hours per year. ⊠

3.4 Participation in other research environments

PhD students must be involved in other or several active research environments, including during stays at research institutions mainly abroad, private research companies, etc. (see section 7 (2), third sentence 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 research project. The principal supervisor has a special responsibility to ensure that the PhD student has the opportunity to establish contact with researchers outside UCPH. It is not a requirement that such stays must be in another country but should as far as possible be aimed at.

Stays at other research institutions or private research companies must be organised in such a way that 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).

⊕ SUPPLEMENTARY RULES AT SUND

PhD students at the Graduate School of Health and Medical Sciences must spend part of the PhD programme in another research environment, preferably abroad. The duration of the stay(s) must total at least one month. If possible, longer stays are preferred because they give the PhD student the time and opportunity to develop networks with international research groups. As a rule of thumb, a stay at a supervisor's research facility or department cannot be approved unless the supervisor's research facility or department differs from the PhD students. Participation in conferences, courses or congresses is not accepted as a change of environment.

The change of research environment must be completed within your enrolment period.

Financial support for change of research environment

If your change of research environment lasts at least four weeks in total and is completed abroad or at a research institution in Denmark located outside the Capital Region of Denmark and Region Zealand, you can apply for financial support. The Graduate School supports the costs of travel, housing/accommodation, health insurance, visa and local transport.

4. Regular assessments

The PhD School is required to conduct regular assessments of whether the student is following the PhD plan (see section 10 of the PhD Order). A minimum of three assessments must be conducted during a three-year PhD programme. The regular assessments are conducted at the intervals given below (months) before the end of the PhD programme:

Three-year programmes: 26, 14, 6

For the flexible programmes, the regular assessments are conducted at the intervals given below (months) before the end of the PhD programme:

Four-year programmes: 38, 26, 14, 6
Five-year scheme: 50, 38, 26, 14, 6

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

If the principal supervisor assesses that the PhD programme is not progressing in accordance with the PhD plan, the written report must describe the shortcomings. The supervisor must account for the shortcomings in a way that enables the PhD student to relate specifically to them. This statement is called a negative assessment. The assessment must take full account of any documented illness, maternity/paternity leave or other approved leave of absence.

If a negative assessment is submitted, the PhD student must be given the opportunity to submit comments on the written report within a period of at least two weeks.
The individual faculties may draw up more detailed guidelines for this.

⊕ SUPPLEMENTARY RULES AT SUND
Three regular assessments
During a three-year PhD programme the PhD student must complete three regular assessments.

- Assessment 1: 26 months before submission of PhD thesis (mandatory assessment meeting).
- Assessment 2: 14 months before submission of PhD thesis (voluntary assessment meeting).
- Assessment 3: 6 months before submission of PhD thesis (mandatory assessment meeting).

Assessment meetings
The PhD student, principal supervisor and co-supervisors must attend the meetings. One week before the meeting, the PhD student must submit a written assessment report to the principal supervisor, co-supervisors and external assessor, which will form the basis of the assessment.

External assessor
If an external assessor has been assigned, they must also attend the meeting. ☒

4.2 Recovery and termination of enrolment
In the case of a negative assessment, it must be submitted to the head of the PhD School together with the response from the PhD student. If the head of the PhD School deems that the student is not following the PhD plan, despite adjustments to it, the student must be informed in writing and given three months to redress the situation (recovery plan).

The recovery plan must clearly stipulate what the student is to accomplish during the three-month recovery period. The three-month period does not trigger an extension to the PhD programme and students are only entitled to one such period during a PhD programme (see 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 conducts a new assessment based on a new report from the supervisor. The student is given two weeks to submit comments on the supervisor's report. If the assessment is still negative, the student's enrolment on the PhD programme will be terminated (see section 10 (3) and (4) of the PhD Order).

