

Aarhus BSS Graduate School

Aarhus BSS, Aarhus University

Rules and regulations for the PhD degree programme

(august 2016)

*The following is an English version of the general rules and regulations at
Aarhus BSS Graduate School, Aarhus University.
In case of doubt, only the (original) Danish version of the text has legal validity.*

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Preamble

The guidelines below concerning the PhD degree programme at Aarhus BSS, Aarhus University, have been laid down in accordance with Ministerial Order No. 1039 of 27th August 2013 on the PhD programme at Danish universities (the PhD Order), the general rules and regulations governing Aarhus University on PhD education, academic regulations and the rulesets of the former Aarhus School of Business and the former Faculty of Social Sciences at Aarhus University.

The guidelines include general rules and regulations on completion of the PhD degree programme, i.e. post-graduate or doctoral studies, at the Aarhus BSS, Aarhus University. Most issues in relation hereto should be addressed in the guidelines. The PhD secretariat at the Dean's Office may, naturally, also provide administrative expertise and support, just as the Head of the Graduate School. However, all inquiries must be directed to the PhD secretariat in writing.

We hope that these guidelines will be of use to students as well as academic and administrative staff who are involved in the PhD programme on a daily basis. The set of guidelines may, hopefully, contribute to ensuring that supervisors as well as PhD students must spend only limited resources on administrative challenges and instead can concentrate their efforts on the PhD programme and the PhD thesis. The guidelines apply to all enrolled PhD students, regardless of funding method.

The PhD programme at the Aarhus BSS, Aarhus University, is organized within the framework of *Aarhus BSS Graduate School* (hereinafter referred to as *the Graduate School*). Further details on the academic content of the PhD programme can be found at the home page of the Graduate School under the individual academic fields and at the home pages of the individual units at the main academic area (i.e. departments, centres and similar). The following departments constitute the main academic area: Department of Business Communication, Department of Psychology and Behavioural Sciences, Department of Political Science, Department of Management, Department of Economics and Business Economics, Department of Business Development and Technology, and Department of Law. All PhD students enrolled in the Graduate School are, as a general rule, affiliated with one of these departments.

1. Primary objectives

The PhD degree programme is the highest level of research training in an academic field. The programme must therefore provide enrolled PhD students with knowledge of the research methods and theoretical foundation of such research fields that enable graduates to apply research methodology and theory in the field in an independent and critical way, thereby providing new knowledge and further development of the field. In this connection, emphasis shall be put on both breadth and depth of knowledge as well as ability to place the field in a broader perspective. Formally and specifically, the PhD student must contribute to the field in the form of independent research in a limited area and a scientific PhD thesis of high academic standard. The PhD degree programme must provide PhD students with the qualifications that are necessary for holding positions which require possession of research qualifications, in particular faculty (academic staff) positions at university level, positions in the public or private sectors or in Danish and international organizations requiring a particularly high degree of specialization and particular individual qualifications.

2. Field programmes

The Graduate School offers the following seven field programmes:

1. Business Communication
2. Psychology and Behavioural Sciences
3. Political Science
4. Management
5. Economics and Business Economics
6. Law
7. Social Science and Business

Each of the seven field programmes offers several different schemes, although the programme in Social Science and Business (listed as number 7 above) is offered as a 3-year scheme only:

The 3-year scheme (5+3): To be considered for admission, students must hold a relevant Bachelor's degree and a relevant Master's degree.

The 4-year scheme (4+4): To be considered for admission, students must hold a relevant Bachelor's degree and must have completed course work corresponding to 60 ECTS credits of a relevant Master's programme which may constitute part of - or may be eligible for credit transfer into – one of the Master's programme offered at Aarhus BSS at Aarhus University. Alternatively, students must have completed relevant course work corresponding to 240 ECTS credits before enrolment. During the first two years, students will be enrolled in both the Master's degree programme and the PhD degree programme (concurrent enrollment). At the end of the second year, students will achieve the Master's degree in one of the Master's programmes offered at the main academic area. For the remaining two years, students will be enrolled as PhD students only.

The 5-year scheme (3+5): To be considered for admission, students must hold a relevant Bachelor's degree or, alternatively, must have completed relevant course work corresponding to 180 ECTS credits before enrolment. During the first two years, students will be enrolled in both the Master's degree programme and the PhD degree programme (concurrent enrollment). At the end of the second year, students will achieve the Master's degree in one of the Master's programmes offered at the main academic area. In addition, s/he must complete course work at advanced (PhD) level corresponding to no less than 30 ECTS credits. For the remaining three years, students will be enrolled as PhD students only.

3. Organizational structure and management

3.1. Head of the Graduate School

The Vice-Dean of Research and Talent Development is also the Head of the Graduate School. The head of the Graduate School is responsible for the Graduate School at the entire main academic area in respect to running the Graduate School, financial situation of the Graduate School, rules and regulations governing the Graduate School, quality of PhD programmes offered at the Graduate School, including assessment of such programmes, and organization of the cooperation between PhD programmes, field committees, heads of departments and administration. In addition, the head of the Graduate School (on behalf of the dean) is responsible for any cooperation which the Graduate School may have with other graduate schools at Aarhus University or with other universities.

3.2. PhD committee

The head of the Graduate School will be supported by the PhD committee. The PhD committee is a joint committee consisting of academic staff (tenured faculty) and PhD students from – and elected by – the academic staff and enrolled PhD students at the individual departments. The PhD committee must appoint a chairman among the faculty members and a deputy chairman among the elected PhD students. The chairman must organize the work of the committee in cooperation with the head of the Graduate School, the field committees (please see section 3.3 below for more details on field committees) and the elected PhD students. The chairman must also chair committee meetings.

The PhD committee also serves to:

- validate PhD courses;
- prepare proposals for the head of the Graduate School on internal guidelines for the Graduate School;

- make statements to the head of graduate school on assessment of the PhD degree programme and PhD supervision;
- approve applications for credit transfer and exemption request submitted by PhD students who have not yet completed the Master's programme, in collaboration with the relevant board of studies;
- discuss and comment on other matters of importance to PhD education and supervision which are presented to the PhD committee through the head of the Graduate School or one of the field committees.

The academic staff serving as members of the PhD committee also act as the standing selection committee on admissions and therefore participate in:

- a joint discussion, chaired by the head of the Graduate School, of all applicants who have applied for admission to one of the PhD programmes at the Graduate School (cf. section 4.6)

3.3. Field committees

A PhD field committee is appointed for each of the Graduate School's seven field programmes. Field committees consist of a member of the PhD committee (chairman) and at least three other representatives of the tenured academic staff within the area in question. Field committee members are appointed by the dean in accordance with the recommendation by the head of the relevant department. Members of the field committee for Social Science and Business are, however, appointed by the dean in accordance with the recommendation by the head of the Graduate School. The head of the Graduate School must ensure that the composition of the field committees reflects the diversity of academic expertise in each of the individual PhD programmes.

