PHD RULES AND REGULATIONS AT SUND

MARCH 2019

Graduate School of Health and Medical Sciences
healthsciences.ku.dk/phd
INTRODUCTION

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.

On the Graduate School website you can find more specific information on how to apply, what you should remember during the PhD study programme and how to plan your thesis and defence.
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1.1 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).

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. Potential PhD students must submit written applications. Decisions on intake are based on documented academic qualifications, the suitability of the research project as a PhD project, how the project fits into the faculty’s academic profile and whether the necessary academic and financial resources will be available to complete the programme in an academically responsible manner. 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 works. If the faculty is not organised in departments, the PhD student is affiliated to the same or research unit as the principal supervisor.

The procedures for enrolment and appointment (award of PhD scholarship) may take the form of a single process or separate processes. However, enrolment is contingent upon the offer of a scholarship. Each PhD school draws up its own procedure(s) for these matters.

At the time of enrolment, the applicant must normally hold an academically relevant Danish master's degree or be able to document equivalent qualifications, e.g. a master's degree from a university abroad. Each faculty is free to decide whether it will allow enrolment on a PhD programme while the student concerned is still studying for a master's degree. 1.2 below describes the special rules that apply for this.

Enrolment application forms are downloaded from the website of the faculty concerned. All applications must include a preliminary PhD plan, including the intended research project, an academic curriculum vitae (where relevant including a list of any publications), a copy of the degree certificate (including grades where available), the number of ECTS credits (where possible) and an account of how the student will be funded.

Non-Danish degree certificates not in Norwegian, Swedish, German, French or English must usually be accompanied by an authorised official translation into Danish or English. Unless the faculty concerned has stipulated different requirements, an official description of the grading scale used must also be attached. Please also refer to the application forms. If the examination that qualifies the student for the PhD programme is from a non-Danish institution, the faculty can obtain a report from the Danish Agency for Higher Education (www.ufm.dk). If the application includes an evaluation by the Danish Agency for Higher Education, the evaluation must form the basis for decisions on whether the non-Danish qualifications are sufficient for the PhD programme (see the Danish Assessment of Foreign Qualifications Act (Lov om vurdering af udenlandske uddannelseskvallifikationer)).

Each faculty is also entitled to set requirements for English language tests for applicants from abroad. For example, the 3+5 scheme requires students to pass the IELTS or TOEFL. Students must have a minimum score of 6.5 in IELTS, 560 in the written TOEFL test or 83 in the online TOEFL test.

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 application must include 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:

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

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 the Danish Agency for Higher Education. 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.

Exemption may be granted to:

- Applicants from countries where English is the official language
- Applicants from EU/EEA countries
- Applicants who can document that English was the language of instruction during their BSc or MSc study programme.

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 at the Faculty must be affiliated to a graduate programme and the name of the graduate programme must be stated in the application for enrolment. The head of the 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 registration 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.

1.2 Integrated Master’s and PhD Programme
Some of the faculties at the UCPH offer students the option of starting on their PhD programme while enrolled on their master’s programme, e.g. on a 4+4 or 3+5 programme. According to the PhD Order, an integrated 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) in the PhD Order).

If the PhD programme starts before completion of the master’s programme, the student is enrolled on both the master’s and the PhD programmes simultaneously. If the PhD programme is commenced in connection with the master’s programme, the master’s programme must generally be completed no later than two years before the expiry of the prescribed study period for the entire PhD programme.

Students enrolled on the 4+4 scheme usually have to complete the master’s programme in two years. Students enrolled on the 3+5 programme usually have to complete the master’s programme in three years. If a student withdraws from the PhD before completion of the master’s programme, the individual concerned must be given the opportunity to complete the master’s degree.

Supplementary Rules at Sund

4+4 and 3+5
In order to enrol for the 4+4 or 3+5 programme, the applicant must have a project, funding, and a supervisor. In order to be considered, the applicant must provide the Graduate School with a written confirmation from the supervisor endorsing the project as a 4- or 5-year PhD project, together with a time and activity schedule for the integrated programme, 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.
1.3 APPROVAL OF CREDIT TRANSFER

When applying for enrolment on a PhD programme, it is possible to apply for approval of well-documented, previously acquired competencies (credit transfer) and have them incorporated into the PhD programme. Applications for credit transfers are submitted to the relevant faculty PhD Committee. These committees draw up guidelines for the procedure.