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

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

⊕ SUPPLEMENTARY RULES AT SUND

If the principal supervisor assesses that the PhD student does not adequately follow the PhD plan, the principal supervisor must notify the Graduate School, e.g. in connection with a regular assessment. The Graduate School will handle the process of the rectification case.

If the PhD student experiences difficulties during the PhD study programme, e.g. with a supervisor, they may contact the Graduate School or the PhD coordinator for guidance. ⊠

4.3 Satisfactory completion

The final assessment is submitted at the same time as the student submits the PhD thesis. The principal supervisor is to submit a report on the whole of the PhD programme no later than one week after thesis submission. The report must be accompanied by a full list of the individual study elements, including teaching and knowledge dissemination, links with other research environments, participation in courses, including specification of ECTS credits, etc.The
report is drafted in collaboration with any other 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 Not satisfactory completion

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

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

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

5.1 Requirements for the PhD thesis

The PhD programme culminates in the submission of a PhD thesis. The 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 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 thesis must as a minimum contain an abstract in Danish and English (see section 12 (3) of the PhD Order). If the thesis includes articles or draft articles written in collaboration with others, written declarations from the lead 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 at UCPH and the name of the faculty. The University of Copenhagen's faculty-specific front page for PhD theses may be used for the PhD thesis

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

Further requirements for the PhD thesis and for its submission are stipulated by the faculty.
If a PhD thesis includes articles or research results that have previously constituted the basis for the award of an academic degree in Denmark or abroad, or have been favourably assessed as a prize paper, the PhD thesis must contain information about this in the thesis or in the co-author statement. A PhD degree can only be awarded if the author of the thesis documents new research results which per se document its author's ability to apply the appropriate scientific and scholarly methods in order to produce research results that fulfil the international standards for PhDs within the field in question, see section 11 of the PhD order.

⊕ SUPPLEMENTARY RULES AT SUND

According to §11 of the Ministerial order on the PhD programme the PhD thesis must document the PhD student's or the author's ability to apply relevant scientific methods and to carry out research work meeting the international standards for PhD degrees within the field in question.

Format

A thesis may either be written as a monograph or as a synopsis with manuscripts/papers included. As a general rule, the PhD student may not copy text directly from own manuscripts/papers. This is perceived as potential self-plagiarism and is not acceptable.

However, to a minor degree it can be accepted to copy methods descriptions, concrete results incl. figures and tables when appropriately marked and referenced. Please remember to obtain permission from the copyright owner if required when you reproduce/adapt tables and figures, and refer to the permission.

Monograph

The monograph is typically 100 pages long, but the number of pages can vary. The monograph should include the following elements:

- Summaries in Danish and English
- Objectives
- Methodology: this chapter should briefly summarize and reflect on the methods used
- Description of the research project placed in the context of international state-of-the-art research within the subject area
- Description of the research carried out (including materials, methods and results)
- If required for the studies, information on ethical and legal permits and approvals
- Discussion of results
- Conclusions and perspectives for further research
- References

Synopsis

The synopsis-based thesis consists of a synopsis and published papers and/or unpublished manuscripts. There are no specific requirements concerning the number or type of first or co-authored papers/manuscripts.

The synopsis is typically 30-60 pages long (papers or manuscripts not included), but there are no specific requirements concerning the number of pages in the synopsis. The synopsis should clearly and concisely encapsulate and discuss the research findings presented in the

manuscripts/papers included in the thesis. The synopsis should at least include:

- Summaries in Danish and English (a requirement according to the PhD Order section 12, subsection 3)
- Objectives
- Methodology: this chapter should briefly summarize and reflect on the methods used
- Description of the research project placed in the context of international state-of-the-art research within the subject area
- Summary of the results of the papers and their relation to international state-of-the art research within the subject area
- If required for the studies, information on ethical and legal permits and approvals
- Conclusions and perspectives for further research
- References
- Chapters consisting of any papers or manuscripts included in the thesis. The chapters must appear in the end of the thesis.

