General rules and guidelines for the PhD programme

Faculty of Science

University of Copenhagen

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1. Introduction

1.1 General rules

The legal basis for the PhD programme and the award of PhD degrees at the University of Copenhagen (UCPH) is principally laid down in the Danish University Act (Universitetsloven) (see Consolidated Act no. 172 of 27 February 2018) and the PhD Order no. 1039 of 27 August 2013 (the Order is shown below, after these common UCPH rules and guidelines). Other Danish legislation etc. is applicable where relevant, e.g. the Danish Public Administration Act (Forvaltningsloven). Furthermore, reference is made to the Statutes for the University of Copenhagen, including part 10 concerning the head of the PhD School (for further information, see this link: https://about.ku.dk/management/board/statutes/).

These general rules and guidelines for the PhD programme at the University of Copenhagen lay down supplementary internal rules concerning admission, organisation of the programme, appointment of the principal supervisor and any additional supervisors, supervision of the PhD student as well as the writing, submission and defence of the PhD thesis (see section 25 of the PhD Order). The common rules and guidelines of the University of Copenhagen lay down the common standards for all PhD programmes at UCPH and constitute common minimum rules. Each faculty lays down its own supplementary rules (see 1.3 below).

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

1.2 Purpose and scope

The PhD programme is a research programme that trains students to conduct top-class, international-level research, and to take responsibility for research, development and teaching tasks in the private and public sectors, for which a broad knowledge of research is required. The main emphasis of the PhD programme is on conducting active research under supervision (see section 1(2) of the PhD Order).
The programme is prescribed to 180 ECTS credits, which corresponds to three years of full-time study (see section 4 of the PhD Order). The three-year period is calculated from the date of enrolment up to and including the date of thesis submission. This means that the assessment is not included in the three years.

The PhD programme in Denmark is described in the Danish qualifications

framework for higher education:

	Persons who obtain PhD degrees:
Knowledge	• Must possess knowledge at the highest international level within the research field. • Must have made a significant contribution to the development of new knowledge and understanding within the research field based on scientific studies.
Skills	• Must master the scientific methodologies and tools as well as master other skills related to research and development tasks within the field. • Must be able to analyse, evaluate and develop new ideas, including designing and developing new techniques and skills within the subject area. • Must be able to participate in international discussions within the subject area and disseminate scientific findings and progress to a broad audience.
Competences	• Must be able to plan and carry out research and development tasks in complex and unpredictable contexts. • Must be able to independently initiate and participate in national and international collaboration on research and development with scientific integrity. • Must be able to independently initiate research and development projects and, through these, generate new knowledge and new skills which move the research field forward.

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

1.3 Organisation of the PhD programme at UCPH

The PHD programme at UCPH is assigned to the PhD Schools. Each PhD School is run by a head of School who is responsible for the programme and who is assisted by a PhD committee with equal representation of academic staff and PhD students (see part 10 of the Statutes of the University of Copenhagen). Each PhD School may run a range of local or inter-institutional research training programmes. Each PhD School may have its own supplementary rules. The common rules and guidelines of the University of Copenhagen should therefore be read in conjunction with any supplementary rules of the relevant PhD School. Further information about organisation, research training programmes, supplementary rules and guidelines as well as contacts is available on the faculties' websites .

2. Enrolment and study start

2.1 Enrolment

UCPH runs PhD programmes in the subject areas in which the University conducts research and has the authority to decide who to admit (see sections 2 and 6 of the PhD Order). In addition to the rules set out in these rules, applications for enrolment are subject to the rules and procedures of each PhD School.

The admission and enrolment procedure can take the form of a separate process or a single process together with the procedure of employment as a PhD student at UCPH.

As a minimum, all applications must include the following:

- A description of the planned research project and a preliminary PhD plan with information about a plan for supervision.
- A curriculum vitae with, if relevant, a list of publications
- A copy of the diploma (including, where possible, the number of ECTS)
- An account of the funding, including, where relevant, a budget.

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

Non-Danish diplomas not in Norwegian, Swedish, German, French or English must usually be accompanied by a certified official translation into Danish or English and by an official description of the grading scale used unless the faculty concerned has stipulated different requirements.

If the examination that qualifies the student for the PhD programme is from a non-Danish institution, the faculty can obtain an assessment from the Danish Agency for Science and Higher Education (www.ufm.dk/en). If the application already contains an assessment from the Agency for Science and Higher Education, this assessment must be complied with in the evaluation of the applicant (see the Assessment of Foreign Qualifications Act).

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

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

At the time of enrolment, the applicant must normally hold an academically relevant master's degree or be able to document equivalent qualifications, e.g. degrees from a university abroad. Each faculty is free to decide whether it will allow enrolment in

[1] Common European Framework of Reference for Languages (CEFR)

a PhD programme while the student concerned is still studying for a master's degree. 2.2 below describes the special rules that apply for this.

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

- The applicant's documented academic qualifications
- The research project's suitability as a PhD project
- How the project fits into the faculty's academic profile
- Availability of the necessary academic and financial resources (this does not necessarily include the salary of the PhD student, as the terms and conditions of employment fall outside the scope of these rules).

The PhD student is enrolled at the PhD School of the faculty in question and is affiliated to the department where the principal supervisor works. If the faculty is not organised in departments, the PhD student is affiliated to the same section or research unit as the principal supervisor.

Under normal circumstances, a response to an enrolment application can be expected within six weeks of the PhD School receiving the application. If the applicant is also applying for a scholarship, time for assessing the scholarship application should also be factored in.

2.1 Supplementary rules and guidelines on enrolment at SCIENCE

Admission to the 5+3 PhD programme is based on qualifications equivalent to a Danish two-year master's degree (120 ECTS). Degrees awarded by foreign universities must be assessed by either the PhD School or the Ministry of Higher Education and Science. The qualifications of applicants who do not hold a two-year master's degree are assessed on a case-by-case basis by the PhD School.

The PhD programme is not open to candidates who already hold a PhD degree.

If a PhD scholarship is advertised, it must be announced on the University of Copenhagen's website of available positions. PhD scholarships awarded to named persons from external sources of financing are, among others, exempted from this requirement (e.g., Industrial PhD).

Applications for enrolment at the PhD school must be submitted through PhD Planner by the department in which the principal supervisor is employed. The application must be approved by the candidate, the principal supervisor, the PhD coordinator, and the head of department within PhD Planner. The head of department's approval confirms that the required financing of a full PhD programme is available, including funds for change of environment and courses. The application must show the source of financing for the PhD programme.

A number of enclosures must accompany the application, as stated in the application form of PhD Planner and the guidelines. Foreign diplomas must be provided with English transcripts and the CV must be in English.

Applicants whose principal language is not English must demonstrate that their English abilities is at a level corresponding to the requirements made by the PhD study environment at SCIENCE. This is done in an interview with the principal supervisor.

The principal supervisor must have held an interview (optionally virtual) with the applicant.

Furthermore, the application must include a preliminary PhD plan with the project description as well as tentative plans for the compulsory programme elements. The plan must include the PhD student's ORCID number.
The department must submit the full application, including the required enclosures, a preliminary PhD plan and the department's recommendation for enrolment to the PhD school via PhD Planner.

When the application has been approved by the PhD school, the PhD plan will form the basis of agreement for the approval: the PhD student, the department, the principal supervisor, any cooperation partners, and the faculty.

Integrated PhD programme
It is also possible to enter a PhD programme simultaneously with enrolment in an MSc programme (cf. section 2.2). It is expected that candidates have achieved a respectable mark average in the BSc and MSc programmes.

Double degree
If enrolment is part of a double PhD degree arrangement, please read section 5.8 for further information.

2.2 Integrated master's and PhD programme

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

The flexible scheme is divided into two parts (A and B). On part A, the master's programme and one year of the PhD programme must be completed. On part B, the last two years of the PhD programme must be completed. Part A cannot be completed until two years of the total enrolment period remain, which means that the duration of part B is two years.

If a student withdraws from the PhD programme before completion of the master's programme, he or she must be given the opportunity to complete their master's degree (see section 5 (3) of the PhD Order).

The PhD Schools may draw up more specific guidelines.

2.2. Supplementary rules and guidelines on the integrated master's and PhD programme at SCIENCE

A student enrolled in an integrated programme must pass the master's programme in accordance with the regulations that apply for the master's programme and the PhD programme as specified in the current regulations.

2.3 Approval of credit transfer

When applying for a place on a PhD programme, it is possible to apply for approval of well-documented, previously acquired competences (credit transfer) and have them incorporated into the PhD programme.
Applications for credit transfers are submitted to the relevant PhD School's PhD committee, which may draw up guidelines for the procedure.

2.3 Supplementary rules and guidelines on credit transfer at SCIENCE

Applications for credit transfer should only be submitted in connection with the application for enrolment if the credit are a prerequisite for the project.