Reimbursement of course fees

Paid course fees are refundable for PhD courses completed less than six months before enrolment. If approved, students may be refunded according to the general rules for reimbursement of course fees. Reimbursement for up to two courses from other providers may be granted. The Graduate School will reimburse the course fees, but not accommodation or travel costs.

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 have been part of a thesis or a doctoral dissertation. If merit for scientific articles is granted, the articles can be included in the PhD project.

1.4 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 ruling 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 reasons.

Requests for part-time enrolment from PhD students employed at the UCPH must be approved by the Dean. Decisions on part-time study must be coordinated with potential UCPH employment. The transition to part-time enrolment involves adjustment and subsequent approval of relevant parts of the PhD plan (see 1.8 below).

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PhD students may be enrolled as full-time or part-time students. It is also possible to apply to study part-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 students are required to work on their PhD project for at least 18.5 hours per week.

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Paid course fees are refundable for PhD courses completed less than six months before enrolment. If approved, students may be refunded according to the general rules for reimbursement of course fees. Reimbursement for up to two courses from other providers may be granted. The Graduate School will reimburse the course fees, but not accommodation or travel costs.

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Conference and congress attendance cannot be approved as course participation.

• A maximum of 15 ECTS credits for courses may be transferred.
• Credit cannot be transferred for courses completed more than five years earlier.
• Credit transfer for courses completed during another study programme (e.g. Master’s Programme, Specialist Training Programmes) is not possible as the ECTS credits have already been used for the preceding study programme.
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• Conference and congress attendance cannot be approved as course participation.
1.5 LEAVE OF ABSENCE

The PhD Committee must be notified of any statutory leave of absence for childbirth/adoption/national service etc., and the PhD plan must be adjusted accordingly and then approved again. The remainder of this section refers solely to requests for leave of absence, not to statutory rights to leave.

It is possible to request leave of absence from the PhD programme for both academic and personal reasons. The request must be submitted in writing, stipulating the reason(s) and a statement from the principal supervisor must be attached. The PhD Committee considers the academic and study-related factors. All decisions will be based on an individual evaluation and with due regard to the subsequent completion of the programme. Leave of absence is not usually granted for more than a total of twelve months. However, this does not apply to statutory leave for childbirth/adoption/national service, etc. Leave of absence automatically leads to a corresponding extension of the PhD programme.

The individual concerned does not have student status during the period of leave. This means that he or she 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.

Requests for leave of absence from PhD students employed at the University of Copenhagen must be approved by the Dean. Decisions are reached in consultation with the head of the PhD school. Decisions on leave must be co-ordinated with external employers.

In the event of leave of absence, the PhD plan must be adjusted accordingly and then approved again (see 2.8 below).

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. Different deadlines apply to mothers, fathers and adoptive parents.

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

For PhD students who are not employed at UCPH, employment leave is determined by the individual employment terms.

Leave of absence
A student can also apply for leave of absence for personal, academic or occupational reasons. The principal supervisor must sign 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 student should submit the application when he or she is no longer ill and has resumed the PhD study programme.

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

1.6 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 in writing, must explain the reasons and must include a report from the principal supervisor. Any extension to enrolment on the grounds of delay is not allowed to lead to a corresponding extension of employment status.

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. If the faculty agrees to extend a part-time enrolment, the maximum extension must be less than 50% of the total time prescribed for the programme.

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.
1.7 SUPERVISION, APPOINTMENT OF SUPERVISOR(S) AND CHANGE OF SUPERVISOR(S)

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

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).

Additional supervisors may be appointed during the programme and must possess qualifications in the relevant subject area (see section 8 (2), item 1 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 and must have knowledge of the PhD programme.

The head of the PhD school appoints the principal supervisor and any supplementary supervisors based on recommendations from his or her immediate superior (usually the head of department). The student is entitled to suggest potential supervisors but the head of the school makes the final decision. The principal supervisor is appointed when the student enrols on the PhD programme.