The individual PhD field committees possess academic competence to develop and manage its PhD programme. The field committee must therefore discuss all major issues concerning the academic field before such are presented to the PhD committee. The field committee must advise the head of the Graduate School on all academic issues concerning the PhD programme in question. In addition, the field committee must assess all applications for admission to the Graduate School. Thus, the field committee also serves as recommendation committee on enrolment and allocation of scholarships.

4. Admission, application and assessment

4.1. Admission criteria

3-year scheme: Applicants for the 3-year scheme at the Graduate School must – at the time of the actual enrolment – hold a relevant Master's degree (obtained by completion of two years of full-time studies) based on a relevant qualifying Bachelor's degree (obtained by completion of three years of full-time studies), or corresponding degrees. Applicants must hence provide documentation demonstrating fundamental and broad knowledge of research theory and methods within the field in question. Thorough knowledge of research theory and methods of direct relevance to the PhD project is not sufficient.

4-year scheme: Applicants for the 4-year scheme at the Graduate School must – during the PhD degree programme – pursue completion of a Master's degree at Aarhus BSS, Aarhus University. Admission requirements to the 4-year scheme therefore reflect the admission requirements to the individual Master's programme, and applicants must – at the time of the actual enrolment – provide documentation demonstrating an educational background corresponding to a relevant Bachelor's programme (obtained by completion of three years of full-time studies) and Master's studies of at least 60 ECTS credits which must form part of, or is eligible for credit transfer into, one of the Master's programmes offered at the main academic area (or, alternatively, must have completed relevant course work corresponding to 240 ECTS credits within the field in question, or course work corresponding to 240 ECTS credits of relevance to the PhD

project in question). In addition, certain combinations of completed courses may be required, depending on the current academic regulations governing the Master's programme in question. Applicants must hence provide documentation demonstrating fundamental and broad knowledge of research theory and methods within the field in question. Applicants must, as a general rule, be able to complete – within one year of full-time studies – the Master's programme (60 ECTS credits) relating to the PhD programme in which s/he is enrolled.

5-year scheme: Applicants for the 5-year scheme at the Graduate School must – during the PhD degree programme – pursue completion of a Master's degree at Aarhus BSS, Aarhus University. Admission requirements to the 5-year scheme therefore reflect the admission requirements to the individual Master's programme, and applicants must – at the time of the actual enrolment – provide documentation demonstrating an educational background corresponding to a relevant Bachelor's programme (obtained by completion of three years of full-time studies, or alternatively must have completed relevant course work corresponding to 180 ECTS credits within the field in question of relevance to the PhD project in question). In addition, certain combinations of completed courses may be required, depending on the current academic regulations governing the Master's programme in question. Applicants must hence provide documentation demonstrating fundamental and broad knowledge of research theory and methods within the field in question. Applicants must, as a general rule, be able to complete – within two years of full-time studies – the Master's programme (120 ECTS credits) relating to the PhD programme in which s/he is enrolled.

4.2. Requirements for applications

Applicants may apply for admission before the requirements mentioned in 4.1 are met.

If the applicant does not have an educational background allowing him/her to complete one of the above mentioned Master's programmes during the above stated period of time, such applicant cannot enrol in a 4- or 5-year scheme at the Graduate School. (Please also refer to section 7.6. on 'Particulars on enrolment prior to completion of Master's programme').

Applicants must apply through Aarhus University's online application form. The application must include documentation for the applicant's qualifying degree(s) and a research proposal for a future PhD project (project description). The Graduate School reserves the right to reject any applications which do not include the mandatory documentation or live up to the limitations stated below.

4.3. The following documents must be uploaded for application to the 3-year scheme:

- motivation of no more than 2,400 characters, space included. The number of characters must be stated in the document
- copy of diploma(s), including details on completed course work and marks/grades obtained for the qualifying Bachelor's degree and Master's degree (if the Master's degree has not yet been completed a document stating that is included instead with a transcript of records)
- curriculum vitae (resume)
- project description of no more than 12,000 characters, space included, including details on topic and thesis statement, suggestions for relevant theory and literature, project hypotheses, considerations on methodology and data as well as a realizable 3-year project schedule. In case figures and/or tables are included, they each count 800 characters regardless of size. The limitation of 12,000 characters is exclusive of list of references. The number of characters must be stated on the first page of the project description. Different types of reference systems are accepted.

4.4. The following documents must be uploaded for application to the 4-year scheme:

- motivation of no more than 2,400 characters, space included. The number of characters must be stated in the document
- copy of diploma(s), including details on completed course work and marks/grades obtained for the qualifying Bachelor's degree
- documentation including details of course content and obtained marks/grades for the completed course work of 60 ECTS credits in the Master's programme
- curriculum vitae (resume)
- preliminary project description of no more than 12,000 characters, space included accounting for the preliminary plans for the progress of the PhD studies, including topic proposal. In case figures and/or tables are included, they each count 800 characters regardless of size. The limitation of 12,000 characters is exclusive of list of references. The number of characters must be stated on the first page of the project description. Different types of reference systems are accepted.

4.5. The following documents must be uploaded for application to the 5-year scheme

- motivation of no more than 2,400 characters, space included. The number of characters must be stated in the document
- copy of diploma(s) including details on completed course work and mark/grades obtained for the qualifying Bachelor's degree (if the Bachelor's degree has not yet been completed, a transcript of records must be uploaded)
- curriculum vitae (resume)

preliminary project description: brief outline of no more than 48,000 characters, space included, describing project topics which may constitute the preliminary plans for the PhD studies (tentative). In case figures and/or tables are included, they each count 800 characters regardless of size. The number of characters must be stated on the first page of the project description.

4.6. Admission criteria

The following criteria are highly weighted:

- applicant's academic qualifications assessed on the basis of the qualifying degree,
- project description (applications to the 4-year and 5-year scheme: the quality and relevance of the preliminary or briefly outlined project description)
- applicant's level of academic aptitude and assessed ability to complete the project within the framework (including time frame) of the PhD programme.

The applicant's academic qualifications will be assessed by the field committee of the relevant field programme, and all applicants will be ranked according to their academic achievements by the standing selection committee. The final decision on enrolment will be taken by the head of the Graduate School on the basis of the assessed quality of the project and applicant's ability to successfully complete the PhD project on time.

4.7. Assessment of applications

The Graduate School generally accepts applications for admission twice a year in connection with the 'general call'. In addition, the Graduate School may invite applications for 'special openings' (typically positions within a specific academic field or topic). Application deadlines are announced on the home page of Aarhus University.