Credit may for example be granted for project relevant research activities. Credit transfer for more than 12 months will not be granted by the PhD school. Thus, the minimum enrolment period at the PhD school of SCIENCE is two years.

Transfer of course credits

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

- Credit cannot be transferred for courses completed more than five years before enrolment
- Credit transfer for courses completed as part of obtaining another academic degree is not permitted
- A maximum of 15 ECTS credits may be transferred.

2.4 Part-time study

A PhD programme is normally full-time and prescribed to three years of study (see section 4 of the PhD Order). Under special circumstances, it may, however, be part-time. The PhD committee considers academic and study factors when deciding on applications to study part-time. Each faculty may draw up more detailed rules for part-time study, including transition from full-time to part-time during a programme. However, the PhD programme must always account for at least 50% of working time, i.e. the prescribed period of part-time study cannot exceed six years (excluding any leave of absence). Requests for enrolment as a part-time student may be based on the nature of the research project as well as on personal matters.

Requests for part-time enrolment from PhD students employed at UCPH must be approved by the PhD School.

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

The transition to part-time study involves adjustment and approval of relevant parts of the PhD plan (see 2.8 below).

The faculty may draw up more specific guidelines.

2.4 Supplementary rules and guidelines on approval of part-time study programmes at SCIENCE

Applications for enrolment as a part-time student must be submitted to the PhD school. Part time study must be endorsed by the principal supervisor and head of department and requires approval by the head of the PhD school.

2.5 Leave of absence

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

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

- Leave of absence can be requested for both academic and personal reasons.
- The request must be submitted in writing, stating the reason(s) and a statement from the principal supervisor must be attached.
- The PhD committee considers the academic and study-related factors.
- Leave of absence is normally not granted for less than one month or more than 12 months in total, however this does not include any statutory leave of absence.

- In the event of leave of absence, the enrolment is extended accordingly, and the PhD plan is adjusted and approved. This means that the individual concerned is not allowed to play an active role in study-related activities during the leave and is not entitled to supervision, office space etc.
- Subject to agreement by all parties, the student may, however, participate in a planned course that is deemed significant to his or her PhD programme if the course is not expected to run again at a later date during the enrolment.
- Requests for leave of absence from PhD students employed at UCPH must be approved by the hiring manager in consultation with the head of the PhD School. Where relevant, decisions on leave must be coordinated with employment at UCPH.

The faculty may draw up more specific guidelines.

2.6 Extension of enrolment period

Students are usually enrolled in the PhD programme for a period of three years. Students whose studies are delayed may submit a request for extension of the enrolment period to the PhD committee. The request must be submitted in writing, stating the reasons for the request, and be supported by the principal supervisor. Any extension to enrolment on the grounds of delay does not lead to a corresponding extension of employment.

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

2.6 Supplementary rules and guidelines on extension of enrolment period at SCIENCE

If the PhD thesis cannot be handed in by the agreed deadline, the PhD student must apply for an extension of the enrolment period via PhD Planner.

Application for an extension of the PhD programme must contain reasoning for the extension and a time and work schedule for completion. The application must be submitted at the latest one month before the planned completion of the PhD programme and be approved by the principal supervisor and the head of department.

The PhD student will continue to have access to office space and other resources at the department if the PhD programme is extended. However, the faculty and departments will only be under an obligation to pay salary or study-related expenses during the originally prescribed PhD period.

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

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

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

The principal supervisor must have several years of active research experience and must be employed at least at the level of associate professor or senior researcher. The principal supervisor must be a researcher in the relevant subject area, must work at the faculty in question and must have knowledge of the PhD programme.

The faculty's head of the PhD School appoints the principal supervisor and any co-supervisors when the student enrols in the PhD programme. The appointment must be in cooperation with the supervisor's manager (normally the head of department). The student is entitled to suggest potential supervisors, but the head of the PhD School makes the final decision.

PhD students whose research is mainly conducted at an institution or company outside the University should also have a supervisor from the institution or company in question.

In addition to the principal supervisor, PhD students with scholarships from the Industrial PhD scheme (industrial PhD students) must also have supervisors at the company employing them. This supervisor is appointed by the head of the PhD School in consultation with the company concerned. The supervisor must be qualified in the relevant field of research (see section 27 of the PhD Order). Please also refer to the guidelines for the Industrial PhD programme at https://innovationsfonden.dk

PhD students employed at a business-oriented institution of higher education (typically university colleges) must, in addition to a principal supervisor, have a supervisor affiliated with the business-oriented institution. Such supervisor must be qualified within the relevant field.

The student may apply for a change of supervisor. Applications for changes must be in writing and state the reasons. The supervisor must be consulted. In special circumstances, the head of the PhD School may change the principal supervisor without the student requesting it. The head of the PhD School makes the decision to change supervisor with the involvement of the relevant manager.

2.7 Supplementary rules on supervision, appointment of supervisor(s) and change of supervisor(s) at SCIENCE

Supervision
The principal supervisor must be employed as an associate or full professor at the faculty during the PhD programme.

It is mandatory for all principal PhD supervisors to have participated in the following courses:

- Supervision of PhD Students
- Course for PhD supervisors in Responsible Conduct of Research or Responsible Conduct of Research for Academic Staff.

No later than 14 days after enrolment, the principal supervisor should hold a planning meeting with the PhD student and any co-supervisors.

It is the principal supervisor's responsibility to ensure that regular assessment reports are prepared and submitted to the PhD school on time.

At the end of the PhD programme, the principal supervisor must discuss the structure and contents of the PhD thesis with the PhD student, agree on the date for submission of the PhD thesis, write the supervisor's final assessment report, and submit an application to the PhD school on the composition of the assessment committee.

Agreement on supervision
A supervision agreement must be made as part of the application of enrolment to ensure that the principal supervisor and the PhD student have aligned their expectations concerning the supervision's extent and nature.

Changing supervisor
Any application for a change of principal supervisor during the PhD programme must be submitted to the PhD school by the PhD student. The application must be endorsed by the head of department.

Co-supervisor
It is recommended to attach one or more co-supervisors to the PhD project. A co-supervisor must have qualifications within the relevant academic field but does not have to be employed at the faculty.

PhD coordinators
Each department appoints one or more PhD coordinators. The PhD coordinator must be an associate professor or professor with experience in PhD supervision and knowledge of the PhD programme at SCIENCE.

PhD Coordinators assist and advise the Head of Department and the Department Deputy Head of Research (VILF) in all questions regarding the PhD education. The PhD Coordinator also acts as a link between the department (students and staff), the official boards at SCIENCE, and the faculty administration.

Furthermore, the PhD Coordinator acts as an ombudsman – i.e. a person who investigates complaints and mediates settlements on behalf of PhD students at the department. The PhD Coordinator can provide strategic advice to the PhD students and help students navigate the university system but does not supervise the PhD projects.

Specifically, the PhD Coordinator must:

- Recommend applications for enrolment
- Recommend applications for credit transfer and general exemptions from the standard requirements
- Approve regular assessment reports
- Recommend applications for extension of the study period
- Recommend applications for new courses from departments (incl. amount of ECTS) and from PhD students for approval of PhD courses (incl. amount of ECTS for courses taken outside the EU and other course activities not awarded official ECTS from the course provider)
- Hold individual meetings with all PhD students
- Mediate in conflicts between the PhD students and their supervisors; this task may include conducting confidential talks with students and coaching
- Participate in cases of rectification.

2.8 The PhD plan

All PhD students at UCPH must have an approved PhD plan within three months of the start of their programme. This also applies to PhD students who start on their PhD programme while still studying for their master's degree.
As a minimum, the PhD plan must contain the following (see section 9 of the PhD Order):

1. A schedule.
2. An agreement on the type of supervision provided.
3. A plan for the PhD project
4. A plan for PhD courses, etc.
5. A plan for participation in active research environments.
6. A plan for teaching activities or other types of knowledge dissemination.
7. Any agreements about intellectual property rights.
8. A financing plan (budget)

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

If there is an external partner, a written agreement must also be drawn up at the time of enrolment about financial aspects, intellectual property rights and publication. The agreement must be approved by the faculty.

The principal supervisor is responsible for drawing up the PhD plan and making sure it is kept up to date. The plan must be in writing and approved by the supervisor and the PhD student as well as the head of the PhD School. The plan acts as a project management tool and should be detailed enough to form the basis for the ongoing assessments. The plan is a dynamic document that has to be updated on an ongoing basis, e.g. in the event of major changes to the project, changes to time spent at other research environments/institutions, leave of absence etc.

2.8 Supplementary rules and guidelines on the PhD plan at SCIENCE

The principal supervisor is responsible for preparing and maintaining the PhD plan together with the PhD student and must submit the PhD plan to the PhD school after participation in the compulsory course "Fundamentals of the PhD education at SCIENCE".
The PhD Plan is a project management tool and should be filled in with sufficient details to form a basis for the regular assessments of the progress of the PhD study programme. The plan may be adjusted during the enrolment period.