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 additional 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. These supervisors 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 um.dk

The student may apply for a change of supervisor. Applications for changes must be in writing and stipulate the reasons. Following consultation with the relevant head of department, the head of the PhD school makes the decision. The supervisor must be consulted. In special circumstances, the head of the PhD school may change the principal supervisor without the student requesting it.

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 an associate professor, senior researcher, professor, clinical associate professor or clinical professor. It is mandatory for all principal PhD supervisors to participate in the seminar on Responsible Conduct of Research.

Primary co-supervisor
The primary co-supervisor must have an academic level equivalent to at least associate professor, but does not have to be employed at the Faculty. The primary co-supervisor is obliged to have contact with and to supervise the PhD student at least twice a year.

Agreement on supervision
As part of the agreement on supervision, the 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 signed by the PhD student, the principal supervisor, as well as the supervisors involved.

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 PhD Study Board must be notified and another supervisor must be appointed.

External assessor
If an external assessor has been assigned in connection with the regular assessments, he or she 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 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-authored 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 advisors on subjects that are not related to the scientific content of PhD projects. The PhD coordinators have been appointed at each department and hospital and one of their main tasks is to foster a good academic and social environment for the PhD students. They help to facilitate the contact between the student, the departments at the Faculty, and the Graduate School.

For more information and to find a list of all the PhD coordinators, please refer to healthsciences.ku.dk/phd.
1.8 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 work on their PhD programme while still studying for their master's degree.

The PhD plan must contain at least the following (see section 9 of the PhD Order):

1. A timetable
2. An agreement on the type and scope of supervision
3. A plan for the PhD project
4. A plan for PhD coursework or other elements of the programme that resemble courses
5. A plan for participation in active research
6. A plan for teaching or other types of knowledge dissemination
7. Agreements on intellectual property rights if relevant
8. A financial plan (budget for the project)

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

If there is an external partner, a written agreement must also be drawn up 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, signed by the supervisor and the student and approved by the head of the PhD school. The plan acts as a project management tool and should be detailed enough to form the basis for ongoing assessments. The plan is a dynamic document that has to be continuously updated e.g. in the event of major changes to the project, changes to time spent at other research environments/institutions, leave of absence etc. Major changes to the PhD plan must be approved by the head of the PhD school.

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. Thereafter, the PhD student has three months from his or her enrolment to rectify any shortcomings in the PhD plan.

Collaboration with external partners
In cases where the PhD project involves collaboration with external partners, a collaboration agreement (agreement on intellectual property rights) must be 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.
2. CONTENTS OF THE PHD PROGRAMME

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

1. Independent research under supervision (the PhD project)
2. Completion of PhD courses or other similar programme elements corresponding to a total of approx. 30 ECTS credits.
3. Participation in active research environments, including stays at other institutions (mainly abroad), private research companies, etc.
4. Acquisition of experience of teaching or other types of knowledge dissemination, which is related to the PhD project
5. A thesis based on the PhD project

2.1 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 objective(s) of the PhD programme, including its scope, scientific/academic content and independence.

2.2 COURSES

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

The PhD schools advertise PhD courses on their faculty websites. The courses must be approved by the PhD Committee.

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, and usually approval in advance from the PhD Committee, before taking part in these courses. The Faculty may draw up more exact guidelines for participation in courses run by course providers other than UCPH.

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 section 3.3 below, UCPH is obliged to offer all PhD students a course in knowledge dissemination (see section 8 (3) of the PhD Order). Furthermore, it is compulsory for all PhD students at UCPH to pass a course in ethics and good scientific practice.

Each individual faculty draws up additional rules for participation in courses, which usually includes general courses, including the communications course.

For UCPH courses, the PhD student is entitled to have a certificate issued describing in brief the content and scope of the course and certifying that the student completed it successfully.

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 his or her principal supervisor. The Graduate School recommends that specialist courses constitute the main part of the PhD student's course activities.

Courses offered by the Graduate School
The Graduate School follows the rules and guidelines issued by the University of Copenhagen Research and Innovation Council (KUFIR) and the agreement regarding an open market for PhD courses at the Danish universities.