Declarations of co-authorship
If a manuscript or published paper has eleven or less authors, all authors must sign a declaration of co-authorship.
If it has twelve or more authors, only the PhD student, the corresponding author(s), the senior author and the principal supervisor need to sign the declaration of co-authorship.

The contribution of the PhD student must be described in the co-authorship declaration if an article or manuscript is also included in a co-author's thesis.

Specific requirements
The complete red UCPH logo including the red line, the title of the thesis and the name of the PhD student must be included on the cover of the thesis. The layout, font, image use, etc. are agreed between the PhD student and the supervisor. A PhD thesis should be written in English.

Submission of thesis
The thesis must be submitted in PhD Planner as one merged OCR-readable PDF document. When you have submitted your thesis, you cannot make any corrections or changes to it. This includes corrections of content and misspellings. However, minor changes in layout required for publication of the thesis are allowed. The file containing the PhD thesis must not exceed 100 MB.

Screening of thesis
The Faculty screens all PhD theses for duplicate texts immediately after submission and prior to forwarding the theses to the assessment committees.

Printing of thesis
The PhD thesis may be printed, once it has been recommended for defence. It is the PhD student's responsi-bility to print the PhD thesis. When an oral defence has been announced anybody with interest can ask for a copy of the thesis. The PhD student decides whether the thesis is available digitally or in a printed version. The Graduate School pays for 10 copies of the thesis per PhD student through an agreement with UCPH's in-house printing service, Campus Print, on the printing of PhD theses. ☒

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 on submission of the PhD thesis (see section 16 of the PhD Order). The members must be employed 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 UCPH. At least one of the members must be from outside Denmark, unless this is deemed not appropriate from an academic point of view (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 committee. Every effort should be made to ensure that both genders are represented on the committee. Co-authors of articles included in the PhD thesis are not eligible to be on 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 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 student's research project. The principal supervisor may be invited to any meetings held by the assessment committee for this purpose. The supervisor cannot act as secretary to
the committee.

PhD students funded by the Industrial PhD scheme (industrial PhD students) must have at least one assessment committee member with relevant research experience from company employment or consultancy in the field (see section 27 of the PhD Order). This member must not be employed by the same company as the PhD student.

For PhD students employed at a business-oriented higher education institution at least one of the members of the Assessment Committee must have relevant research experience at a minimum of associate professor level within the given subject area.

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 UCPH this authority is delegated from the Rector to the Dean). The author is notified as soon as the composition of the committee has been approved. The author has one week in which to raise any objections to the composition of the committee. Additional requirements for the appointment of assessment committees are set by the individual faculty.

⊕ SUPPLEMENTARY RULES AT SUND

The principal supervisor and the PhD student are responsible for nominating an assessment committee approximately two months before the expected date of submission. The PhD student submits Appointment of assessment committee in PhD Planner. The principal supervisor approves both the nominated assessment committee, and that the PhD programme is completed satisfactorily in PhD Planner.

The recommended chairperson must be employed as an associate professor, senior researcher, professor, clinical associate professor or clinical professor at the Faculty of Health and Medical Sciences. As concerns the two external members of the assessment committee, there must be one representative from a Danish research institution and one representative from a research institution outside of Denmark. All members must be at an academic level corresponding to associate professor or higher in the relevant subject area. If an assessor does not have the title "professor" or "associate professor", the CV and list of publications of the relevant assessor must be submitted.

At least one of the two external members must be employed at a university as associate professor or higher in the relevant subject area. Senior researchers employed at Danish universities and the government research institutions are considered to be at associate professor level. One of the external members may be emeritus/emerita if they are still active researchers. The use of emeriti in the assessment committee must be reasoned when you nominate the assessment committee, and a CV and publications list must be submitted The academic level, employment and affiliation is considered at the time of appointment of the assessment committee.

Persons who are co-authors of articles published together with the PhD student may not be on the assessment committee.