After the closing date, all applications will be assessed by the relevant field committee. In case of doubt about programme affiliation, such application will be considered by several field committees. The field committees will prepare a written recommendation on each individual applicant. Such recommendation must include:

- a brief summary of the applicant's academic qualifications
- a brief assessment of the PhD project
- an assessment of the applicant's level of academic aptitude and ability to complete the PhD project in due time and within the outlined framework of the programme.
- suggestion for principal supervisor and co-supervisor for applicants who have been found qualified for admission, and
- one of the following conclusions:
 - Qualified for admission
 - Qualified for admission on certain conditions (conditions must be explicitly stated)
 - Not qualified for admission

The condition(s) stated by the field committee must be respected and must be incorporated in the PhD plan by the PhD student and his/her principal supervisor after enrolment. Conditions required for enrolment may be proof of relevant language proficiency. The field committee may also recommend that the candidate is called for a personal interview.

The recommendation must be forwarded to the head of the Graduate School, who will – on the basis of the recommendation submitted by the field committee – make a proposal for a ranked list of applicants to be admitted and granted scholarship. The head of the Graduate School will summon the standing committee for a meeting at which each chairman will present his field committee's recommendations. These recommendations will be discussed at the meeting to ensure consistency in the assessment of applicants across field programmes at the entire main academic area.

The head of the Graduate School will make the final decision on enrolment in cooperation with the other members of the School Management Team¹ and will then hand over the case to the PhD administration, which will process letters of employment, enrolment and rejection.

5. Funding and framework of enrolment

5.1. Funding methods

Enrolment requires prior funding approval from the head of the Graduate School. Several funding methods are available. Only the first method mentioned below implies employment as a PhD student.

I. Employment (enrolment including grant) at the main academic area: A scholarship can be funded by internal sources at the Graduate School or the main academic area or by external sources such as research councils or other external (private or public) funding sources.

II. Industrial PhD: Enrolment as an industrial PhD student requires a grant from the Danish Agency for Science, Technology and Innovation, prior approval of the research project by a prospective principal supervisor (who must be a tenured faculty member) and the head of the relevant department as well as the head of the Graduate School.

III. Business partnership: Enrolment on these terms requires a funding agreement (signed contract), including a payment profile, with a private or public company.

¹ Dean, vicedeans and heads of department

IV. Self-funded: Enrolment on this term requires a funding agreement (signed contract), including a payment profile, with the enrolled PhD student.

5.2. Framework conditions

The Graduate School must cover expenses that are required for completion of an approved PhD project for employed PhD students holding grants provided by the Graduate School (category number I above), and operating costs for such PhD degree programmes thus remain the responsibility of the Graduate School. The Graduate School has developed a standard framework for financial support of academic activities related to PhD projects, and such financial framework is administered by the department to which the PhD student is affiliated. Furthermore, the individual departments may – within their own budgetary limits – offer enrolled PhD students additional support such as office facilities and supplies, administrative support, travel funding and similar.

For category II PhD students the Danish Agency for Science, Technology and Innovation will cover only expenses related to the following activities: supervision, participation in courses offered by one of the field programmes at the Graduate School (exclusive of expenses for material, meals, transport and similar) as well as assessment and public defense of the PhD thesis. For categories III and IV these expenses should be covered by the fee fixed in a written funding agreement between the student/business partner (unless other arrangements are explicitly stated in the funding agreement).

Only the head of the Graduate School, or the person to whom such authority has been given, can sign binding contracts (including funding agreements) for enrolment of industrial PhD students .

6. Conditions of employment

6.1. Part-time enrolment

The PhD degree programme is a full-time study programme, cf. the PhD Order. Applications for part-time enrolment or transfer from full-time programme into part-time programme will therefore be met only if very special circumstances apply. Part-time enrolment of less than 50 per cent will not be allowed.

6.2. Part-time enrolment in connection with external employment

Part-time enrolment is allowed if arranged in agreement with the head of the Graduate School, the chairman of the field committee and an external partner. Enrolled students must hold external employment, in part or in full, and an agreement, including details of salary obligations for each of the involved partners, working hours, funding of enrolment and tuition , payment profile, etc..

The terms and conditions stated in these guidelines and the PhD Order shall apply in full for all PhD programmes stated above. Deviations from the requirement of change of research environment (section 7.2. below) and teaching experience (section 7.3. below) may be allowed.

6.3. Leave of absence

In accordance with the collective agreement of the Danish Confederation of Professional Associations (AC) and Danish labour law, employed PhD students enrolled in the 3-year scheme have the same rights as other employees for taking leave in connection with childbirth, pregnancy and illness. PhD students enrolled in the 4- or 5-year scheme must, for the first two years of study, comply with the rules and regulations set out in the Danish State Education Grant and Loan Scheme (SU) in regard to childbirth, pregnancy and illness. After the first two years, the PhD student will be transferred to employment as a PhD student for the remaining years of the PhD degree programme, and the PhD student will then have the same rights as other employees for taking leave in connection with childbirth, pregnancy and illness, in

accordance the collective agreement of the Danish Confederation of Professional Associations (AC) and Danish labour law.

The PhD degree programme is designed as a coherent 3-, 4- or 5-year scheme. Other kinds of leave (including part-time leave) are, therefore, permitted only in special cases. The head of the Graduate School may allow part-time leave in connection with resumed studies after temporary interruption owing to long-term serious illness on the basis of a motivated application.

PhD students who wish to interrupt the PhD studies for a shorter or longer period of time must submit a motivated application in writing to the head of the Graduate School.

6.4. Paid work

The PhD degree programme is a full-time study programme, and enrolled PhD students are therefore generally not allowed to undertake paid work (subsidiary occupation) during the PhD studies. Permission to undertake paid work of limited extent (up to approx. 40 hours per year) concurrently with the PhD studies may be granted through the chairman of the field committee.

The head of the Graduate School may grant permission to complete work-related commitments if an enrolled PhD student has entered into such an obligation before receiving notification of enrolment in the PhD programme.

6.5. Application

Applications for part-time enrolment, leave of absence and subsidiary occupation must be motivated, submitted in writing and must include a statement prepared by the principal supervisor and the chairman of the field committee. Applications must be directed to the PhD secretariat and will be forwarded to the head of the Graduate School. The head of the Graduate School will then decide whether part-time enrolment, leave of absence or permission for subsidiary occupation can be granted.

7. Content of the PhD degree programme

7.1 PhD courses

PhD courses are advanced courses above the level of Master's courses. Such courses are subject to quality assurance and meet the requirements to research training at the highest international level. The course catalogue will be available at the home page of each individual field programme.

Courses for the individual PhD plan are selected by the PhD student and his/her supervisors. The main supervisor must approve all courses and must ensure that these in total meet the requirements stated in the PhD Order. Furthermore, the principal supervisor must ensure that the selected courses in total represent sufficient academic breadth and depth, are of relevance to the PhD degree programme and are of suitable academic level.