All courses are free of charge for PhD students enrolled at Danish universities, except CBS. Other course participants must pay a course fee to participate in courses offered by the Graduate School. Exceptions are guest PhD students, who can participate for free if seats are vacant.

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 later than two weeks before the course starts will result in the charge of an amount equivalent to the course fee for external students.
- Cancellation due to illness should be documented with a doctor's certificate. In such cases, the course fee will not be charged.
- Students with less than 80% attendance cannot pass the course and will be charged an amount equivalent to the course fee for external students.
- 100% absence from the course will result in a fee equivalent to the course fee for external students.

Mandatory courses
The Graduate School conducts a mandatory course entitled “Responsible Conduct of Research”. PhD students must participate in this course within the first 12 months of their enrolment. In order to complete the course, an essay assignment must be handed in. The course must be passed before the PhD student can submit his or her thesis.

 Courses offered by the graduate programmes may be mandatory for affiliated PhD student and ECTS credits for such courses may total 10 points. These courses may include annual meetings. Furthermore, a department may require participation in specific courses.

Courses offered by other providers
Participation in courses offered by other providers must be approved by the PhD Study Board. In order to be revived and approved, the course must be of at least 0.5 ECTS / more than 5 hours of teaching.

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. However, this does not apply to courses identical to courses offered by the Graduate School.

Congresses and conferences
Participation in 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
Approval of ECTS credits is granted upon documentation of course participation (certificate). For ECTS credits obtained in connection with PhD courses the following applies:

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.
### 2.3 Teaching Activities and Knowledge Dissemination

As part of the PhD programme, each student must acquire teaching experience and other types of knowledge dissemination related to the student’s PhD project (see section 7 (2), item 4 of the PhD Order).

The scope of this requirement to the PhD programme is not specified in the PhD order and should not be confused with the appointing authority’s duty to offer employed PhD students 840 hours of work for the appointing authority, which often involve teaching (see section 7 (2), item 2 of the PhD Order).

In relation to the collective bargaining agreement, the appointing authority has the duty to offer the PhD student work corresponding to 840 hours for the appointing authority when employed for three years full time. The appointing authority is furthermore obliged to pay the PhD student a full wage regardless if the appointing authority does not make use of the 840 hours. The PhD student has the opportunity in consultation with the university to get the amount of the 840 hours reduced or repealed in exchange for a proportionally reduction in wage.

In case of employment for a shorter period there will be a relative deduction in the 840 hours of work. The work corresponding to the 840 hours may not be administrative tasks, but could be tasks within knowledge dissemination, teaching, research, library work, committee work or other academic tasks which can relieve the remaining academic staff members.

UCPH has the opportunity to offer non-employed PhD students an hourly wage employment for teaching activities, assistance in research projects, knowledge dissemination and other tasks that can relieve the pressure on the remaining academic staff (see section 5c in the collective bargaining agreement). There is no upper limit for the number of working hours in these forms of employments. UCPH may not encourage the PhD students to carry out any kind of work without compensation or to work beyond the 840 hours for any of UCPH’s institutions. The tasks that the students carry out in order to meet the 840 hours of work requirements must to the furthest possible extent be planned in collaboration between the PhD student, their supervisor, the head of department and possibly the head of studies at the relevant programme.

Finally, the PhD student’s 840 hours of work must to the furthest possible extent be compatible with the other work related to the PhD student’s project, in such a way that the 840 hours of work are topically relevant to the PhD student’s area of research.

A PhD student’s teaching will often be approved their as the 840 hours of work, thus giving them teaching experience. But the teaching and knowledge dissemination requirements apply to all PhD students and should, in terms of scope, only account for part of the educational programme as a whole. Thus there is a distinction between the 840 hours of work and teaching experience even though these concepts can be combined, if teaching is a part of the 840 hours.

### Supplementary Rules at Sund

#### Teaching activities and work obligations under the collective agreement

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.
- Teaching or other forms of knowledge dissemination must be stated in the PhD plan on enrolment. The PhD plan is assessed regularly during the PhD programme and is adjusted as required.
- 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.

