

Guidelines for preapproval of external courses

At least 15 of the 30 ECTS points required to fulfil the demands for the PhD education set by the Ministerial PhD Order must come from internal BSS courses according to the Rules and Regulations (PhD students at the Social Science and Business Programme are exempt from this rule). In case you choose to take external courses, an application for preapproval of the course must be submitted to Aarhus BSS Graduate School **before** attending the course (this also applies to PhD students at the Social Science and Business Programme). Please follow the procedure stated below:

Before attending the course (min 14 days prior to the first course date):

1. Submit the [application form](#) and course description to your Programme Chair. The application form must be signed by your main supervisor to confirm that the course is relevant to your PhD project. Both you and your supervisor must suggest how many ECTS the course should give, and a motivation for your suggestion must be included.
2. The Programme Chair and the Graduate School then evaluates your application.

You will receive a response within 14 days. **Update your PhD plan** with the planned course and the preapproval as an attachment.

ECTS points for external courses are evaluated on the same basis as ECTS points for the school's own courses. This is why you have to submit a course description and a motivation for the suggested ECTS points together with your application form. In the assessment of your application for accrediting an external course, we place emphasis on the relevance of the course for your PhD project, the amount of preparation and active participation (literature list, presentations, reports, group work, etc.) and evaluation of the course. Consequently, ECTS points suggested by Programme Chair and Graduate School might differ from ECTS points suggested by you and your supervisor.

After attending the course, you must submit the following to the Graduate School (bphd@psys.au.dk) for final ECTS accreditation:

3. The preapproved application form
4. A detailed course programme
5. The course diploma

You will receive a response within 7 days. **Update your PhD plan** with the now completed course, the preapproval with allocation of ECTS points and the course diploma as attachments.

- Online based PhD courses can be accredited if the student has successfully completed the concluding exam/assignment.