



Procedures for PhD thesis and defence

SUBMITTING THE THESIS EARLIER THAN PLANNED:

[Contact your PhD Partner](#) as soon as possible to get information concerning submission and requirements.

- The PhD fellowship is formally concluded on the date scheduled in the PhD student's Letter of Employment. However, if the PhD student hands in the PhD thesis before this date, the PhD fellowship will be formally concluded by the end of the month in which the thesis is submitted.

SUBMITTING THE THESIS LATER THAN PLANNED:

- If you require an extension to finish your project, you must send a motivated request of extension. The motivated request of extension must be sent to your PhD Partner at GSST no later than one month prior to the planned thesis submission date. Extensions of the study time are normally given only if there are compelling arguments why an acceptable thesis cannot be completed within the original deadline. They are not given to further improve or extend an already sufficient amount of research work. Please note that your employment as a PhD fellow will usually not be extended due to this change.

BEFORE SUBMITTING THE THESIS:

- In case of patenting/confidentiality issues, please [contact your PhD Partner](#) as soon as possible.
- A notification e-mail with practical information about procedures is sent to the student and main supervisor three months before the planned submission date.

The PhD student must login to the [PhD Planner system](#) and do the following:

- Update all the Plan elements, i.e. PhD project, Publications, PhD courses, Dissemination, Research environment, Other activities and Supervision agreement. All plan elements must be carefully written and in English, since the information will be used for the diploma supplement.
- Mark all Plan elements as either 'Completed' or 'Discarded'.
- Click the button 'Update' in the top right corner beneath the status Awaits student finalisation.
- Click the button 'Close plan' in the Status field beneath the yellow box 'Comments for you'. The plan is now updated and closed.
- When the above-mentioned is done, please send an e-mail to your PhD Partner at GSST with Cc to your main supervisor.

The Main supervisor must then login to the [PhD Planner system](#) and check the PhD student's Plan. If the supervisor has any comments to the plan, please notify your PhD Partner at GSST within one week following the e-mail from the PhD student.

THE FORMAT OF THE PHD THESIS:

- Presents the results of the PhD project and documents the PhD student's ability to communicate research skills
- May be formed as a monograph, or it may include a number of manuscripts or papers in different stages of completion that are related to the topic of the PhD project. If the thesis is composed mainly of manuscripts or papers, please see [GSST rules and regulations](#) for further details on which elements must be included
- Is normally written in English
- Should not exceed approx. 200 pages
- Must include a one page résumé in Danish and in English
- GSST does not provide a template for the thesis, but the programme may have a template which could be used. Ask your programme secretary or supervisor

SUBMISSION OF THE PHD THESIS AND CONCLUSION OF THE PHD STUDY:

The PhD student must submit the following elements to your PhD Partner at GSST by e-mail:

- PhD thesis as one single PDF file
- Signed co-author statements with regard to articles that form part of the PhD thesis. The co-author statements must be one single PDF file
- 'Permission for lending' form as a PDF file
- Register articles and PhD thesis in PURE, if this has not already been done. A scan of the registration should be sent as documentation

All forms and templates mentioned above are available here: [Link to GSST website](#)

ANNOUNCEMENT OF THE PHD DEFENCE:

GSST announces the PhD defence on the department's website and the faculty's websites. We also forward the announcement to selected media, including newspapers due to the fact that all PhD defences must be public.

- A photo (JPEG file) and a popular résumé in both Danish and English (Word format) must therefore be sent to your PhD Partner at GSST no later than two weeks after submitting the PhD thesis. Find a template for the résumé on the GSST website [here](#).



- English-Danish translation service: You can send the English résumé to translator Erling Grønland (e-mail: erling@traduflex.dk) who will translate it into Danish and return it to you. If you wish to use this service, the résumé must be sent to Erling Grønland no later than the same day as you submit your PhD thesis. If you e-mail him, please write 'RÉSUMÉ TRANSLATION' in the Subject field. The résumé will be translated within 2 weeks.

THE MAIN SUPERVISOR STATEMENT:

- **The main supervisor** must fill in and submit the main supervisor statement to the PhD Partner at GSST as a Word file, no later than one week after the PhD thesis is submitted. The main supervisor statement is partly pre-filled by the PhD Partner at GSST and attached to the notification e-mail sent three months prior to the submission date.