#### Knowledge dissemination

The PhD student’s graduate programme may also have specific requirements regarding knowledge dissemination, for instance by participating in meetings.

#### 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 head 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.
2.4 PARTICIPATION IN OTHER RESEARCH ENVIRONMENTS

PhD students must participate in active research environments, including during stays at other research institutions (mainly abroad), private research companies, etc. (see section 7 (2), item 3 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 for ensuring that the PhD student has the opportunity to establish contacts with researchers outside UCPH. Time spent studying abroad is not a requirement, but should be encouraged as much as possible.

Stays at other research institutions or work for private research companies must be organised in such a way that students are also able to continue with their research work, courses, knowledge dissemination etc. during the period covered. Activities at another research institution or private research company must usually be approved in advance by the principal supervisor (see 2.2 above).

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 co-supervisor’s research facility within the same department cannot be approved as a stay in another research environment. The only exception to this rule is if the co-supervisor’s research facility is situated abroad. Participation in conferences 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. It is possible to apply for financial support for stays for up to six months. The Graduate School supports the costs of travel, housing/accommodation, health insurance, visa and local transport.

It is possible to apply for financial support for a maximum of two times, and each application must cover a stay of at least four weeks.
3. REGULAR ASSESSMENTS

During the programme, the University is required to conduct regular assessments of whether the student is following the PhD plan (see section 10 of the PhD Order). UCPH has decided that a minimum of three assessments must be conducted during a three-year PhD programme. The regular assessments will be conducted at 26, 14 and six months before completion of the programme. For the integrated master’s and PhD programmes the regular assessments will be conducted with the following intervals before completion of the programme:

• 4+4: 38, 26, 14, 6
• 3+5: 50, 38, 26, 14, 6

The individual faculties may draw up more detailed guidelines for this.

3.1 ASSESSMENTS

The PhD school conducts regular assessments of 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 student to discuss his or her progress. The PhD student has a deadline of two weeks to submit comments on the report. The consultation with the PhD student may be omitted if both the supervisor and the student have signed an unconditionally positive report.

The assessment documents in writing, which parts of the programme have been completed and which ones have still to be completed. The supervisor must account for and specify any inadequacies and elements of the PhD plan not completed so that the student has a chance to deal with them. The assessment must take into account any documented illness, maternity/paternity leave and other approved leave of absence, as well as any other factors, including academic ones.

SUPPLEMENTARY RULES AT SUND

Three regular assessments
During a three-year PhD programme the PhD student must complete three regular assessments.

• Assessment 1: 4-10 months from enrolment.
• Assessment 2: 20-22 months from enrolment (voluntary assessment meeting).
• Assessment 3: 6-12 months before submission of thesis.

Assessment meetings
The assessment meeting is compulsory for assessments 1 and 3 and voluntary at assessment 2. The PhD student, principal supervisor and co-supervisors must attend the meetings.

External assessor
If an external assessor has been assigned, he or she must also attend the meeting.

3.2 RECTIFYING PROBLEMS AND TERMINATION OF ENROLMENT

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 resolve the problem. The letter must clearly stipulate what the student is to accomplish during the three-month 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 threemonth 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). The student has two weeks from the day he or she is informed of the decision by the head of the PhD school in which to appeal against it to the Dean.

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

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

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 3.2 above).

The student has two weeks from the day he or she is informed of the decision by the head of the PhD school in which to appeal against it to the Dean. If the PhD student agrees to the threemonth period, enrolment on the PhD programme is extended accordingly. A new assessment will then be made. The student has two weeks from the day he or she is informed of the decision by the head of the PhD school in which to appeal against it to the Dean.

Employment as a PhD student cannot be extended. If the programme has not been completed satisfactorily, the student’s enrolment is terminated. 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).

3.3 SATISFACTORY COMPLETION

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

The student is informed of the decision by the head of the PhD school in which to appeal against it to the Dean.