A PhD plan must contain courses equivalent to 30 ECTS. Furthermore it should be evident that the PhD student during his/her studies will acquire skills within teaching through course activities or similar. 20 of the 30 ECTS must be selected among the courses that are offered by the Graduate School. Completion of PhD courses corresponding to the remaining 10 ECTS credits, which may be completed outside the course programme offered at the Graduate School, must be arranged between the PhD student and his/her principal supervisor. However special rules apply to the programme Social Sciences and Business (see the programme website).

Courses in dissemination of knowledge and supervision are not defined as PhD courses according to the PhD Order and therefore cannot constitute part of the total 30 ECTS credits of PhD courses which each PhD student must complete.

The PhD student may – if arranged with the principal supervisor – follow PhD courses in addition to the required standard 30 ECTS credits.

7.2. Change of research environment – stays abroad

The principal supervisor must ensure that a long-term stay abroad forms part of the individual PhD degree programme. Such stays should be spent at an internationally renowned research institution of high standing, preferably outside of Denmark. In accordance with the general guidelines, the Graduate School will provide the resources for such research stays for employed PhD students (i.e. students holding grants provided by the Graduate School). It must appear from the PhD student's biannual progress report whether a stay at another research institution has been arranged.

The stay abroad, or the alternative arrangement, must appear from the individual PhD plan (cf. section 8.2 below). As soon as an agreement has been made on such stay, the arrangement must be approved by the head of the Graduate School. In general, the duration of a stay abroad should be 3-12 months. The optimal length of a stay abroad would be approximately 6 months. The planning of the stay in regard to location and duration of stay should take into consideration the nature of the research stay, just as the PhD student's personal background and family situation should be considered.

If a long-term research stay abroad is not possible or desirable, the PhD plan must include an explanation for this and a recommendation outlining alternative ways in which the requirements of the PhD Order on change of research environment can be met. On this basis, after discussion with the chairman of the field committee in question, the head of the Graduate School will make an alternative arrangement.

If special conditions call for it, the change of research environment may take place in Denmark. In such case, the stay must be approved by the head of the Graduate School on the basis of a recommendation by the principal supervisor and the chairman of the relevant field committee.

For PhD students enrolled in an industrial PhD programme, a business partnership programme or a self-funded programme, the head of the Graduate School can make an alternative arrangement in collaboration with the chairman of the relevant field committee and the external partner on the basis of a request from the principal supervisor and the PhD student. The general approach at the Graduate School is, however, that completion of a stay at another research institution (preferably outside of Denmark) is desirable in respect to quality and degree of internationalization of the PhD training, also for students enrolled in one of these programmes.

To ensure completion of the PhD degree programme within the standard time limit, students enrolled in the 4- and 5-year schemes cannot complete such required stay in another research environment (cf. the PhD Order) until the Master's degree has been achieved.

7.3. Experience with teaching and knowledge dissemination

PhD students must gain experience with teaching and dissemination of knowledge. Each enrolled PhD student at the Graduate School must undertake at least one independent teaching activity related to the PhD project in method and/or topic. This general requirement applies to all PhD students, also students who do not hold a grant provided by the main academic area. The individual PhD plan for each student must state how and when such teaching experience will be

obtained. PhD students holding grants (in part or in full) provided by an external institution should also complete teaching activities.

Employed PhD students must, as part of the employment, undertake duties of 840 hours (corresponding to 0.5 man year). PhD students must therefore, in addition to the independent teaching activity, also undertake instructional tasks or similar up to a reasonable level and for no more than 840 hours in total. The head of the Graduate School may allow that such experience with teaching and knowledge dissemination is gained in alternative ways if recommended by the chairman of the field committee. PhD students enrolled as an industrial PhD student, a business partnership PhD student or a self-funded PhD student may fulfill, in part or in whole, the standard requirement of gaining experience with teaching and knowledge dissemination by undertaking similar duties for the external partner. Such agreement must be arranged in cooperation between the external partner, the chairman of the field committee and the head of the Graduate School.

The head of the Graduate School must ensure that PhD students are provided with opportunities to gain sufficient experience with teaching and dissemination of knowledge. The head of the Graduate School must attend to this matter through the chairman of the relevant field committee, who must maintain regular contact with the director of studies and the head of department. Courses on dissemination of knowledge and supervision will be offered to enrolled PhD students at the Graduate School. The head of the Graduate School must give approval to any deviations from the standard requirement stipulating that all PhD students must undertake the above stated teaching obligations of up to 840 hours.

7.4. Project presentations

The individual field committee sets the rules for project presentations. Such rules must meet the following minimum requirements: The PhD student must on a regular basis – and at least 2 times during the PhD degree programme – present the PhD project and obtained research results in public forum to senior researchers under the guidance of the principal supervisor and summoned by the chairman of the field committee. The first presentation should, in general, take place no later than one year after enrolment. If the provisions laid down by the individual field committee call for it, other PhD students and (internal or external) members of academic staff may also be invited to participate in such presentations.

The set of rules adopted by each field committee on project presentations (requirements for PhD students and participants) must be approved by the head of the Graduate School and must be made at the home page of the Graduate School.

7.5. Participation in workshops and conferences

PhD students must, as part of their PhD programme, participate in relevant international workshops and conferences. All PhD students must present at least one contribution at an international conference. The main supervisors and the chairman of the field committees must ensure that the relevant opportunities are provided for the students.

7.6. Particulars on enrolment prior to completion of Master's programme

4-year scheme

In the 4-year scheme, enrolled PhD students must complete the Master's degree during the first two years of the PhD degree programme (i.e. students are jointly enrolled in both the Master's and the PhD degree programme). This part of the programme is referred to as Part A/4+4. The last two years of the PhD degree programme, referred to as Part B/4+4, correspond to the last two years of the regular 3-year PhD degree programme. The field committee must, in accordance with the director of studies, lay down the rules for the Master's degree component of the 4-year scheme. Such rules must

be made publicly available at the home page of the Graduate School and must be defined within the following general framework.

When the PhD student is enrolled he/she has - as a general rule - completed 60 ECTS credits of the Master's degree. The remaining 60 ECTS must be completed over 2 years in the following way:

- *Regular courses available through the relevant Master's degree programme (or PhD courses eligible for credit transfer into this Master's programme): 20 ECTS.*
- *Other activity (regular course, credit transferred PhD courses, seminar/workshop or similar): 10 ECTS*
- *Substitution of Master's thesis (may consist of several – but no more than 3 – examination activities and methods: 30 ECTS*

If the Graduate School as an exception accepts enrolment on a basis of more than 60 ECTS on the Master's programme the time of master's studies will be shortened accordingly.