The PhD student is not allowed to contact the assessment committee once it has been formally appointed.
Communication with the assessment committee must be undertaken by the principal supervisor. However, once the PhD thesis has been recommend for defence, the PhD student may have contact with the assessment committee concerning the practical planning of the PhD defence. The assessment of the thesis must not be discussed.

Payment of the assessors
The Graduate School pays the following expenses:

- Fee for external assessors.
- Travelling expenses and accommodation (one night for assessors from Europe and two nights for assessors from outside Europe).
- One lunch or dinner for the assessment committee and the principal supervisor and primary co-supervisor (does not include the PhD student). ⊠

5.3 Preliminary assessment and any revision
The assessment committee has two months after submission of the thesis to make its recommendation to the faculty about whether the thesis fulfils the requirements for awarding the PhD degree. The recommendation must
be in writing and the reasons specified. In the case of any disagreement, the majority vote will prevail. A copy of the recommendation must be sent to the author. If the committee's recommendation is that the thesis is suited for defence, the oral defence can be scheduled (see section 18 of the PhD Order).

If the assessment is that the thesis is not suited for defence, the 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 that the thesis is not suited for defence must be clearly justified.

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

If the recommendation from the assessment committee is that the thesis is 'not suited for defence', the head of the PhD School has to make one of the following decisions based on the 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 is 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 for the original submission.
3. The thesis is assessed by a new assessment committee.

The author may appeal against the decision made by the head of the PhD School, (see section 6.1 below).

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

The faculty may draw up additional guidelines for announcing thesis defences.

⊕ SUPPLEMENTARY RULES AT SUND
It is the principal supervisor's responsibility to organise the defence. Three weeks before the defence, the PhD student must inform the Graduate School of the time, date and venue of the defence by submitting a form. The defence is then publicly announced on the Graduate School's website. ☒

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 PhD candidate 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 cannot form the basis for awarding the PhD degree.

Under exceptional circumstances, the PhD School may decide, in consultation with the PhD student, 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 area covered by the subject area of 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.

⊕ SUPPLEMENTARY RULES AT SUND

Defence format

The defence normally takes place in English and can take place online if necessary. In order for the defence to be conducted in Danish, all members of the assessment committee must agree to this and the chairperson must ensure that there are no non-Danish speaking persons in the audience.

Since the PhD defense must be publicly available and the candidate is a student at the University of Copenhagen, the defense must be held either at the faculties of the university or facilities under the auspices of the University of Copenhagen.

This can be within the Capital Region / Region Zealand at a university hospital affiliated with the University of Copenhagen or at a research unit where the University of Copenhagen has scientific staff employed. Therefore, the Graduate School cannot allow a fully physical defense to be held outside the university's auspices. Exceptions to the rule can be made for industrial PhDs.☒

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 is awarded if the assessment committee submits a recommendation to that effect (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).

⊕ SUPPLEMENTARY RULES AT SUND

If the assessment committee is unable to agree on whether the PhD student should be awarded the PhD degree, each assessor's recommendation and comments must be sent to the Graduate School. ☒

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

The PhD Schools at UCPH have the authority to award joint and double PhD degrees to students who have acquired qualifications equivalent to a Danish PhD, provided a mutually binding agreement has been concluded 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 University of Copenhagen 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 UCPH .

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

5.8 a The UCPH is the main institution

For PhD students whose main institution is 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 ministry. The student must, as a minimum, complete a six-month study visit at the non-Danish institution.

The partnership agreement must be signed no later than six months after the start of the 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 rules.

5.8 b 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 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 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 student must as a minimum complete a study visit at a UCPH PhD School lasting six months, be assigned a supervisor at UCPH and pass the course Responsible
Conduct of Research. The PhD School must also conclude that the programme as a whole meets the requirement that the qualifications obtained are equivalent to a Danish PhD degree.

The partnership agreement must be signed no later than six months after the start of the 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 rules.