If the overall PhD programme has not been satisfactorily completed, the student has two weeks from the day he or she is informed of the decision by the head of the PhD school in which to appeal against it to the Dean. If the PhD student agrees to the threemonth period, enrolment on the PhD programme is extended accordingly. A new assessment will then be made. The student has two weeks from the day he or she is informed of the decision by the head of the PhD school in which to appeal against it to the Dean.
4. PHD THESIS, DEFENCE AND AWARD OF THE PHD DEGREE

4.1 REQUIREMENTS FOR THE PHD THESIS

On completion of the PhD programme, a PhD thesis is submitted. The thesis is submitted in an electronic version for use in the assessment. Further requirements on the PhD thesis and submission of it are drawn up 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. It must include summaries in Danish and English. It may also include summaries in other languages. If the thesis includes articles or draft articles written in collaboration with others, written declarations from each of the co-authors must be attached stipulating the contribution made by the author of the PhD thesis to the work (see section 12 of the PhD Order). The lead author of the article must always supply a written report.

The front page of the PhD thesis must state that it has been submitted at UCPH and the name of the faculty. The UCPH faculty-specific frontpages for PhD theses may be attached to 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. The faculty informs HR Personnel Law that the period of employment has come to an end with the submission of the thesis.

If the thesis is based on manuscripts/papers, it should include:

- Summaries in Danish and English
- Objectives
- 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
- Conclusions and perspectives for further research
- References
- Papers

It must appear from the thesis if an article or manuscript is also included in a co-author's thesis.

Declarations of co-authorship

If a manuscript or published paper has ten or less co-authors, all co-authors must sign a declaration of co-authorship. If it has more than ten co-authors, declarations of co-authorship from the corresponding author(s), the senior author and the principal supervisor (if relevant) are a minimum requirement.

Specific requirements

When handing in the thesis, the following must be stated on the title page:

'This thesis has been submitted to the Graduate School of the Faculty of Health and Medical Sciences, University of Copenhagen.'

The Faculty logo 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

When you have submitted your thesis, you cannot make any corrections or changes to it. This includes your papers.

SUPPLEMENTARY RULES AT SUND

The PhD student must submit a signed statement from the principal supervisor and the form concerning conclusion of the PhD programme. The thesis must be submitted by email as one merged OCR-readable PDF document to the Graduate School.

Format

A thesis may either be written as a monograph or as a synopsis with manuscripts/papers included. The PhD student may not copy text directly from own manuscripts/papers. This is perceived as copied text and is not acceptable.

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
- 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)
- Discussion of results
- Conclusions and perspectives for further research
- References

Synopsis

The synopsis is typically 30-50 pages long, 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.

Screening of thesis

The Faculty screens all PhD theses immediately after submission and prior to forwarding the theses to the assessment committees.
4.2 ASSESSMENT COMMITTEE

The PhD thesis and 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 not practicable considering the subject in question (see section 16 (2) of the PhD Order). The third member is usually from the faculty concerned and is appointed by the faculty to chair the 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.

The PhD student’s supervisors may not be members of the assessment committee, but the principal supervisor will be appointed as a deputy 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.

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

The PhD Committee submits the proposed composition of the assessment committee to the Dean for approval (see section 16b (2), item 2 of the Danish University Act – it says the rector but at UCPH, authority for this has been delegated to the deans) once names have been put forward by the relevant head of department, who may consult with the supervisor.

The author is notified as soon as the committee has been appointed. The author has one week in which to raise any objections to the composition of the committee.

SUPPLEMENTARY RULES AT SUND

The principal supervisor and the PhD student are responsible for submitting the form concerning conclusion of the PhD programme to the Graduate School no later than two months before the expected date of submission of the thesis.

The form contains a proposal as to who should be members of the assessment committee.

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.

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 approved. Communication with the assessment committee must be undertaken by the principal supervisor.

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 supervisor (does not include the PhD student).

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- One lunch or dinner for the assessment committee and supervisor (does not include the PhD student).
4.3 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 event of any disagreement, decisions will be taken by majority vote. A copy of the recommendation must be sent to the author. If the committee’s assessment is positive, the defence can be scheduled (see section 18 of the PhD Order).

If the assessment is negative, 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). The committee must clearly stipulate the reasons for a negative recommendation.