Start-up seminar
In connection with the preparation of the PhD plan (within three months of enrolment, at the latest), a start-up seminar must be held. The seminar is for supervisors, cooperation partners and colleagues. The purpose of the seminar is to present and discuss the PhD plan.

Compulsory content of the PhD plan:

- Updated description of the PhD project. The project description must describe relevance, topic, focus and goals
- Time schedule for the project and distribution of work (dissemination, courses, change of scientific environment, seminars, article writing, dissertation, etc.)
- Description of the PhD project, including methodological and theoretical framework
- A working title of the project
- Preliminary plan for courses
  – as a minimum, the compulsory courses must be planned
- Preliminary plan for change of scientific environment (COSE)
- Plan for dissemination. This may include teaching, supervision, posters etc.

3. Contents of the PhD programme

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

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

3.1 The research work

The research project constitutes the main part of the PhD programme and serves as the basis for the thesis. It may be part of an independent project or an integrated part of a larger research project. If it is part of a larger project, the student's contribution to it must be clearly defined and structured in a way that complies with the purpose(s) of the PhD programme, including its scope, scientific/academic content and independent nature.

3.2 Courses

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

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

The PhD Schools advertise PhD courses on their faculty websites. PhD courses must be approved by the PhD committee, see Section 16b (2), item 3 of the University Act. The courses may be of a specific academic nature or of a general, research-relevant nature, e.g. writing articles in English, research ethics or patenting. As mentioned in 3.3 below, UCPH is obliged to offer all PhD students a course in knowledge dissemination (see section 8 (3) of the PhD Order).

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

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

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

3.2 Supplementary rules and guidelines on the PhD courses at SCIENCE

Students enrolled prior to 1 January 2024:

Please observe the compulsory courses below:

- "Responsible Conduct of Research 1: Generic course". This course must be completed within the first 12 months of enrolment.
- "Responsible Conduct of Research 2: Getting Ready for Submission of Manuscripts and Thesis" is compulsory for all PhD students enrolled at SCIENCE from 1 August 2020 Until 31 December 2023. This course must be completed when the student has less than 12 months left of the enrolment.
- Introduction to University Pedagogy is compulsory for:
    - all PhD students at SCIENCE who have teaching as part of their PhD Plan
    - all PhD students enrolled at SCIENCE from 1 October 2021 to 31 December 2023
- The course portfolio must be passed before the PhD student can submit their thesis.

Types of courses:

- PhD courses (min. 10 ECTS (cumulated) per PhD programme)
- Master's courses (max. 15 ECTS (cumulated) per PhD programme)
- Other activities, e.g. conferences, journal clubs, workshops, seminars, self-studies, ad hoc courses, etc. (to a maximum of 7.5 ECTS)
- Language courses do not award ECTS

Students enrolled in/from 2024:

Please observe below compulsory courses:

All PhD students must complete a 10 ECTS compulsory course which among other covers:

- Responsible Conduct of Research (RCR) for PhD students
- University pedagogics for PhD students
- Data Management and the FAIR agenda
- Career considerations

The 10 ECTS compulsory course is composed by 4 modules of 2.5 ECTS and 1 week duration each and runs over the whole PhD project period.

The course is cohort-based, and the modules are built on each other and must be taken in order. All students are automatically enrolled in the first module at the start of their PhD programme and will be able to find the module in PhD planner. Students must register for the remaining modules and follow their assigned co-hort whenever possible. There is only very limited opportunity to change between cohorts.
All 4 modules must be passed individually before the thesis can be submitted.
Only double degree PhD students with a foreign host are exempt from completing the compulsory course.
Students enrolled under the 3+5 scheme must complete module 1 and 2 during part A of their enrolment
Students must physically attend all four modules of the compulsory course.

Types of courses:
All PhD students must complete elective courses corresponding to a minimum of 17 ECTS.
Elective course activities approved by the PhD School are of three types:

- **Elective SCIENCE PhD courses:** These are PhD-level courses offered by the PhD school at SCIENCE.
- **Other PhD courses:** These are PhD-level courses offered by other universities and research institutions in Denmark or abroad.
- **Master's level courses:** These are Courses at master's level offered by Danish or International Universities may be included for a maximum of 15 ECTS.

Miscellaneous activities: Other activities outside course scope e.g., conferences, journal clubs, seminars-series, workshops, and language courses of a maximum of 3 ECTS can be part of the PhD programme but does not count towards the 17 ECTS PhD courses.

Note that time spent on preparing own poster or presentation is not included in the calculation of ECTS for a conference since this is considered to be dissemination.
Miscellaneous activities are approved as a combined package when the PhD programme is nearing completion. It is not possible to get miscellaneous activities approved on an ongoing basis.

Common course rules for all students regardless of enrolment date
Courses without preassigned ECTS
Certain rules apply:

- All students must complete between 28-35 ECTS
- The course activity must have scientific relevance to the PhD project
- The principal supervisor, the PhD coordinator and the PhD Committee, must approve participation in the course
- The PhD school does not grant pre-approval of external course activities
- PhD students can apply for approval for an external course after completion.

Guidelines for ECTS points:

- 1 ECTS point corresponds to 27,5 working hours (courses with a workload of less than 27,5 hours (< 1 ECTS point) will not be approved)
- The ECTS points determined for courses from other institutions will generally be followed.
- The final number of ECTS will be decided by the PhD committee
- A single course should not normally be awarded more than 10 ECTS.

Read more about courses on the PhD website

3.3 Teaching activities and knowledge dissemination

As part of the PhD programme, all students must acquire experience of teaching and other types of knowledge dissemination related to the student's PhD project (see section 7 (2), fourth sentence of the PhD Order).

The scope of the requirement for experience of teaching activities or other forms of knowledge dissemination is not specified in the ministerial order, and can be part of the University's obligation to offer PhD students work to the extent of 840 working hours for the hiring institution (see Agreement covering academics in the state sector, appendix 5, protocol on PhD students, section 7 (2)), which is often translated into teaching activities.

According to the protocol on PhD students, the hiring authority is obliged to offer the PhD student work to the extent of 840 working hours for the hiring institution when employed full-time for three years. The hiring authority is obliged to pay the PhD student a full salary, even if the hiring authority does not utilise the 840 working hours. The PhD student may, by agreement with the University, choose to reduce part of the 840 working hours or decline the offer against a corresponding salary reduction.

For employment for a short period, the 840 working hours will be reduced proportionately. The 840 working hours may not be used for administrative tasks, but, for example, for tasks within communication, teaching, research, library work, committee work or other academic tasks that can reduce the workload of the other academic staff members.

UCPH can offer non-employed PhD students an hourly wage for teaching assignments, assistance with research projects, dissemination and other work that can reduce the workload of the other academic staff, see appendix 5c of the Agreement for academics, agreement on remuneration of PhD students in connection with the PhD programme. There is no upper limit on the number of working hours in such positions.

The University may not encourage PhD students to work without compensation or work beyond the 840 hours for any of the UCPH institutions. In addition, the work tasks performed by the PhD students in order to comply with the 840 working hours requirement must be planned as far as possible jointly by the supervisor, the PhD student, the head of department and, if relevant, the head of studies of the programme in question. Finally, the PhD student's 840 working hours must to the greatest possible extent be compatible with the work on their PhD project, so that the subject matter of the 840 working hours is relevant or lies naturally within the PhD student's field of research.

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

in terms of scope, only account for a limited proportion of the full programme content. In other words, a distinction is made between the 840 working hours and experience gained from teaching activities, even though the two can be combined if teaching is part of the 840 working hours.

3.3 Supplementary rules and guidelines on teaching and/or knowledge dissemination at SCIENCE

If the PhD student is employed under the collective agreement made between the Danish Confederation of Professional Associations (AC) and the state, the teaching and dissemination activities are included in the PhD student's compulsory work (amounting to a total of 840 hours during a three-year PhD programme, according to the government circular on the agreement for academics employed by the state).

All PhD students, regardless of their employment status, must gain experience in teaching and/or other forms of dissemination under the guidance of experienced teachers. Experience in teaching and/or knowledge dissemination can, for example, be gained in the following ways:

- Supervision of exercises, assistant teacher
- Co-supervisor of bachelor and master thesis students
- Co-organiser of courses
- Contribution to the development of new courses (in collaboration with the responsible teacher)
- Lectures
- Knowledge dissemination and teaching of students from primary, lower and upper secondary schools
- Mentor schemes
- Presentations at conferences.