5.8 c Agreement on assessment, defence and certificate
The following conditions concerning assessment committees, defence and certificate are valid for all PhD students who complete a PhD programme as part of a binding agreement between a UCPH PhD School and
one or more non-Danish institutions – irrespective of whether 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), and the date for the defence (see section 26 (3) of the PhD Order).

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

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

5.9 Submission of thesis without enrolment
In special circumstances, the PhD School may decide that a thesis may be accepted for assessment without the author having completed a PhD programme, or if the PhD programme has been interrupted, 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 UCPH will form part of the consideration of the application for submission of a thesis without prior enrolment. When assessing a PhD thesis at 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 rules.

⊞ SUPPLEMENTARY RULES AT SUND
An application for submission of a thesis under section 15(2) will be evaluated on a case-by-case basis and the following must be enclosed with the application:

- A project description.
- Documentation of qualifications equivalent to a completed PhD programme including:
  - A change of research environment, documented in your CV, that must have been completed within the last 5 years. The duration of the stay must have been at least four weeks at another university, company or institution in Denmark or abroad.
  - Documentation of PhD-level, relevant courses equivalent to between 25.5 and 28 ECTS depending on previous participation in the PhD courses in responsible conduct of research; RCR1 and RCR2. Each course must be documented with course programme, course description and course certificate.
  - A maximum of 7.5 ECTS credits may be completed between 5 and 10 years before submitting an application. All other ECTS credits must be no more than 5 years old when submitting the application.
  - If you have been enrolled as a regular PhD student at SUND, UCPH, within one year of your application date, you are exempt from this age restriction on courses.
  - A statement from the university representative. The university representative must be employed as an associate professor, senior researcher, professor, clinical associate professor or clinical professor at SUND and must have completed the seminar on Responsible Conduct of Research for academic staff.
  - Documentation of the affiliation with the UCPH. Examples of affiliation: Studies or research stay at UCPH, cooperation and/or published papers with scientists from UCPH, or courses taken at UCPH.

The fee for submitting a PhD thesis without enrolment is DKK 40,000. If you have been enrolled as a regular PhD student at SUND, UCPH, within one year of your application date, you are exempt from this fee.

The Head of the Graduate School decides whether the author has acquired the qualifications similar or comparable to those described in the PhD programme at the Faculty. If approved, the thesis must be submitted within one year from the approval date.

The author must complete the Graduate School's mandatory PhD courses in responsible conduct of research; RCR1 and RCR2, before the thesis is submitted. ⊠

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 University'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 long-term participation in active research environments, including stays at other mainly non-Danish research institutions, private research enterprises, etc.

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
UCPH is obliged to keep a copy of the thesis. This is the responsibility of the faculty concerned.
In all other respects, the 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. 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 for lending in public libraries.

6. Appeals and exemptions

6.1 Appeals procedure
According to the Danish PhD Order, PhD students can file a complaint with the Danish Agency for Higher Education and Science about legal issues relating to a decision made by the PhD School. The deadline for filing a complaint is two weeks from the day the decision is received by the PhD student.

In accordance with section 30(1) of the Order, complaints filed with the Agency are limited to legal issues, which means that you can complain if you find that the rules that are applicable to the case processing and the decision made have not been complied with. It is not possible to complain about academic assessments that have provided the grounds for the PhD School's decision. Complaints must be sent to the relevant PhD School. The PhD School then draws up a statement in the case, which the PhD student will receive for commenting. The deadline for submitting comments to the statement will be at least one week, but the student must be informed about the exact date when they receive the statement. The University forwards the complaint and the statement to the Danish Agency for Higher Education and Science along with the PhD students' comments and any other relevant documents in the case

6.2 Exemptions
In special circumstances, the Dean may grant exemptions from rules set exclusively by UCPH. The Danish Agency for 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 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.