The individual field committee must ensure that any deviations from the general rules applying to these activities are approved by the head of the Graduate School and thereafter by the board of master studies.

Under Part A/4+4, the PhD student must also complete PhD activities corresponding to approximately 1/3 of the total activities during Part A/4+4. In addition to the work on the PhD dissertation, such activities may be completion of PhD courses and gaining experience with teaching and knowledge dissemination.

After completion of Part A/4+4, the PhD student will be enrolled in Part B/4+4 as a full-time PhD student and employed as a wage-earning PhD fellow. Admission to Part B /4+4 is conditional upon a satisfactory result of the final examination in combination with positive biannual progress reports.

5-year scheme

In the 5-year scheme, PhD students are enrolled immediately after completion of the Bachelor's degree programme. PhD students must complete the Master's degree programme during the first two years of the PhD degree programme (i.e. students are jointly enrolled in both the Master's and the PhD degree programme). This part of the programme is referred to as Part A/3+5.

After completion of Part A/3+5, the PhD student will be enrolled in Part B/3+5. Admission to Part B/3+5 is conditional upon a satisfactory result of the final examination in combination with positive biannual progress reports. The field committee must, in accordance with the director of studies, lay down the rules for the Master's degree component of the 5-year scheme. Such rules must be made publicly available at the home page of the Graduate School and must be defined within the following general framework.

As a general rule, the PhD student must complete 120 ECTS credits in order to achieve the Master's degree. The required course work must be completed over 2 years in the following way:

- *Regular courses available through – or credit transferred to – the relevant Master's degree programme: 60 ECTS*
- *PhD courses credit transferred to the Master's degree programme: 20 ECTS.*
- *Other activity (regular course, credit transferred PhD course, seminar/workshop or similar): 10 ECTS*

- *Substitution of Master's thesis (may consist of several – but no more than 3 – examination activities and methods: 30 ECTS)*

The individual field committee must ensure that any deviations from the general rules applying to these activities are approved by the head of the Graduate School and thereafter by board of studies. The field committee must also ensure that the activities during Part A/3+5 *must* be completed during the last month of Part A of the 5-year scheme because, on the one hand, the PhD student cannot be employed as a PhD student before the Master's degree has been achieved, but, on the hand, will lose the right to receive *SU* at the end of the month in which the Master's degree is achieved.

7.7. Project descriptions (including preliminary project descriptions)

The underlying basis of the work with the PhD project is the project description, which has been approved at the time of enrolment. The project description must be revised in cooperation with the supervisors and must be re-approved by the head of the Graduate School, on the recommendation by the chairmen of the field committee, in connection with the first biannual progress report. The project description must be revised on a regular basis, at least in connection with each biannual progress report. The revised project description must demonstrate how the PhD student, within the standard time limit, can complete the PhD project and submit a PhD dissertation on the proposed topic at the end of the enrolment period. Please also read the remarks below under section 8.2. on PhD plans.

In connection with the 4- and 5-year scheme, the underlying basis of the PhD project is the preliminary project description (cf. sections 4.4 and 4.5 above). The preliminary project description must be further developed in cooperation with the supervisors to ensure that such preliminary project description will have become an actual project description, which can be approved just after the second biannual progress report (4-year scheme) or after the fourth biannual progress report (5-year scheme) by the head of the Graduate School on the recommendation by the chairman of the field committee. Hereafter the project description must be revised on a regular basis, cf. above.

8. PhD plan

8.1. Regular update of PhD plan

The individual PhD plan is the most important document during the PhD degree programme. The PhD plan must state the details of the agreements that have been made during the course of studies. Because of the significance of this document serving as evidence of the progress of the programme, a PhD plan must be drawn up no later than 3 months after enrolment, and such plan must include at least the items listed under section 8.2. below.

The PhD plan must be approved by the principal supervisor and the PhD student and must be approved by the head of the Graduate School on the basis of the recommendation by the chairman of the field committee. The principal supervisor must ensure that the PhD plan is revised on a regular basis.

The head of the Graduate School may, on the basis of the recommendation by the chairman of the field committee, accept that one or several of the standard study components are omitted if the PhD student has completed equivalent activities elsewhere which qualify for credit transfer.

The PhD plan must be updated on a regular basis in cooperation between the PhD student and the supervisors. The plan must be revised no less than in connection with each biannual progress report. Modifications to the PhD plan should be expected as a natural consequence of successful academic supervision. The PhD student and the principal supervisor confirm with their approval of the biannual progress reports that the current version of the PhD plan is approved by both parties.

8.2 Content of PhD plan

Time table: The project time table must be realistic and must be revised accordingly on a regular basis.

Method and scope of supervision: The PhD plan must include a description of mutual demands and expectations to the supervision process, including details of method and frequency of supervision sessions. Alterations to the already agreed supervision process must appear from the PhD plan. The principal supervisor and the PhD student confirm with their approval of the biannual progress report that the supervision process has been satisfactory.

Description of PhD project: The PhD plan must include an updated project description, including a plan for the progress of the project (cf. 7.7).

Type of dissertation: The PhD plan must include an updated description of the type of the PhD thesis (cf. 11.1).

PhD courses: The PhD plan must (cf. 7.1) include an updated description of the PhD courses (internal courses offered at the Graduate School or external courses) which the PhD student intends to follow. Registration for relevant courses which do not form part of the mandatory courses at the Graduate School requires prior approval by the supervisor, and participation in such courses must be substantiated and entered in the PhD.

Stay at other research institution: The PhD plan must (cf. 7.2) include an updated plan (description and time) for a research stay abroad. The PhD plan must also include a motivation for choice of research institution.

If a long-term research stay abroad will not form part of the PhD programme, the PhD plan must instead include a statement substantiating why no stay will be planned and how the standard requirement of change of research environment, as stated in the PhD Order, can be met in alternative ways.

Teaching and dissemination of knowledge: The PhD plan must (cf. 7.3) include an updated statement as to how the required experience with teaching and dissemination of knowledge will be achieved in accordance with the PhD order. The PhD plan must state at least the type of activities and the time for completion of such activities. Any other pre-arranged communication activities should also be listed.

Budget: The PhD plan must include a budget in order to ensure agreement on the financial framework of the individual PhD degree programme.

Immaterial rights: If the PhD degree programme is carried out in collaboration with external partners, the PhD plan must include a written agreement on immaterial rights. Binding contracts on immaterial rights require prior approval by the head of the Graduate School.

List of activities: The PhD plan must include an updated overview, divided into semesters, of all main activities during the individual PhD degree programme in the form of:

a detailed description of ongoing or completed activities, i.e. courses, teaching and dissemination of knowledge, research stay abroad and publications such as project descriptions, working papers, scientific papers, etc.

a fairly detailed description of planned activities for the future semesters within these four main categories.