If the recommendation is negative, the author and principal supervisor are consulted separately and have two weeks to submit their comments.

If the committee does not think that the thesis is ready for public 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):

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

The author then has the option to submit an appeal against the decision by the head of the PhD School to the Dean within two weeks of being informed of the decision.

Appeals must be submitted in writing, and the grounds for the appeal must be specified.

4.4 ANNOUNCEMENT OF DEFENCE

All PhD defences at the University of Copenhagen are public and are usually advertised on the UCPH website (ku.dk/phd), on the website of the faculty concerned and, whenever possible, also in the publication “Universitetsavisen”.

Prior to the advertisement announcing the defence, the author must prepare a 10–20-line summary in Danish and English which presents the main findings of the PhD thesis in plain language. These summaries can be used as part of the advertisement.

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 by the Graduate School.
4.5 POSTPONEMENT OF DEFENCE

The defence must take place 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 of the PhD Order). However, in special circumstances, the head of the PhD school may postpone the defence. Postponement of the defence is subject to written agreement between the author and the faculty, where a new date and time is set (see section 20 (3) of the PhD Order).

4.6 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 plenty of 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 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 with insight into the area covered by the PhD moderates the defence on behalf of the head of the PhD school. The whole defence should not take more than three hours, including any break(s). 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 as a video conference 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. It is the PhD student’s responsibility that copies of the PhD thesis are available to the public. The Faculty does not cover the costs of printing the thesis.

A two-person assessment committee
If, in extraordinary cases, the head of the assessment committee is unable to attend the defence, the Graduate School must be informed.

4.7 AWARD OF THE PHD DEGREE

Following the defence, the assessment committee makes its final recommendation as to whether the author should be awarded the PhD degree. 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 when the final recommendation will be made. A final written recommendation must be produced within one week of the defence. The reasons for the recommendation must be stated. If a unanimous decision is not reached, the recommendation must be based on a majority vote.

The PhD degree is awarded once 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 and request that the thesis be reassessed by a new committee.

In these circumstances, the head of the PhD School may decide that the thesis be assessed by a new assessment committee, if requested by the author. The author also has the option of submitting an appeal against the decision by the head of the PhD School to the Dean within two weeks of being informed of the decision.

Appeals must be submitted in writing, and the grounds for the appeal must be specified.
4.8 BINDING COLLABORATION ON PHD PROGRAMMES WITH NON-DANISH INSTITUTIONS – JOINT AND DOUBLE DEGREES

The PhD schools at the University of Copenhagen have the authority to issue joint and double PhD degrees to students who have acquired qualifications equivalent to a Danish PhD, provided a mutually binding agreement has been entered into 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 when the partner institution(s) is the main institution.

4.8a 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 under 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 an exemption must be submitted to the Ministry. 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, defence and degree awarding.

4.8c Agreement on assessment, defence and degree awarding

The following conditions concerning assessment committees, defence and degree awarding 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 by each of the participating institutions (see section 23 (5) of the PhD Order).
4.9 SUBMISSION OF THESIS WITHOUT PRIOR ENROLMENT

In special circumstances, the faculties may decide that a thesis may be accepted for assessment without the author having completed a PhD programme, if the PhD committee deems that the author has acquired qualifications equivalent to the PhD degree in other ways (see section 15(2) of the PhD Order). When submitting a thesis, the author must state whether it has been assessed before. Whether the author has documented links 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 faculty may ask the author to pay all of the expenses associated with assessment, defence, etc. These fees are fixed by the faculty. The author may apply to be exempted from these expenses.

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 or the completed thesis.
- Documentation of qualifications equivalent to a completed PhD programme (in particular, courses, teaching and dissemination experience and change of research environment).
- A statement from the university representative.

The PhD Study Board will decide whether the author has acquired qualifications similar or comparable to those described in the PhD programme at the Faculty. If approved, the thesis must be submitted within one year.

4.10 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 certificate must contain information about the subject area, the thesis subject and the PhD programme (see section 23 of the PhD Order). The certificate must also include an appendix in Danish and English containing information about the approved PhD courses, extended periods spent abroad, any partners and other relevant information. PhD students who are not awarded a PhD degree may request documentation in Danish and English of the elements of the PhD programme that they did complete satisfactorily (see section 24 of the PhD Order).