If teaching and dissemination activities are part of the student's compulsory work, it must be planned by the student and the principal supervisor and the head of department.
Teaching and/or dissemination activities are reported continuously in PhD Planner and confirmed in the regular assessment cf. section 4.1

3.4 Participation in other research environments

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

Stays at other research institutions or private research companies must be organised in such a way that students are able to continue with their research work, knowledge dissemination etc. during the stay. Activities at another research institution or private research company must usually be approved in advance by the principal supervisor (see 3.2 above).

3.4 Supplementary rules and guidelines on participation in other research environments (COSE) at SCIENCE

As part of the PhD programme, the PhD student must participate in other research environments located outside of the university. This can be achieved by:

COSE A: Visit to a research environment outside of UCPH, normally outside of Denmark and with a duration of 3-6 months.

COSE B: A stay at a private or public company with an active research environment of normally a duration of 3-6 months.

The change of research environment is reported continuously in PhD planner and confirmed in the regular assessment, cf. section 4.1.

4. Regular assessments

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

Three-year programmes: 26, 14, 6

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

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

4.1 Content of the assessments

On the basis of the regular assessments, the PhD School assesses whether the student is following the PhD plan. The assessment is based on a written report from the principal supervisor, who confirms that the student is following the plan or ac-

counts in writing for any adjustments needed. Prior to writing the report, the supervisor must consult the PhD student to discuss his or her progress.

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

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

4.1 Supplementary rules and guidelines on regular assessments, start-up seminar and status seminar at SCIENCE

Regular assessment of the PhD programme
The principal supervisor is responsible for ensuring that regular assessments of the PhD programme are conducted at 26, 14 and six months before completion of the programme. The assessment must reflect to what extent the PhD student fulfils the requirements set out in the PhD plan, placing special emphasis on adherence to the schedule, or account for any adjustments made. The assessment of whether progress is satisfactory must take into account documented illness, parental leave, and other approved leave of absence. The principal supervisor must approve the assessment in PhD Planner and thereby confirm that the PhD programme follows the PhD plan. The PhD coordinator must approve the assessment report before it is forwarded to the PhD school for final approval. Regular assessments are submitted in a form in which the PhD student's activities are accumulated. Reports to the PhD school on the start-up seminar and status seminar, respectively, form part of the first two regular assessments, where it will be indicated on the form when the start-up seminar and the status seminar have been held.

PhD status seminar
Shortly before the second regular assessment a PhD status seminar is held, unless special circumstances dictate otherwise. At the PhD status seminar, the student must give an oral presentation of work and research results; present a plan for the remaining period and any planned publications. The supervisors and other stakeholders in the project, including cooperation partners, will participate in the PhD status seminar.

4.2 Recovery and termination of enrolment

In the case of a negative assessment, it must be submitted to the head of the PhD School together with the response from the PhD student. If the head of the PhD School deems that the student is not following the PhD plan, despite adjustments to it, the student must be informed in writing and given three months to redress the situation (recovery plan).
The recovery plan must clearly stipulate what the student is to accomplish during the three-month recovery period. The three-month period does not trigger an extension to the PhD programme and students are only entitled to one such period during a PhD programme (see section 10 (2) of the PhD Order).

As soon as possible after the end of the three-month period, the head of the PhD School conducts a new assessment based on a new report from the supervisor. The student is given two weeks to submit comments on the supervisor's report. If the assessment is still negative, the student's enrolment on the PhD programme will be terminated (see section 10 (3) and (4) of the PhD Order).

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

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

4.2 Supplementary rules on recovery and termination of enrolment at SCIENCE

If the principal supervisor assesses that the PhD programme does not adequately follow the PhD plan, the principal supervisor may submit a statement to that effect to the PhD school. This may be done in connection with and outside of the deadlines for regular assessments. The PhD school processes such recovery cases. More information about recovery cases is available on the internal website of the PhD school.

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

4.3 Satisfactory completion

The final assessment is submitted at the same time as the student submits the PhD thesis. The principal supervisor is to submit a report on the whole of the PhD programme no later than one week after thesis submission. The report must be accompanied by a full list of the individual study elements, including teaching and knowledge dissemination, links with other research environments, participation in courses, including specification of ECTS credits, etc. The report is drafted in collaboration with any other supervisors.

A PhD thesis can only be submitted for assessment if the head of the PhD School deems that the overall PhD programme has been completed satisfactorily (see section 15 of the PhD Order).

4.4 Not satisfactory completion

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

If the PhD student agrees to the offer of recovery, enrolment in the PhD programme is ex- tended accordingly. A new assessment will then be made.

Employment as a PhD student cannot be extended.

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

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

5.1 Requirements for the PhD thesis

The PhD programme culminates in the submission of a PhD thesis. The thesis is submitted in an electronic version for use in the assessment and in a number of printed copies if required by the faculty.

Upon submission of the thesis, the author is given a receipt documenting that the PhD thesis has been submitted for assessment. A PhD thesis cannot be jointly submitted for assessment by two or more authors. The thesis must as a minimum contain an abstract in Danish and English (see section 12 (3) of the PhD Order). If the thesis includes articles or draft articles written in collaboration with others, written declarations from the lead author and the co-authors must be attached stating the contribution made by the author of the PhD thesis to the work (see section 12 of the PhD Order).

The front page of the PhD thesis must state that it has been submitted at UCPH and the name of the faculty. The University of Copenhagen's faculty-specific front page for PhD theses may be used for the PhD thesis.

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

Further requirements for the PhD thesis and for its submission are stipulated by the faculty.

If a PhD thesis includes articles or research results that have previously constituted the basis for the award of an academic degree in Denmark or abroad, or have been

favourably assessed as a prize paper, the PhD thesis must contain information about this in the thesis or in the co-author statement. A PhD degree can only be awarded if the author of the thesis documents new research results which per se document its author's ability to apply the appropriate scientific and scholarly methods in order to produce research results that fulfil the international standards for PhDs within the field in question, see section 11 of the PhD order.

5.1 Supplementary rules and guidelines on PhD theses at SCIENCE

Format

A thesis may either be written as a monograph, or as a synopsis with manuscripts of papers or already published papers attached.

If the thesis is written as a monograph, it should include the following elements:

- Abstracts in Danish and English
- Objectives
- Description of the research project in the context of international state-of-the-art
- Description of the research carried out (including materials, methods and results)
- Discussion of results
- Conclusions and perspectives for further research
- References.

If the PhD thesis is written as a synopsis based on manuscripts or published papers it should include the following elements:

- Abstracts in Danish and English
- Objectives
- Publication list
- Description of the research project in context of the international state-of-the-art
- Abstract of the results in the papers and their relation to international state-of-the-art
- Conclusions and perspectives for further research
- References
- Papers, pre-prints and manuscripts with clear declaration of co-authors.

Declarations of co-authorship

For all parts of the thesis, *e.g.* manuscripts, pre-prints or published papers, submitted with the thesis that has been written in collaboration with others, a co-author statement must be completed and signed by the first author, the corresponding-/senior author and the PhD student. If there are two or three authors, the statement must always be signed by them all. This also applies to monographic theses not solely written by the author. Note that co-author contributions must also be acknowledged in the monographic part of the thesis.

Specific requirements
The title page of the thesis must state:

- 'This thesis has been submitted to the PhD School of The Faculty of Science, University of Copenhagen'

or, if in Danish;

- 'Denne Ph.d.-afhandling er indleveret til Ph.d.-skolen ved Det Natur- og Biovidenskabelige Fakultet, Københavns Universitet'

The red UCPH 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 preferably be written in English.

Submission of the PhD thesis
The PhD student must submit the thesis in an electronic version via PhD Planner on or before the date on which the PhD programme ends. The principal supervisor's supplementary report and declarations from co-authors, if any, must be attached.

The department must acknowledge receipt of the thesis and must see to it that the thesis is available for the public by request 14 days before the defence.

The thesis as submitted is final for assessment for the degree. Any erratum to the thesis has to be negotiated with the Royal Library.

Plagiarism screening of thesis

The faculty screens all PhD theses for duplicate texts after submission and prior to forwarding the theses to the assessment committees.

Possible confidentiality of parts of the PhD thesis

In some cases, parts of the PhD thesis may be regarded as confidential due to considerations to external cooperation partners. However, the assessment and confirmation of the PhD degree must be based solely on the fully open section of the thesis, which must be presented as an independent thesis. The principal supervisor's opinion must be based on the entire project. The assessment committee must base its assessment entirely on the part that is open to the public and, similarly, the defence will only deal with this section.

If the thesis includes material on which patent applications are based, the publication and defence procedure may be postponed by agreement between the PhD student, the principal supervisor, the PhD coordinator, the Head of the PhD School and the external cooperation partners. Patenting procedures should be started at the earliest possible stage of the PhD programme and must not unnecessarily delay the defence.