9. Biannual assessment of progress

9.1. Synchronous assessment in January and August

The head of the Graduate School must regularly assess whether the PhD student follows or – if required – adjusts the plan. The assessment will be made on the basis of a statement by the principal supervisor, who must confirm – on the basis of discussions with the PhD student – that the PhD degree programme is progressing in accordance with the PhD

plan, or alternatively must account for required adjustments to the current PhD plan. Such assessment must take place every six months in connection with the so-called biannual progress reports and the annual assessment by the board of supervisors (cf. 9.3). The assessment must take into consideration periods of inactivity owing to documented illness, childbirth or other approved leave.

The biannual progress reports must be based on the individual PhD plan and must take place during the general examination periods in January and August. The reports must be completed and approved by the head of the Graduate School no later than 1 March and 1 October, respectively. The head of the Graduate School must base his approval on the recommendation by the chairman of the relevant field committee.

The head of the Graduate School must ensure that the PhD student and his/her principal supervisor are duly reminded of the forthcoming biannual progress report. The chairman of the field committee must also check that the progress report is completed. The PhD student must prepare a proposal for a revised PhD plan and discuss such with the principal supervisor. On the basis of the revised PhD plan and the discussions with the PhD student, the principal supervisor must complete and forward the biannual progress report to the head of the Graduate School through the chairman of the field committee.

The PhD student must be allowed two weeks to comment on the progress report drawn up by the principal supervisor. The PhD student confirms with his/her approval acceptance of the contents of the biannual progress report and any adjustments made since the most recently approved PhD plan.

The principal supervisor must ensure that the biannual progress report is completed by the deadline. In case of repeated delays, the dean may deprive the supervisor from the right to serve as a supervisor to PhD students. If the head of the Graduate School can accept the biannual progress report, such will be recorded as an approved report. If the head of the Graduate School cannot accept the biannual progress report, such report will be returned to the principal supervisor together with a statement accounting for reasons for rejection and a deadline for submission of a revised report.

9.2. Negative assessment of progress

If the principal supervisor finds that the PhD student does not progress in accordance with the PhD plan despite former modifications, the principal supervisor must, in collaboration with the co-supervisor, make a statement accounting for the required adjustments, and such statement must be forwarded (through the chairman of the field committee) to the head of the Graduate School together with a proposal for a revised PhD plan, if such revision is needed. The head of the Graduate School must then allow the PhD student 3 months to remedy any deficiencies in accordance with the specific recommendations provided by the supervisors. The three months must not *per se* lead to a prolongation of the enrolment period. If the PhD student has not accepted the offer to remedy deficiencies within one week after receipt of such offer, enrolment will terminate. A PhD student can only be allowed to remedy once.

If the PhD student accepts the offer to remedy deficiencies, the principal supervisor and the co-supervisor must shortly after expiry of the deadline for remedy assess whether the PhD student has met the stated requirements and progresses in accordance with the revised PhD plan. If the new assessment is also negative, enrolment will terminate. The head of the Graduate School must promptly inform any partner institutions of termination of enrolment.

If the PhD students cannot accept the contents of an assessment and/or modifications to the PhD plan, the PhD student must not approve the progress report, but must instead submit a statement to the head of the Graduate School accounting for the rejection of the assessment and/or modifications to the PhD plan. The head of the Graduate School

must then collect statements from the supervisors and the chairman of the field committee and must, on this basis, make a decision on the assessment and/or modifications to the PhD plan.

The PhD student and the supervisors must be informed in writing of the decision of the head of the Graduate School. The PhD student may within 8 days present before the dean his/her comments to the decision made by the head of the Graduate School. In such cases, the dean must make the final decision.

9.3. Annual assessment by board of supervisors

In connection with the biannual progress reports in January, all enrolled PhD students at the Graduate School must go through an assessment made by the board of supervisors serving for the individual field programme. The main purpose of this annual assessment is to discuss the progress of each individual PhD student. Each field committee must set up their own rules for completion of such annual assessment within the framework stated below.

The board of supervisors consists of:

1. The PhD student's supervisors
2. Representatives - appointed by the chairman of the field committee in question - for all principal supervisors and co-supervisors who are responsible for active PhD students enrolled in associated topics in the individual PhD programme.
3. Members of the field committee.

The assessment may consist of one or several meetings. The PhD student may present his/her PhD plan and publications (if any) at this annual meeting in order to achieve feedback and suggestions from the board of supervisors for the PhD project.

After the annual meeting, each chairman of the field committee must forward to the head of the Graduate School a brief report on each PhD student enrolled in the field programme.

10. Supervision

10.1. Approval of supervisors

In general, faculty members holding permanent tenure at the rank of full or associate professor at one of the departments are potential supervisors to PhD students enrolled in their academic field. However, all supervisors must complete the training course for supervisors, which is offered at the Aarhus BSS, Aarhus University, in order to increase the quality of the supervision. Course contents are approved by the dean, and the course is offered in Danish and English.²

The training course is mandatory for tenured faculty at the rank of associate professor and above at the Aarhus BSS, Aarhus University, and the course (or corresponding course) must be completed no later than 2 years after employment. Corresponding courses must be approved by the head of the Graduate School.

²In connection with the establishment of Aarhus BSS Graduate School, in replacement of the main academic areas two former graduate schools, already established agreements on supervision will continue.

In special cases, faculty who do not hold tenure at the Aarhus BSS, Aarhus University, may qualify to serve as a co-supervisor at the Graduate School. The head of the Graduate School must approve such arrangement on the basis of the recommendation by the chairman of the field committee.

10.2. Allocation of supervisors

The head of the Graduate School must allocate supervisors to all PhD students on the basis of a recommendation drawn up by the chairman of the relevant field committee and the formal approval of such recommendation by the head of the department. To ensure the best possible supervision process, each enrolled student at the Graduate School will be allocated two supervisors: a principal supervisor and a co-supervisor. The principal supervisor must be a recognized researcher within the academic field in question, must be a faculty member at the rank of associate or full professor at Aarhus University and must be affiliated with the Graduate School. Co-supervisors may be at the rank of assistant professor. An additional co-supervisor may be appointed, possibly from another research institution, if deemed appropriate. For the industrial PhD programme, the co-supervisor must be affiliated with the external partner where the student is employed.

10.3. Role and responsibilities of supervisors

The principal supervisor has the overall responsibility for the PhD student toward the Graduate School and for the individual PhD degree programme as a whole, including the responsibility for ensuring that the planned course activities correspond to at least 30 ECTS. The co-supervisor must provide supervision in the academic field to the PhD student.

The exact distribution of supervision duties between the supervisors must be arranged in each individual case. The principal supervisor must offer thorough supervision to the PhD student on the thesis as well as on other components of the PhD degree programme, including course participation, stay abroad and teaching duties undertaken by the PhD student.

