

# Quick Guide to the Industrial PhD programme

## – to enrolled Industrial PhD students

---

### General information

This Quick Guide is about the Industrial PhD programme under Innovation Fund Denmark<sup>1</sup>.

The programme means that the Industrial PhD student:

- Is employed in a private or public sector company at the same time as being enrolled at a graduate school at a university (in this case the Graduate School of Science and Technology/GSST at Aarhus University).
- Is focused on completing an industrially oriented research and education project.
- As a rule at GSST, splits his or her time equally between the company and the university.
- Has a main supervisor at the university, who is formally responsible for the PhD degree, in addition to having a company supervisor and a company co-supervisor assigned and possibly additional co-supervisors.

For general information about the guidelines for the Industrial PhD programme see Innovation Fund Denmark's website (in [Danish](#) or in [English](#)).

You can also contact [the PhD partner responsible for the Industrial PhD programme](#) at GSST.

### Regulations and guidelines

Industrial PhD students are subject to the same regulations and guidelines as other PhD students enrolled at GSST, including [the Ministerial Order](#) and [GSST's Rules and regulations](#). This means that for instance he or she must fill out the PhD plan and half-yearly evaluations online in the PhD Planner system, take courses amounting to approximately 30 ECTS credits during the course of the PhD programme, meet the dissemination requirements and sit the qualifying exam.

In addition, Innovation Fund Denmark may have set certain requirements that the Industrial PhD student must comply with. For instance, for Industrial PhD students approved in Innovation Fund Denmark's September 2017 application round or later this includes taking a mandatory course in connection with the Industrial PhD programme. This provides 5 ECTS of the approximately 30 ECTS credits required as part of the PhD study.

Note that the Industrial PhD student and the main supervisor have to attend Innovation Fund Denmark's kick-off meeting in order for the first instalment of 85% of the university subsidy to be paid to the university (supervisors who have attended a meeting within the past three years do not have to participate again if

---

<sup>1</sup> In Danish: Innovationsfonden

supervising a new project). If the Industrial PhD student fails to attend, this may be considered as non-compliance with his or her obligations.

## Employment

During their PhD studies, Industrial PhD students are enrolled at GSST, but employed by the company. The candidate is subject to company regulations for employees (e.g. in connection with maternity/paternity/parental leave, sickness, etc.). In general, the Industrial PhD student divides his or her time equally between the company and the university.

## Work/dissemination obligations

Work obligations are generally included in the collective agreement for PhD students employed at the university. As the Industrial PhD students are employed in a company, this does not apply to them. However, they must still comply with the dissemination requirements described in the Ministerial Order. This can take place by teaching or carrying out other forms of academic work involving dissemination.

## Research environment change

In principle, all PhD students should participate in active research environments, including stays at other, mainly foreign, research institutions, private research enterprises etc. This also applies to industrial PhD students. Note that the company, where the industrial PhD student is employed, does not count as a research environment change in this regard.

## Maternity/paternity or parental leave, long-term sick leave or other leave

During periods of maternity/paternity or parental leave, long-term sick leave or other leave, the company must request leave for the Industrial PhD student from Innovation Fund Denmark. Some types of leave are regulated by legislation but, in spite of this, Innovation Fund Denmark must approve the request prior to commencement of the leave. More details about the procedure are available on Innovation Fund Denmark's website. The request must be signed by the company, the university and the student. In this context, the main supervisor represents the university.

Note that GSST only grants a study time extension due to illness if the student has been ill for a minimum of thirty full-time and consecutive days altogether.

At the same time as making a request to Innovation Fund Denmark, the PhD student must inform [the relevant PhD partner](#) about the period of leave. When Innovation Fund Denmark has approved the request, it notifies both the company and the university supervisor.

The following then takes place:

- The main supervisor sends a scan of Innovation Fund Denmark's approval as documentation for the leave to the relevant PhD partner.
- The PhD partner prepares an official letter with a new period of enrolment/completion date for the Industrial PhD programme and a new date for the qualifying exam, if applicable.

- The PhD partner sends the official letter to the Industrial PhD student with a copy to the department and the main supervisor.

Note also that a period of leave other than maternity/paternity, parental or sick leave must be approved by the main supervisor, the head of programme and the head of PhD school before the PhD partner can prepare the official letter and change the dates for the study period.

### **Project follow-up**

For industrial PhD projects applied for in 2017 and onwards, the Industrial PhD student must fill in a questionnaire provided by Innovation Fund Denmark regarding status and cooperation between the project parties. Innovation Fund Denmark may ask for further information or request meetings if they wish to learn more. For further requirements, including company requirements by the end of the project, see Innovation Fund Denmark's website.

### **Intellectual property rights (IPR)**

Issues/questions on IPR should be discussed and resolved before commencement of the project.

### **Qualifying exam**

As for other PhD students enrolled at GSST, Industrial PhD students must submit a progress report and sit a qualifying exam approximately halfway through their studies. The precise date is stated in the letter of admission that GSST sends to the student in connection with enrolment. See also [GSST's Rules and regulations](#) for a more detailed description of the procedure regarding the qualifying exam.

Any questions about confidentiality must be resolved before the progress report is submitted. Contact GSST, if necessary.

### **PhD thesis and defence**

On a par with other PhD students enrolled at the university, Industrial PhD students complete their PhD studies by submitting a PhD thesis to be defended before an assessment committee. When appointing the assessment committee, at least one of the assessment committee members must have industrial research experience in the relevant field.

Any questions about confidentiality must be resolved before the PhD thesis is submitted. Contact GSST, if necessary.