⊞ SUPPLEMENTARY RULES AT SUND
The Graduate School conducts a PhD student evaluation. A questionnaire will be sent by email to PhD students who have submitted their PhD thesis and the responses are gathered in an annual evaluation report. The
evaluation provides the Graduate School with input on the PhD students' experiences to ensure that informed decisions can be made when adjustments and changes to the PhD programme are needed. ⊠

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).

⊕ SUPPLEMENTARY RULES AT SUND

Funding and tuition fee

For PhD students enrolled at SUND there are different ways to finance their studies. Usually one of the below or a combination:

- Employment at SUND
- Employment at a hospital, institution or a company
- Funding from Innovation Fund Denmark (Industrial PhD)
- Scholarship from their home country
- Self-funding

Enrolment requires that funding for salary is secured for at least one third of the enrolment period and a plan is made for obtaining funding for the remaining period.

Enrolment at the Graduate School is subject to an annual tuition fee. The enrolment application must include a funding plan and documentation regarding payment of the tuition fee to the Graduate School. The tuition fee is charged for three years and is not postponed during any absence from the three-year PhD programme such as maternity/paternity leave, other leaves of absence or long-term illness. If the PhD thesis is submitted before study year two or three and the tuition fee has already been charged, excess tuition fee can be reimbursed upon application.

The tuition fee must be paid to the Graduate School of Health and Medical Sciences, University of Copenhagen, in three instalments:

1st rate: DKK 50,000 is paid at enrolment
2nd rate: DKK 50,000 is paid in the first quarter of the calendar year following enrolment
3rd rate: DKK 50,000 is paid in the first quarter of the second calendar year following enrolment. ⊠

9. Transitional rules

PhD students who commenced their studies before 1 September 2013 have the right 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 studies 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 1

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 section15(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 is 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).

Section 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 agree-

ment 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 of 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 recom-

mendation 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

Appendix 2

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

Section 1
Ministerial Order No. 1039 of 27 August 2013 on the PhD programme at the universities and certain artistic educational institutions (the PhD order) is amended as follows:

1. The introduction is worded as follows:
"Pursuant to section 8 (1) and section 34 (1) of the Danish University Act, cf. Consolidation Act No. 778 of 7 August 2019, and Section 10 (1), section 12 and section 15 (2) of the Act on Higher Artistic Educational Institutions, cf. Ministerial Order No. 787 of 8 August 2019, it is provided under section 2, nos. 4, 9 and 14 and section 7, nos. 12 and 57 of Ministerial Order No. 1229 of 9 June 2021 on the delegation of the powers of the Minister for Higher Education and Science to the Danish Agency for Science, Technology and Research: "

2. In section 16 (2), first sentence, the following is inserted after "the relevant subject area": ", however, see section 27, no. 2, and section 28 (2)".

3. Section 25 (1), no. 3, is amended as follows:
"3) Appointment of the principal supervisor, cf. section 8 (1), and any other supervisors, cf. Section 8, (2), Section 27 (1) and Section 28 (1).

4. Section 28 is drafted as follows:
» PhD students at business-oriented higher education institutions
Section 28. If a PhD student is employed at a business-oriented higher education institution, the university or the higher

artistic educational institution appoints a principal supervisor, cf. section 8 (1), and a further supervisor to be affiliated with the business-oriented institution. Such supervisor must be qualified within the relevant field at associate-professor level.[1] (2) One of the members of the Assessment Committee must have research experience at associate-professor level[2] within the relevant subject area."
Sections 28-30 then become sections 29-31.

Section 2
The Ministerial Order comes into force on 1 July 2021.

The Danish Agency for Higher Education and Science,
24 June 2021

Niels Christian Beier
/Charlotte Løchte

Official notes
1+2: About the academic requirements for appointment as associate professor, see the ministerial order on the job structure for academic staff at business academies, university colleges and the Danish School of Media and Journalism, and the ministerial order on the job structure for academic staff at business academies and professional bachelor's degree programmes at maritime educational institutions.