The supervisors must in particular pay attention to the PhD student's need for advice, interest and encouragement in regard to teaching duties. For instance, the supervisors must ensure that the PhD student is offered relevant courses, e.g. training courses on teaching and learning issues, and that these courses form part of the PhD plan.

10.4. Change of supervisor

Regular adjustments to a PhD project, such as change of supervisor on academic grounds, should be expected. Change of supervisor(s) generally occurs on the basis of prior agreement between the PhD student, the former supervisors and the head of the Graduate School as well as consent to serve from the new supervisor(s) and adjustment of the PhD plan accordingly. If agreement cannot be made on change of supervisor, the head of the Graduate School will determine the case after consultation with the chairman of the field committee and the head of department.

11. Advancing to PhD candidacy

11.1. PhD thesis

The PhD thesis must document the author's ability to apply the scientific methods of the field and the author's contribution to research in the field, and such must correspond to the international standards for PhD degrees awarded in the field.

The PhD thesis may be either

1. a monograph, or
2. a collection of scientific articles including a summary accounting for the relation between the publications and their individual contribution to the complete PhD project.

The monograph as well as the collection of scientific articles must include research contributions which have been published in or are potentially publishable through recognised publishing channels. The number of pages for both publication types depends on the nature and quality of the contents. The monograph is typically 150-300 pages, while a collection of scientific articles must generally consist of three to six papers.

Part of the thesis may be written in collaboration with others, e.g. supervisors, but must include entirely independent contributions of major scientific importance. If the thesis contains co-authored papers or chapters, co-authorship statements identifying the student's share of contribution must be included.

The thesis may be written in Danish or English, and a brief summary in Danish and English must be enclosed. The head of the Graduate School may permit submission of a thesis written, in part or in whole, in another language than Danish or English. Application for submission of a thesis in another language must be forwarded to the head of the Graduate School and must be signed by the principal supervisor and the chairman of the relevant field committee.

11.2. Approval of the PhD degree programme

On the basis of the latest PhD plan, the PhD student must, at the end of the enrolment period, draw up a final list of all activities which have formed part of the entire PhD degree programme.

At the end of the enrolment period, the principal supervisor must make a final report on the PhD degree programme, including details on the completion of the individual components listed in the PhD plan. The thesis may be accepted for assessment only if the PhD degree programme as a whole has been completed in a satisfactory manner.

If the principal supervisor concludes that the PhD degree programme as a whole has not been completed in a satisfactory manner, the student must be allowed at least two weeks to put forward his/her comments to the supervisor's statement.

On the basis of the principal supervisor's statement and the PhD student's comments hereto (if any) and the progress reports, the head of the Graduate School will then decide whether the PhD degree programme as whole is found to have been completed in a satisfactory manner.

11.3. Submission of PhD thesis without prior enrolment

In accordance with s. 15(2) of the PhD Order, a PhD thesis may be accepted for assessment without prior enrolment of the candidate. Submission of a PhD thesis without prior enrolment requires payment of a fixed fee for expenses relating to assessment of the thesis and the public defense.

The following procedure must be followed in connection with submission of a PhD thesis without prior enrolment:

1. The thesis is submitted to the Graduate School together with a statement accounting for the way in which the applicant is found to comply with the requirements to a PhD degree programme that are stated in the PhD Order, including documentation for completion of the activities listed in the statement. Furthermore, the applicant must enclose a statement clarifying whether the thesis has previously been submitted for assessment and, if positive, the name of the institution.
2. The thesis must initially undergo a preliminary general assessment by the relevant field committee at the Graduate School in order to determine whether the thesis can be accepted, including whether the applicant is

found to have obtained academic qualifications corresponding to those achieved from completing a PhD degree programme at the Graduate School.

If the field committee can accept the thesis for assessment, payment of fee will be arranged and an assessment committee will be set up in accordance with the governing rules and regulations. Hereafter, the standard procedure for assessment of a PhD thesis and public defense must be followed.

11.4. Termination of enrolment

A PhD student's enrolment and employment (if any) will terminate without further notice at the end of the fixed enrolment/employment period (subject to adjustments in connection with granted leave).

In addition, enrolment/employment may be terminated in the following cases:

- If the PhD student wishes to resign from the position
- If the conditions for continued enrolment/employment are no longer available (cf. eg. section 9.2).
- Submission of the thesis.

12. Assessment and defense of PhD thesis

12.1. Appointment of assessment committee

No later than at the submission of PhD thesis, the dean must appoint an assessment committee consisting of three members. Appointment must be made in accordance with the recommendation drawn up by the field committee.

Members of the assessment committee must be recognized researchers in the relevant field and must be at the rank of full or associate professor. Two of the members must be from external institutions of which at least one must be from outside Denmark, unless this is found undesirable from an academic point of view. For industrial PhD programmes, at least one committee member must have business-relevant research experience within the field in question. The PhD student's principal supervisor is a non-voting member of the assessment committee.

Immediately after appointment of the assessment committee, the head of the Graduate School must inform the candidate (thesis author) of the appointment. The candidate must then be allowed one week to present objections to the composition of the assessment committee.

12.2. Role of the assessment committee and the chairman

Members and delegates of the assessment committee have a duty to keep information confidential. The PhD students' main advisor should be regarded as a delegate to the committee but has no right to vote. This means that the chairman of the committee must ensure that the main advisor is involved in the committees' work. How this is done in practice may depend on a specific assessment. It is the chairman's responsibility to clarify this with the main advisor and it is understood that the main advisor participates to such an extent as circumstances may require. The main advisor should be invited to participate in committee meetings. If the committee's activity is written it must be done in a way that ensures that main advisor has reasonable insight into the members of the committee's points of view. The committee's draft for a written assessment must, under any circumstance, be presented to the main advisor well in advance before the deadline of submitting the assessment and before it is sent to the head of the Graduate School.

The assessment committee must carry out an impartial and qualified assessment of the submitted PhD thesis. The committee must draw up a recommendation for the Academic Council, which must be forwarded to the dean through the

head of the Graduate School. The recommendation must state whether the thesis, in the present version, in combination with a successful public defense is found to comply with the quality requirements laid down in the PhD Order.

The recommendation must be motivated and may be determined by simple majority of votes in case of disagreement. The recommendation must be suitable for forming the basis of the decision in the Academic Council on award of the PhD degree in accordance with the PhD Order and the Danish Public Administration Act.

Please refer to the 'Guidelines for assessment committees on award of the PhD degree' for further details on the specific requirements to the recommendation.