4.11 ARCHIVING AND ACCESS TO THE THESIS

UCPH is obliged to keep a copy of the thesis in its archives. 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 plenty of time before the defence – be lent, sold or made available to others without the written permission of the author. If, for example, the thesis is uploaded to the Internet prior to the defence, it should be uploaded in such a manner that prevents it from being copied or printed. Copies made available for review at the University or libraries etc. must be removed after the defence, unless the author has agreed in writing to wider distribution, e.g. digital publication, sale or in public libraries.
5. APPEALS, EXEMPTIONS, ETC.

5.1 APPEALS PROCEDURE

Decisions made by UCPH pursuant to the PhD Order may be referred to the Danish Agency for Higher Education if the complaint concerns legal issues. Appeals must be submitted within two weeks of the complainant having been informed of the decision (see section 28 of the PhD Order). The appeal is lodged with the faculty, which issues a report, and the student usually has a week to comment on it. The Rector will then send the complaint to the Danish Agency for Higher Education, enclosing the faculty’s report and any comments on it made by the complainant (see section 29 (4) of the PhD Order).

Complaints concerning decisions made by the head of the PhD school or by the PhD Committee about study conditions that do not concern legal issues may be referred to the Dean. The appeal must be submitted within two weeks of the complainant being informed of the decision. Appeals must be submitted in writing, and the grounds for the appeal must be specified.

5.2 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 29 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 the change(s).

6. 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 emails an online questionnaire for evaluation of the entire PhD programme to all PhD students. This is done at the time of handing in the PhD thesis.
7. FINANCIAL ASPECTS

Tuition fees are paid on PhD programmes. 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

Financing and tuition fee
Enrolment at the Graduate School is subject to an annual tuition fee. The enrolment application must include a financing plan and documentation regarding payment of the tuition fee to the Graduate School. The tuition fee is paid for 3 years.

8. INTERIM PROVISIONS

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; however, 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.
9. GENERAL INFORMATION

9.1 GENERAL RULES

The current Danish University Act (Universitetsloven) (see Ministerial Order no. 367 of 25 March 2013) and the PhD Order (see Ministerial Order no. 1039 of 27 August 2013) (attached as Appendix 1) form the legal framework for the PhD programme and the award of PhD degrees at the University of Copenhagen. Other Danish legislation etc. is applicable where relevant, e.g. the Danish Public Administration Act (Forvaltningsloven).

The general rules and guidelines for the PhD programme at the University of Copenhagen (UCPH) lay down supplementary internal rules concerning admission, the organisation of the programme, the appointment of the principal supervisor and any additional supervisors, the supervision of the PhD student as well as the writing, submission and defence of the PhD thesis (see section 25 of the PhD Order). The general rules and guidelines of the UCPH lay down the common standards for all PhD programmes at UCPH and constitute the University-wide minimum rules. These rules and guidelines do not cover terms and conditions of employment, including part-time employment, leave of absence, PhD scholarships, remuneration etc. Reference is made to the general employment rules and collective agreements, including the collective bargaining agreement for academics employed by the state.

9.2 OBJECTIVE AND SCOPE

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

The PhD programme mainly comprises active research training under supervision (see section 1 (2) of the PhD Order).

The programme is equivalent 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 for submission of the thesis. This means that the assessment period is not included in the three-year period.

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

Persons obtaining degrees at this level:

Knowledge and understanding

• 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 design and develop 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 wide 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 develop the research field.

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

9.3 ORGANISATION OF THE PHD PROGRAMME AT THE UNIVERSITY OF COPENHAGEN

At UCPH, the PhD programme is provided by six PhD schools, one for each faculty. Each PhD school has 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. Each PhD school may run a range of local or inter-institutional programmes. Each school draws up its own supplementary rules. The UCPH general rules and guidelines should therefore be read in connection with the supplementary ones for the school concerned. Further information about organisation, programmes, supplementary provisions, guidelines and contacts is available on faculty websites: phd.ku.dk and phd.ku.dk/english.

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