5.2 Assessment committee

The PhD thesis and the defence are assessed by an assessment committee. A three-member assessment committee is appointed no later than on submission of the PhD thesis (see section 16 of the PhD Order). The members must be employed at associate professor or senior researcher level or higher in the relevant subject area. Two of the members must be external researchers, i.e. not employed at UCPH. At least one of the members must be from outside Denmark unless this is deemed not appropriate from an academic point of view (see section 16 (2) of the PhD Order). The third member is usually from the faculty concerned and is appointed by the faculty to chair the committee. Every effort should be made to ensure that both genders are represented on the committee. Co-authors of articles included in the PhD thesis are not eligible to be on the assessment committee. Similarly, the general rules that apply to conflicts of interest must also be upheld (see part 2, sections 3-6 of the Danish Public Administration Act.2 --> 3-6).

The PhD student's supervisors may not be members of the assessment committee, but the principal supervisor will be appointed as an adviser without voting rights (see section 16 (2) of the PhD order). In this capacity, the principal supervisor must answer questions about the PhD programme and the academic progression in the student's research project. The principal supervisor may be invited to any meetings held by the assessment committee for this purpose. The supervisor cannot act as secretary to the committee.

For PhD students with scholarships from the Industrial PhD scheme (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.

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

When proposals for the composition of the assessment committee have been submitted to the PhD School, the PhD committee nominates the composition of the assessment committee to the Dean (see section 16b (2) item 2 of the Danish University Act) (at UCPH this authority is delegated from the Rector to the Dean). The author is notified as soon as the composition of the committee has been approved. The author has one week in which to raise any objections to the composition of the committee. Additional requirements for the appointment of assessment committees are set by the individual faculty.

5.2 Supplementary rules and guidelines on the assessment committee

The principal supervisor is responsible for making a request to the PhD school that an assessment committee be appointed as soon as possible and no later than one month before the expected submission of the thesis. The request is submitted via PhD Planner and must contain a proposal for the composition of the committee, and it must ensure that the rules on competence and conflict of interest are observed. The PhD student must approve the composition of the committee.

The internal member of the assessment committee must be employed at University of Copenhagen, preferably Faculty of Science, and acts as chairman of the committee and ensures that the assessment statements are prepared in accordance with Faculty guidelines.

One of the external members may be emeritus/emerita if they are still active researchers (must have published within the last two years). The use of emeriti in the assessment committee must be reasoned when the assessment committee is nominated.

Suggested assessment committee members with titles other than associate professor or professor may be asked for further information to assess their academic level.

The PhD school may ask assessment committee members with a title of senior researcher to document their academic level by requesting additional information.

5.3 Preliminary assessment and any revision

The assessment committee has two months after submission of the thesis to make its recommendation to the faculty about whether the thesis fulfils the requirements for awarding the PhD degree. The recommendation must be in writing and the rea-

sons specified. In the case of any disagreement, the majority vote will prevail. A copy of the recommendation must be sent to the author. If the committee's recommendation is that the thesis is suited for defence, the oral defence can be scheduled (see section 18 of the PhD Order).

If the assessment is that the thesis is not suited for defence, the committee must state whether a revised version may be submitted and, if so, set a deadline for re-submission (see section 18 (3) of the PhD Order). A recommendation that the thesis is not suited for defence must be clearly justified.

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

If the recommendation from the assessment committee is that the thesis is 'not suited for defence', the head of the PhD School has to make one of the following decisions based on the committee's recommendation and the comments made by the author and the principal supervisor (see section 18 (4), items 1–3 of the PhD Order):

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

The author may appeal against the decision made by the head of the PhD School, see section 6.1 of the Complaints Guide.

5.3 Supplementary rules and guidelines on preliminary assessment at SCIENCE

If the preliminary assessment is negative, but the thesis is found to be acceptable for resubmission in a revised version, the author must be given a deadline of at least three months by the head of the PhD school to resubmit the PhD thesis in a revised version.

The department must provide the PhD student with supervision, office facilities and other relevant assistance until the thesis is re-submitted.

The PhD defence must not be announced before the preliminary assessment has been approved by the PhD school.

5.4 Announcement of defence

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

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

5.4 Supplementary rules and guidelines on organisation of the PhD defence at SCIENCE

The department (normally the principal supervisor) is responsible for ensuring:

- That the PhD student and any co-supervisors agree on the title of the defence
- That the venue and time for the defence has been agreed
- That a copy of the PhD thesis is publicly available no later than two weeks before the defence
- That the defence is announced internally and externally.

The expenses of the assessment and defence will be paid by the department, *e.g.* travel and accommodation expenses as well as fees for the external members of the assessment committee.

The PhD defence may be arranged as follows,

a) traditionally, where all participants are physically present in the same room at UCPH-SCIENCE, or

b) virtually, where all participants are present via a virtual platform supported by the UCPH-IT department, or

c) hybrid, that allows the external members of the assessment committee to be present via a virtual platform supported by the UCPH-IT department.

In the latter case, the PhD student, chair of the assessment committee and the leader of the defence must be present in the auditorium at UCPH-SCIENCE. The principal supervisor is expected to be present, and the audience have the option to be physically present. The external members of the assessment committee and part of the audience might join the defence via the chosen virtual platform.

5.5 Postponement of defence

The defence takes place no earlier than three weeks after the assessment committee's submission of its preliminary recommendation and no later than three months after the submission of the PhD thesis (see section 20 (2) of the PhD order). However, in special circumstances, the head of the PhD School may postpone the defence. Postponement of the defence is subject to an agreement between the PhD candidate and the faculty, where a new date and time is set (see section 20 (3) of the PhD Order).

5.6 Defence

The PhD thesis is defended in public. At the defence, the author is given the opportunity to explain his or her work and defend the PhD thesis before the members of the assessment committee. The PhD thesis must be available to the public in reasonable time before the defence (see section 19 of the PhD order), normally at least two weeks in advance.

A PhD defence cannot be held in private and any confidential parts of the research project cannot form the basis for awarding the PhD degree.

Under exceptional circumstances, the PhD School may decide, in consultation with the PhD student, that the planned defence can be held with only two members of the assessment committee present (see section 19 (3) of the PhD Order).

A permanently employed member of academic staff (except for the supervisor(s)) with insight into the area covered by the subject area of the PhD thesis moderates the defence on behalf of the head of the PhD School.

The entire defence may take a maximum of three hours, including any breaks. The author is given up to 45 minutes to present the main findings of the PhD thesis, and the assessment committee then asks the author questions based on the thesis and the presentation. At the end of the defence, the audience is given the opportunity to ask the author questions based on the thesis and the presentation. The moderator must ensure that the defence proceeds in a dignified manner and may, if necessary, interrupt or prolong the defence.

5.6 Supplementary rules and guidelines on defence at SCIENCE

Defence
The PhD coordinator or a person authorised by the coordinator must nominate a chairperson for the defence. This person must not be (one of) the supervisor(s). If, in extraordinary cases, one of the members of the assessment committee is unable to attend the defence, please contact the PhD school immediately. The PhD school will then arrange with the PhD student whether the defence should take place.

5.7 Award of the PhD degree

At the end of the defence, the assessment committee makes a final assessment of whether the author of the thesis can be awarded the PhD degree. Regardless of the result of the deliberations, the committee must immediately inform the author orally of its final recommendation. If this is not possible, the author must be informed of when the final recommendation will be made. The PhD School must have received a final written recommendation within one week of the defence. The reasons for the recommendation must be stated, and in the event of disagreement the majority vote will prevail.

The PhD degree is awarded if the assessment committee submits a recommendation to that effect (see section 22 of the PhD Order). The PhD degree is awarded by the Academic Council (see section 15 (2), item 4 of the Danish University Act).

If the assessment committee's recommendation is negative, the author has the option, within two weeks of receiving the final written recommendation, to submit comments.

The head of the PhD School may decide that the thesis be assessed by a new assessment committee, if requested by the author (see section 21 (2) of the PhD Order).

5.7 Supplementary rules and guidelines on final recommendation for the award of the PhD degree at SCIENCE

The recommendation of the assessment committee for the award of the PhD degree must be submitted to the PhD school by the chairman of the committee. The recommendation must be written in an unbiased/neutral language suited for external presentation/use by the PhD student, *e.g.* in relation to responses to job advertisements and applications for funding at research councils.

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

The PhD Schools at UCPH have the authority to award joint and double PhD degrees to students who have acquired qualifications equivalent to a Danish PhD, provided a mutually binding agreement has been concluded with one or more non-Danish institutions on PhD programmes. The agreement must cover study visits, assessment, defence, degree awarding, etc. (see section 15 (3) and section 23 (3-5) of the PhD Order). This applies both when the University of Copenhagen is the main institution and the PhD student is on a study visit at the partner institution abroad and when the partner institution is the main institution and the PhD student is on a study visit at UCPH .

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

5.8a 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 as stipulated in the Danish PhD Order, and if any need arises to deviate from key points, e.g. the course requirement in section 7 (2), item 2 or the prescribed period of study for the PhD programme in section 4, an application for dispensation must be submitted to the ministry. The student must, as a minimum, complete a six-month study visit at the non-Danish institution.