12.3. Preliminary assessment and pre-defense

No later than two months after submission of the thesis, the assessment committee must forward a preliminary reasoned recommendation to the head of the Graduate School including one of the following conclusions:

1. In accordance with ministerial order section 18, subsection 2, the thesis is found suitable for public defense in the submitted version. The recommendation must include a defense date and a suggestion for a topic for the public defense.
2. In accordance with ministerial order section 18, subsection 2, the thesis is found suitable for public defense in the submitted form, but the assessment committee recommends certain improvements, which are assessed as feasible to implement before the specified defense date.. The recommendation must include a specification of the recommended improvements, a defense date, and a suggestion for a topic for the public defense.
3. In accordance with ministerial order section 18, subsection 3 and subsection 4 No.2, the thesis is not found suitable for public defense in the submitted version, but the assessment committee finds that the thesis may be accepted for public defense after revision. The recommendation must include a deadline for submission of the revised thesis. The candidate and the principal supervisor are given the opportunity within a minimum of two weeks to put forward their comments to the recommendation.
4. In accordance with ministerial order section 18, subsection 3 and subsection 4 No. 1, the thesis is not found suitable for public defense in the submitted version, and revision within a reasonable period of time is not considered possible. The candidate and the principal supervisor are given the opportunity within a minimum of two weeks to put forward their comments to the recommendation.

The head of the Graduate School must then as soon as possible send a copy of the recommendation to the candidate.

If the preliminary assessment concludes that the thesis is not found suitable for public defense, the head of the Graduate School must, on the basis of the recommendation submitted by the assessment committee and the candidate's and the principal supervisor's comments (if any), make one of the following decisions:

- The public defense cannot take place.
- The PhD thesis may be re-submitted in a revised version within three (or more) months. If the PhD thesis is re-submitted, the revised version will be assessed by the same assessment committee unless special circumstances apply.
- The PhD thesis must be assessed by a new assessment committee.

The assessment committee's preliminary recommendation can be based on a so-called pre-defense, where the PhD student is summoned for a meeting. The meeting must be organized by the chairman of the field committee and must be completed early enough to ensure that the preliminary recommendation will be available no later than two months after submission of the PhD thesis.

The PhD student, the supervisors and the members of the assessment committee must all participate in the pre-defense. In exceptional cases, one of the committee members may be absent, and in such cases the chairman of the assessment committee must ensure that the views of the absent member are presented. If technically possible, the pre-defense may also take place as a video conference.

The discussion at the pre-defense must be based on an outline of the committee's preliminary recommendation, which must be forwarded to the PhD student and the principal supervisor no later than 48 hours prior to the scheduled time for pre-defense. The discussion must address all significant parts of the thesis which should be improved according to the assessment committee.

12.4 Publication of the thesis before the defense

Under Section 19(2) of the Ministerial Order, the university must ensure that the thesis is available to those interested in reasonable time before the defense. The *final* manuscript must therefore either be uploaded electronically in the PURE as Open Access before the defense or be submitted *ready for printing* to the printing office used by the department in question. In case of uploading the thesis should be sent to pure@asb.dk **no later than 2 weeks before the defense** (Do not forget c.c. to secretary at the department in charge of the defense). In case of printing the manuscript ready for printing should be submitted to the Management Office according to the rules of the said printing facility. Do not forget to take into account possible limitations from periodicals and publishers in case of double publication – also subsequently.

12.5. Submission of revised PhD thesis

A revised PhD thesis must be submitted before the deadline for re-submission, which has been set by the head of the Graduate School. A copy of the revised PhD thesis must be forwarded to all members of the assessment committee through the head of the Graduate School.

The assessment committee will then make an assessment of the revised thesis and will determine whether the revised thesis can be accepted for public defense. If positive, the assessment committee must forward the final assessment to the dean, through head of the Graduate School, together with a suggestion for a topic for the public defense. If negative, the assessment committee must inform the dean, through the head of the Graduate School, that the revised thesis cannot be accepted for public defense. The head of the Graduate School must then as soon as possible send a copy of the new recommendation to the candidate.

12.6. Date of the defense

The assessment committee must initially set a preliminary date for the public defense. This date will form the basis for the final date of the defense, which will be set by the head of the Graduate School.

The defense must take place no earlier than two weeks after the committee has released the preliminary recommendation, but no later than 3 months after submission of the PhD thesis, unless special circumstances apply. If the preliminary assessment concludes that the PhD thesis must be improved, a new date for the public defense must be set on the basis of the deadline for submission of revised thesis, which is determined by the head of the Graduate School. The public defense must take place immediately after expiry of the deadline.

The head of the Graduate School must make sure that the date of the defense is announced before the public defense to ensure that any interested audience can participate, and the PhD thesis must be made publicly available in the form of a downloadable file at the home page of the Graduate School (unless other ways of publication have been agreed upon). One copy of the thesis must be submitted to and registered with one of the libraries at Aarhus University.

12.7. Public defense

The public defense of the PhD thesis must take place no later than 3 months after submission of the thesis, unless special circumstances apply. The chairman of the field committee, or a representative for the chairman, will be in charge of the public defense.

The public defense must be conducted as a public lecture of no more than 45 minutes on the topic determined by the assessment committee (in connection with the preliminary assessment of the PhD thesis). The introductory lecture must be followed by a discussion on the basis of questions presented by the members of the assessment committee, followed by questions from the audience. A public defense should generally take 1.5-2 hours and no more than 3 hours.

The public defense must allow committee members to account for the impact and quality of the thesis, and the student to present and defend the thesis. In addition, the defense should also invite others to participate in the discussion.

12.8. Award of the PhD degree

The assessment committee must in immediate continuation of the oral defense decide whether the PhD degree can be awarded and must inform Aarhus University and the author of the PhD thesis of such decision. The recommendation must include an assessment of the PhD thesis and of the public defense. The committee's final recommendation must be announced verbally immediately after the defense session and must be available in writing as soon as possible hereafter.

If the committee's final recommendation is negative, the Academic Council may decide to allow the PhD thesis to be re-assessed by a new assessment committee if requested by the candidate within one week after the defense.

The Academic Council can award the PhD degree if at least two members of the assessment committee recommend award of the PhD degree.

13. Other provisions

13.1. Complaints and exemption requests

Complaints on issues relating to these academic regulations must be directed to the dean. The dean may grant an exemption from the rules which have been adopted exclusively at Aarhus BSS at Aarhus University, if special circumstances apply. The dean's decisions may be brought before the Danish University and Property Agency if the complaint concerns legal issues. The deadline for filing such formal complaint is two weeks from the date on which the complainant was notified of the decision.

Petitioners who have not yet completed a full PhD degree programme are entitled to complain only on the proviso that the submitted PhD thesis has been accepted for assessment, cf. section 11.3.

13.2. Effective date and interim provisions

These regulations shall come into force on 1st September 2016.

Thomas Pallesen
Dean