THE ASSESSMENT COMMITTEE:

- **The Main supervisor** must fill in the form 'Members of the assessment committee, incl. Rules of Impartiality' proposing the two external members of the assessment committee. The Main supervisor also arranges the date of the PhD defence in coordination with the PhD student and the assessment committee. The form is available from the GSST [website](#). The Main supervisor submits the form to the Head of programme. The **Head of the programme** appoints the chair of the assessment committee (who also is a member of the programme committee) and sends the filled in form to the PhD Partner at GSST no later than two weeks before the PhD student submits the thesis.

RECOMMENDATION:

- **The assessment committee chair** must submit either a unanimous or majority voted motivated Recommendation, stating whether the PhD thesis in its present form is eligible for conferral of the PhD degree. A signed version of the recommendation must be submitted to the PhD Partner at GSST within two months after the PhD student has submitted the thesis (not counting July), but no later than two weeks before the defence.
- After the recommendation has been approved by the head of the PhD school, the PhD Partner at GSST will send the recommendation to the PhD student.
- If the recommendation is negative, the assessment committee must state in the recommendation whether the PhD thesis may be resubmitted in a revised version. In such case, a deadline for resubmission must be stated. The PhD student and the main supervisor will have the opportunity to submit their comments on the recommendation within a period of at least two weeks.



THE PHD DEFENCE:

- The defence must take place at the earliest two weeks after the Recommendation has been submitted and no later than three months after the submission of the PhD thesis.
- The PhD defence is open to the public.
- The PhD defence procedure:
 - The PhD student starts with a presentation of the results of the PhD project (30 - 45 minutes as agreed with the chairman of the assessment committee).
 - The members of the assessment committee then discuss the presentation and the thesis with the PhD student (1 - 1.5 hours). The chair is authorized to permit others to intervene in the debate.
 - The total duration of the defence should not exceed 3 hours.

AFTER THE DEFENCE:

- Immediately following the defence, the chair of the assessment committee submits a signed version of the Final recommendation whether the PhD student should be awarded the PhD degree.
- The PhD Partner at GSST forwards the Final recommendation to the PhD student.
- The formal decision on awarding the PhD degree is taken by the Academic Council at the Faculty of Science and Technology at Aarhus University.
- When the PhD degree has been awarded, GSST issues a PhD diploma including Main supervisor statement and diploma supplement with information from the PhD Planner.

WHERE TO FIND FURTHER DETAILS:

- [Rules and regulations on the GSST webpage](#)
- The notification email sent to student and main supervisor three months before the planned submission date.
- [The GSST secretariat](#)
- For PhD students on Joint or double degree schemes, please refer to the scheme guidelines.

**TIMEFRAME AND ROLES:**

When	Who	What
Three months before planned submission date	The PhD Partner at GSST	notification e-mail with practical information to student and main supervisor
Two months before planned submission date	Student and main supervisor	Student updates, completes and closes the PhD plan and thereafter sends e-mail to main supervisor. Main supervisor checks the PhD plan.
Two weeks before planned submission date at the latest	Main supervisor and programme chair	fills in and submits the form 'Members of the assessment committee, incl. Rules of Impartiality' proposing the two external members of the assessment committee to the PhD Partner at GSST
Planned submission date	PhD student	Submits the thesis and other elements
Within one week after the submission date	Main supervisor	Submits the Main supervisor statement to the PhD Partner at GSST
As soon as possible after receiving all relevant documents	The PhD Partner at GSST	Sends out the thesis and other relevant information to the assessment committee
Within two weeks after thesis submission	PhD student	Sends a photo and a résumé in both Danish and English
Within two months after the submission date, but no later than two weeks before the defence	Chair of assessment committee	Sends a signed version of the recommendation to the PhD Partner at GSST
As soon as possible	The PhD Partner at GSST	Approves and sends out the recommendation to the PHD student and announces the defence
Immediately after the defence	Chair of assessment committee	Sends a signed version of the final recommendation to the PhD Partner at GSST
As soon as possible	The PhD Partner at GSST	Sends final recommendation to the PhD student by e-mail and afterwards the PhD diploma by postal service.