The partnership agreement must be signed no later than six months after the start of the programme. The agreement covers supervision at the non-Danish institution, duration of stay at the non-Danish institution, agreement on IPR and the organisation of assessment and defence, including certificate.

Each PhD School may draw up additional rules.

5.8b A non-Danish institution is the main institution

For PhD students whose main institution is a non-Danish institution, agreement may be reached on a mutually binding partnership agreement on PhD programmes, including assessment, defence, degree awarding, etc., which involves the PhD student being awarded a joint PhD degree or a double degree. The PhD student completes the PhD programme as per the guidelines and regulations that apply at the non-Danish institution, if necessary, with supplementary requirements placed by the PhD School. The student must as a minimum complete a study visit at a UCPH PhD School lasting six months, be assigned a supervisor at UCPH and pass the course Responsible Conduct of Research. The PhD School must also conclude that the programme as a whole meets the requirement that the qualifications obtained are equivalent to a Danish PhD degree.

The partnership agreement must be signed no later than six months after the start of the programme. The agreement covers supervision at the non-Danish institution, duration of stay at the non-Danish institution, agreement on IPR and the organisation of assessment and defence, including certificate.

Each PhD School may draw up additional rules.

5.8c Agreement on assessment, defence and certificate

The following conditions concerning assessment committees, defence and certificate are valid for all PhD students who complete a PhD programme as part of a binding agreement between a UCPH PhD School and one or more non-Danish institutions – irrespective of whether UCPH is the main institution.

The agreement between the PhD School, the non-Danish institution(s) and the PhD student must stipulate the procedure for completing the degree. This must include: composition of the assessment committee (see section 26 (1) of the PhD Order), the deadline for the preliminary assessment (see section 26 (2) of the PhD Order), and the date for the defence (see section 26 (3) of the PhD Order).

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

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

5.8 Supplementary rules and guidelines on a double PhD degree at SCIENCE

Supplementary rules and guidelines on the double PhD scheme are available on the website of the PhD school.

Joint degrees are not awarded by UCPH-SCIENCE.

5.9 Submission of thesis without enrolment

In special circumstances, the PhD School may decide that a thesis may be accepted for assessment without the author having completed a PhD programme, or if the PhD programme has been interrupted, if the PhD committee deems that the author has acquired qualifications equivalent to a PhD degree in other ways (see section 15 (2) of the PhD Order). When submitting a thesis in this way, the author must state whether it has been assessed before. Whether the author has a documented affiliation with UCPH will form part of the consideration of the application for submission of a thesis without prior enrolment. When assessing a PhD thesis at UCPH without prior enrolment, the PhD School may ask the author to pay all of the expenses associated with assessment, defence, etc. according to the PhD School's fixed rate. The author may apply to be exempted from these expenses.

The PhD School may draw up additional rules.

5.9 Supplementary rules and guidelines on Submission of thesis without enrolment

For the faculty to accept a thesis for assessment without the author's prior enrolment at the PhD school, the author must have a documented affiliation with the Faculty of SCIENCE, e.g. in the form of a Master's degree, research cooperation or the like. Furthermore, the author must have an agreement with a qualified supervisor and the relevant department prior to applying. Applicants whose PhD thesis is approved for defence without prior enrolment may be charged a fee.

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 suggested principal supervisor and the Head of Department
- Documentation of the affiliation with the UCPH.

The Head of the PhD school 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.

The author must complete the compulsory PhD courses (see 3.2) before the thesis is submitted.

5.10 Documentation of the PhD programme and the PhD degree

If the PhD degree is awarded, a PhD certificate is issued in Danish and English and signed by the Rector and the Dean of the faculty concerned. The University's common template for PhD certificates must be used. The certificate contains information about the subject area, the subject of the PhD thesis and information about the PhD programme as completed (see section 23 of the PhD Order) and includes an appendix in Danish and English with information about approved PhD courses and long-term participation in active research environments, including stays at other mainly non-Danish research institutions, private research enterprises, etc.

PhD students who are not awarded a PhD degree may request documentation in Danish and English of the elements of the PhD programme they have completed satisfactorily (see section 24 of the PhD Order).

5.11 Archiving and access to the thesis

UCPH is obliged to keep a copy of the thesis. This is the responsibility of the faculty concerned.

In all other respects, the thesis is the property of the author and may not – apart from the requirement in the PhD Order stipulating that it must be publicly available in reasonable time before the defence – be lent, sold or made available to others without the author's written permission. Copies made available for review at the University or libraries etc. must be removed after the defence, unless the author has agreed in writing to wider distribution, e.g. digital publication, sale or for lending in public libraries.

6. Appeals and exemptions

6.1 Appeals procedure

Decisions made by UCPH pursuant to the PhD Order may be referred to the Danish Agency for Higher Education if the appeal concerns legal issues. Appeals must be submitted within two weeks of the complainant having been informed of the decision (see section 29 of the PhD Order). The appeal must be submitted to the PhD School, which will issue a statement. For the further procedure, reference is made to the complaints guide on phd.ku.dk.

Reference is also made to the complaints guide for PhD students at the University of Copenhagen on phd.ku.dk

6.2 Exemptions

In special circumstances, the Dean may grant exemptions from rules set exclusively by UCPH. The Danish Agency for Higher Education may, in special cases, grant an exemption from the PhD Order (see section 28 of the PhD Order).

Subject to agreement with the Rector, the Dean may also agree to general deviations from rules set exclusively by UCPH, provided special circumstances at the faculty in question warrant such change(s).

7. Evaluation

The activities of the PhD Schools are subject to evaluation, including regular international evaluations. The head of the PhD school and the Dean must arrange for follow-up on the evaluations. Evaluations and follow-up plans must be published (see section 16b (5) of the Danish University Act).

PhD students may be requested to submit an evaluation of their PhD programme on completion of the programme.

8. Finances

PhD programmes are subject to tuition fees. The faculties calculate and publish their tuition fees annually. Fees may be higher for particularly expensive projects. The faculty may grant full scholarships or reduce tuition fees. When awarding PhD scholarships, tuition fees and fees for the assessment and the defence are usually included in the scholarship.

The faculty must always ensure that the resources are available for each individual PhD student to complete the programme as described in the student's PhD plan (see section 8 (5) of the PhD Order).

9. Transitional rules

PhD students who commenced their studies before 1 September 2013 have the right to complete their PhD programme in accordance with the Ministerial Order no. 18 of 14 January 2008, while the assessment and defence of the thesis, as well as the decision to award the PhD degree, are subject to the provisions of Ministerial Order no. 1039 of 27 August 2013 (see section 30 (3) of the PhD Order).

PhD students who commenced their studies before 1 September 2013 may submit a request to the PhD Committee for permission to complete the programme pursuant to the provisions of Ministerial Order no. 1039 of 27 August 2013.

Annex 1

PhD Order No. 1039 of 27 August 2013

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

Pursuant to section 8(1) and section 34(1) of the Danish Act on Universities (the University Act), see Consolidation Act no. 367 of 25 March 2013, and section 10(1), section 12 and section15(2) of the Act on Higher Artistic Educational Institutions, see Consolidation Act no. 465 of 8 May 2013, the following is stipulated:

Part 1

Purpose, structure etc.

Section 1. The PhD programme is a research programme that trains students to conduct top-class, international-level research, and to take responsibility for research, development and teaching tasks in the private and public sectors, for which a broad knowledge of research is required.

(2) The PhD programme mainly comprises active research training under supervision.

Section 2. The ministerial order applies to PhD programmes at the universities and at the higher artistic educational institutions under the Ministry of Science, Innovation and Higher Education.

(2) The institutions, see subsection (1) may award the PhD degree within fields within which they carry out research and within which they have set up a PhD school, either independently or in cooperation with other institutions covered by the ministerial order.

Section 3. The PhD degree is awarded to students who have successfully completed the PhD programme, see however section 15(2) and (3), and successfully defended their PhD thesis.

(2) Persons who have been awarded a PhD degree have the right to use the title of PhD.

Section 4. The PhD programme is equivalent to 180 ECTS points and normally takes the form of full-time studies; however, the institutions may lay down rules providing for part-time studies.

(2) 60 ECTS points correspond to one year of full-time studies.

Part 2

Admission etc. to the PhD programme

Section 5. Admission to the PhD programme is based on a Master's degree or equivalent.

(2) The university may decide to let the PhD programme start in connection with a Master's degree programme; however, it must be ensured that the entire degree programme has the scope and level described in sections 1 and 4. The university lays down rules thereon.

(3) Students admitted under subsection 2 must have the opportunity to complete the Master's degree programme.

Section 6. The institution decides who is to be admitted as PhD students. The institution's rules must stipulate the criteria on which admission is based.

(2) The PhD student is enrolled administratively on the PhD programme.

Part 3

Contents of the PhD programme etc.

Section 7. The PhD programme is set up in accordance with rules laid down by the institution.

(2) During the programme, the student is required to:

1) Carry out independent research under supervision (the PhD project)
2) Complete PhD courses or other similar programme elements totalling approx. 30 ECTS points.
3) Participate in active research environments, including stays at other, mainly foreign, research institutions, private research companies, etc.
4) Gain experience of teaching activities or other form of knowledge dissemination, which is related to the student's PhD project.

Complete a PhD thesis on the basis of the PhD project.

(3) The institution may approve on a case-by-case basis that the PhD programme does not comprise one or more of the elements described in subsection (2), nos. 1-4, if the university finds that the PhD student has completed other study elements that are comparable to the above (credit transfer).

Section 8. For each PhD student, the institution designates a principal supervisor who is responsible for the overall PhD programme. The principal supervisor must be a recognised researcher within the relevant field, be employed by the institution and affiliated with the PhD school.

(2) On its own initiative or following an application from the PhD student, the institution may:

1) Appoint other supervisors, who must be qualified within the relevant field.
2) Replace the principal supervisor and other supervisors.

(3) The institution offers the PhD student a teaching course.

(4) The institution offers the PhD student teaching guidance.

(5) The institution ensures that the required resources are available for the PhD student to complete the PhD programme as laid down in the student's PhD plan.

(6) The institution lays down rules for the supervision provided to the PhD student.

Part 4

Completion of the PhD programme

Section 9. Within three months of the start of the PhD programme, the institution approves a research and study plan (the PhD plan) for the individual PhD student.

(2) The PhD plan must, as a minimum, contain the following:

1) A schedule.
2) An agreement on the type of supervision provided.
3) A plan for the PhD project
4) A plan for PhD courses, etc.
5) A plan for participation in active research environments.
6) A plan for teaching activities or other types of knowledge dissemination.
7) Any agreements about intellectual property rights.
8) A financing plan (budget)

Section 10. During the course of the PhD programme, the institution must regularly assess whether the PhD student is following the PhD plan, and, if necessary, adjust the plan. This assessment is based on an opinion from the principal supervisor, who, after having consulted the PhD student, confirms that the PhD programme is progressing in accordance with the PhD plan or justifies, in writing, why adjustments are required. The PhD student must be given the opportunity to submit his or her comments on the principal supervisor's opinion within a deadline of at least two weeks. In the assessment the institution must take account of periods of documented illness, maternity/paternity leave or other approved leave. The institution lays down rules on the frequency of such assessments.

(2) If the institution assesses that the PhD student is not following the PhD plan, in spite of any adjustments made to the plan, the student must be given three months to get back on course. The three months do not give rise to an extension of the PhD programme. The chance to get back on course is connection with a regular assessment pursuant to subsection (1) can only be given to a PhD student once during the PhD programme.

(3) The institution must make a new assessment as described in subsection 1 as soon as possible after the end of the three-month period.

(4) If the assessment described in subsection 3 is negative, the student is expelled from the PhD programme. The institution must inform any other employer(s) of the expulsion without delay.

Part 5

PhD thesis

Section 11. The PhD thesis must document the ability of the PhD student or the author to apply the scientific methods of the discipline and to carry out research work that meets the international standards for PhD degrees within the subject area.

Section 12. The institution lays down rules on the writing and submission of the PhD thesis.

(2) A PhD thesis cannot be submitted for assessment by two or more authors jointly.

(3) The PhD thesis must contain an abstract in Danish and English.

(4) Articles included in the thesis may be written in collaboration with others, provided that each of the co-authors submits a written declaration stating the PhD student's or the author's contribution to the work, see, however, subsection (5).

(5) The institution may lay down rules limiting the number of written declarations submitted pursuant to subsection (4). However, the main author of the article must always submit a written declaration pursuant to subsection (4).

13. The PhD student's enrolment at the institution expires upon submission of the thesis.

Section 14. Within one week of the submission of the thesis, the principal supervisor must submit an opinion on the PhD programme as a whole, including the student's completion of the individual elements of the PhD plan, see section 9.

(2) If the principal supervisor states in the opinion that the PhD degree programme has not been completed satisfactorily, the PhD student must be given at least two weeks to comment on the principal supervisor's opinion.

(3) On the basis of the opinion of the principal supervisor, see subsection (1), the PhD student's comments, if any, see subsection (2), and the regular assessments, see section 10(1), the institution must determine whether the PhD programme has been completed satisfactorily.

Section 15. The thesis can only be accepted for assessment if PhD programme has been completed satisfactorily, see, however, subsections (2) and (3).

(2) In special cases the institution may decide that a thesis may be accepted for assessment without the author having completed the PhD programme, if the institution assesses that the author has acquired other comparable qualifications in other ways.

(3) The institution may accept a PhD thesis written by a PhD student from a foreign educational institution for assessment if the PhD student has completed a period of study at the Danish institution as part of a mutually obliging collaboration agreement on PhD programmes, including the assessment, defence, awarding of degrees, etc., and if the institution assesses that the PhD student has acquired qualifications that are comparable with those acquired under a Danish PhD programme.

Part 6

Assessment committee

Section 16. Upon the submission of the PhD thesis at the latest, the institution appoints an expert assessment committee composed of three members. The institution appoints a chair from among the committee members.

(2) The members of the assessment committee must be recognised researchers within the relevant field. Two of the members must be external researchers, of whom at least one member must be from outside of Denmark, unless this is not relevant for the subject in question. The PhD student's supervisors must not be members of the assessment committee; however, the principal supervisor assists the assessment committee without voting rights.

Section 17 Upon appointment of the assessment committee, the institution notifies the PhD student or the author of the composition, see section 15 (2). The PhD student or the author is entitled to object to the members appointed within a period of at least one week.

Part 7

Preliminary assessment of the PhD thesis

Section 18. Within two months of the submission of the PhD thesis, the assessment committee must make its recommendation to the institution as to whether the PhD thesis fulfils the requirements for the award of the PhD degree. The month of July is not included when calculating the two-month deadline. The recommendation must be reasoned, and in the event of disagreement, the majority will prevail. The institution sends a copy of the recommendation to the PhD student or author as soon as possible.

(2) If the thesis is given a favourable recommendation, the public defence can take place.

(3) If the recommendation is not favourable, the assessment committee must state in the recommendation whether the PhD thesis may be resubmitted in a revised version. In such case, a deadline for resubmission must be stated. The PhD student or the author and the principal supervisor must be allowed a period of at least two weeks to submit their comments on the recommendation.

(4) If the recommendation is not favourable, the institution must make one of the following decisions based on the assessment committee's recommendation and any comments made by the PhD student or the author and the principal supervisor:

1) That the public defence may not take place.
2) That the PhD thesis may be resubmitted in a revised version within a period of at least three months. If the dissertation is resubmitted, it will be assessed by the original assessment committee unless special circumstances apply.
3) That the PhD thesis must be referred to a different assessment committee for assessment.

Part 8

Defence of the PhD thesis

Section 19. The PhD thesis is defended in public in accordance with the rules laid down by the institution. At the defence, the PhD student or author must be given the opportunity to explain his or her work and defend the PhD thesis before the members of the assessment committee, see, however, subsection (3).

(2) The institution must ensure that the PhD thesis is made available to the public in due of time before the defence.

(3) If special circumstances apply, subject to agreement with the PhD student, the institution may decide that a planned defence can be held with only two members of the assessment committee present.

Section 20. The institution decides the time and place of the public defence.

(2) The defence takes place three weeks after the assessment committee's submission of its recommendation, at the earliest, see section 18(1), and within three months of the submission of the PhD thesis, at the latest, see, however, subsection (3) and section 18(1), second sentence.

(3) In special circumstances apply, the institution may decide to postpone the defence. Postponement of the defence is subject to agreement between the PhD student or author and the institution, including on the date and time arranged for the defence.

Part 9

Award of the PhD degree

Section 21. Immediately following the defence, the assessment committee must make its recommendation as to whether the PhD degree should be awarded and must notify the institution and PhD student or the author thereof. The recommendation must be reasoned, and in the event of disagreement, the majority will prevail.

(2) If the recommendation of the assessment committee is negative, the institution may decide to let the thesis be assessed by a new assessment committee, if so requested by the PhD student or the author within a period of at least one week.

Section 22. The PhD degree can be awarded if the assessment committee submits a recommendation to that effect.

Section 23. The institution issues a certificate of the award of the PhD degree.

(2) Such certificate must be in Danish and English and contain information about the relevant field and the subject of the PhD thesis as well as information on the PhD programme completed.

(3) As part of a mutually obliging collaboration agreement on PhD training, including the assessment, defence, awarding of degrees etc., the institution may provide a certificate with an endorsement, signature or the like from one or more foreign institutions with which the institution collaborates, making it appear as a joint document, if the document is also made enforceable under foreign law (joint degree).

(4) As part of a collaboration agreement, see subsection (3), the institution may also provide a certificate from one or more foreign institutions with which the institution collaborates with an endorsement, signature or the like, such that the certificate is also made enforceable under Danish law, if the institution assesses that the PhD student has acquired qualifications comparable with those acquired under a Danish PhD programme.

(5) The institution and one or more foreign institutions with which the institution collaborates may, as part of a collaboration agreement, see subsection (3), each issue a certificate of the award of the same PhD degree (double degree or multiple degree).

Section 24. If the PhD degree is not awarded, the institution will upon request issue documentation in both Danish and English concerning the elements of the PhD programme that have been completed.

Part 10

The institution's rules

Section 25. The institution lays down rules on:

1) Admission to the PhD programme, see section 6(1).
2) Organisation of the PhD programme, see section 4(1), section 7(1) and Section 10(1).
3) Appointment of the principal supervisor, see section 8(1), and any further supervisors, see section 8(2) and section 27(1), no. 1.
4) Supervision of PhD students, see section 8(6).
5) Writing and submission of the PhD thesis, see section 12(1).
6) Defence of the PhD thesis, see section 19(1)

(2) The university also lays down rules on admission to the PhD programme pursuant to section 5(2).

(3) The rules must contain a stipulation that the institution may grant exemptions from the rules laid down by the institution.

(4) The rules and material amendments thereto must comprise the necessary transitional arrangements.

(5) The institution's rules must be public on the institution's website.

Part 11

Other rules

Section 26. In connection with the conclusion of a mutually obliging collaboration agreement on PhD training, including the assessment, defence, awarding of degrees etc. with one or more foreign educational institutions, the institution may derogate from the requirements set out in the ministerial order concerning:

1) The composition of the assessment committee, see section 16(1), first sentence, and section 16(2), second sentence.
2) The deadline for preliminary assessment of the PhD thesis, see section 18(1), first and second sentence.
3) The deadline for scheduling the defence of the PhD thesis, cf. section 20(2).

(2) In such cases, the institution is responsible for informing applicants and PhD students who are covered by the collaboration agreement about the conditions applying to the programme, including the rules in the ministerial order derogated from, see subsection (1). This information must be available before the application deadline.

Section 27. The following applies to PhD fellowships financed through the Industrial PhD scheme:
1) In addition to the principal supervisor, see section 8 (1), the institution appoints a supervisor affiliated with the company in which the PhD student is employed. Such supervisor must be qualified within the relevant field.
2) At least one of the members of the assessment committee, see section 16(1) must have company-relevant research experience within the relevant field.

Section 28. The Danish Agency for Universities and Internationalisation may grant exemptions from the ministerial order for PhD students at universities if unusual circumstances apply, except in the situations mentioned in section 19(3), section 20(3) and section 26(1).

(2) The Danish Agency for Higher Education and Educational Support may grant exemptions from the ministerial order for PhD students at higher artistic educational institutions if unusual circumstances apply, except in the situations mentioned in section 19(3), section 20(3) and section 26(1).

Appeals against decisions made by the institution

Section 29. The university's decisions made under the present ministerial order may be appealed to the Danish Agency for Universities and Internationalisation by the party which the decision concerns (the complainant) if the appeal concerns legal issues. Appeals must be submitted within two weeks of the complainant having been informed of a decision.

(2) The higher artistic educational institution's decisions made under the present ministerial order may be appealed to the Danish Agency for Higher Education and Educational Support by the party which the decision concerns (the complainant) if the appeal concerns legal issues. Appeals must be submitted within two weeks of the complainant having been informed of a decision.

(3) The PhD students and authors described in the present ministerial order are entitled to make complaints. However, in order to be entitled to appeal, authors who have not completed a PhD programme must have had their PhD thesis accepted for assessment pursuant to section 15(2).

(4) The appeal must be submitted to the institution that has made the decision in a case. The institution will issue a statement giving the complainant at least one week to respond. The institution then sends the appeal to the relevant agency, see subsections (1) and (2), accompanied by the statement and any comments from the complainant.

Part 12

Commencement and transitional regulations

Section 30. This ministerial order enters into force on 1 September 2013.

(2) Ministerial Order no. 18 of 14 January 2008 (the PhD Order) is repealed.

(3) The institution may lay down the necessary transitional arrangements for students to complete the programme in accordance with the rules set out in this ministerial order.

The Ministry of Science, Innovation and Higher Education, 27 August 2013.

Morten Østergaard

/Louise Kornmaaler

Annex 2

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

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

1.-(1)

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

1. *The introduction* is worded as follows:

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

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

3.*Section 25 (1), no. 3, is amended as follows:*

"3) Appointment of the principal supervisor, cf. section 8 (1), and any other supervisors, cf. Section 8, (2), Section 27 (1) and Section 28 (1).

4.*Section 28* is drafted as follows:

» PhD students at business-oriented higher education institutions

Section 28. If a PhD student is employed at a business-oriented higher education institution, the university or the higher artistic educational institution appoints a principal supervisor, cf. section 8 (1), and a further supervisor to be affiliated with the business-oriented institution. Such supervisor must be qualified within the relevant field at associate-professor level. [1)].

(2) One of the members of the Assessment Committee must have research experience at associate-professor level [2)] within the relevant subject area."

Sections 28-30 then become sections 29-31.

Section 2

The Ministerial Order comes into force on 1 July 2021.

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

Niels Christian Beier

/Charlotte Løchte

Official notes

[1)] About the academic requirements for appointment as a senior lecturer, see the ministerial order on the job structure for lecturers at business academies, university colleges and the Danish School of Media and Journalism, and the ministerial order on the job structure for lecturers at business academies and professional bachelor's degree programmes at maritime educational institutions.

Annex 3

The Common European Framework of Reference

Den europæiske Sprogportfolio
Kompetence-nogle

Uafhængig Bruger	**C2**	Kan uden besvær forstå næsten alt hvad han/hun læser eller hører. Kan opsummere informationer og argumenter fra både mundtlige og skrevne kilder og gengive disse på en sammenhængende måde. Kan udtrykke sig spontant, meget flydende og præcist, med evne til at gennemskue betydningsnuancer selv i komplekse sammenhænge.
	C1	Kan forstå og gennemskue et bredt udvalg af længere, krævende tekster. Kan udtrykke sig flydende og spontant uden alt for synligt at lede efter ordene. Kan bruge sproget effektivt og nuanceret i såvel sociale, som studiemæssige og professionelle sammenhænge. Kan udtrykke sig klart og velstruktureret om komplekse emner, samt benytte sproglige redskaber, der sikrer sammenhæng og overblik i det han/hun vil udtrykke.
Selvstændig Bruger	**B2**	Kan forstå hovedpunkterne i en kompleks tekst om både konkrete og abstrakte emner, herunder faglige diskussioner inden for et for han/hende kendt fagområde. Kan indgå i samtale med 'native speakers' med så meget fluency og spontanitet, at samtalen ikke bliver anstrengende for nogen af parterne. Kan udtrykke sig klart og detaljeret om en bred vifte af emner, fremsætte sin mening om dagsaktuelle begivenheder samt udtrykke fordele og ulemper, når han/hun skal forholde sig til forskellige problemstillinger.
	B1	Kan forstå hovedpunkterne i en klar fremstilling om dagligdags forhold, som man støder på i forbindelse med arbejde, skole, fritidsaktiviteter, mv. Kan håndtere de fleste situationer, som kan forudses i forbindelse med at rejse i et land, hvor sproget tales. Kan producere en enkel, sammenhængende tekst om dagligdags emner, og emner som har han/hendes specielle interesse. Kan redegøre for en oplevelse, en begivenhed, for personlige drømme og mål, samt kort fremføre begrundelser og forklaringer i forbindelse med et personligt projekt.
Basis Bruger	**A2**	Kan forstå sætninger og ofte anvendte udtryk, der omhandler vigtige, relevante dagligdags områder fx basale oplysninger om sig selv og sin familie, om indkøb, omgivelser og arbejde). Kan kommunikere om enkle og dagligdags emner, der kun kræver en enkel og direkte udveksling af information. Kan med enkle udtryk beskrive hans/hendes baggrund og nærmiljø samt udtrykke umiddelbare behov.
	A1	Kan forstå og bruge almindelige, enkle dagligdags udtryk til at få opfyldt helt konkrete kommunikationsbehov. Kan præsentere sig selv eller andre, kan både stille og besvare spørgsmål om personlige forhold, som fx hvor han/hun bor, mennesker han/hun kender eller ting, som han/hun har. Kan indgå i en enkel samtale, hvis den anden part taler langsomt og tydeligt og er indstillet på at hjælpe.

Oversættelse ved Eva Kambskard