



SCHOOL OF BUSINESS AND SOCIAL SCIENCES
AARHUS UNIVERSITET

Aarhus BSS Graduate School
Aarhus BSS, Aarhus Universitet

Rules and guidelines for the PhD degree programme

Effective as of 3 April 2018

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Preamble

The following guidelines for the PhD degree programme at Aarhus BSS, Aarhus University have been developed on the basis of the PhD Order, the University Act and the Aarhus University by-laws.

The guidelines contain general provisions for the completion of the PhD degree programme at Aarhus BSS, Aarhus University. Aarhus BSS HR and PhD offers support to the Graduate School and the head of the Graduate School on HR and study-related matters. If you have any questions about the PhD degree programme, please ask Aarhus BSS HR and PhD, who will expedite the case.

The guidelines apply to all students enrolled on the PhD degree programme at Aarhus BSS, regardless of funding method.

The PHD degree programme at Aarhus BSS, Aarhus University is structured within the framework of the *Aarhus BSS Graduate School* (subsequently *the Graduate School*). Further information on academic matters related to the PhD degree programme can be found on the Graduate School website and on the department websites. Aarhus BSS consists of the following departments: Department of Psychology and Behavioural Sciences, Department of Law, Department of Political Science, Department of Management, Department of Economics and Business Economics and Department of Business Development and Technology. All PhD students enrolled at the Graduate School will be affiliated with one of these departments.

1. Purpose

The PhD degree programme constitutes the highest level of research training in an academic field. The programme must therefore provide enrolled PhD students with knowledge of the research methods and theoretical foundation of the relevant research fields in such a way that it enables graduates to apply research methodologies and theories in the field in an independent and critical way, thereby fostering new knowledge and further developing the field. In this connection, emphasis shall be put on both breadth and depth of knowledge as well as ability to place the field in a broader perspective. Formally and specifically, the PhD student must contribute to the field in the form of independent research in a limited area and a scientific PhD dissertation of high academic standard. The PhD degree programme must provide PhD students with the qualifications that are necessary for holding positions that require possession of research qualifications, in particular academic staff positions at university level, positions in the public or private sectors or in Danish and international organisations requiring a particularly high degree of specialisation and particular individual qualifications.

2. PhD field programmes

The Graduate School offers the following seven programmes:

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

Each of the seven field programmes offers several different schemes. However, the programme in Social Science and Business is offered as a three-year scheme only:

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

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

The five-year scheme (3+5): To be considered for admission, students must hold a relevant Bachelor's degree or, alternatively, must have completed relevant course work corresponding to 180 ECTS prior to enrolment. During the first two years, PhD students will be enrolled in both the Master's degree programme and the PhD degree programme (concurrent enrolment). At the end of the second year, the students will acquire their Master's degree at one of the school's Master's degree programmes. For the remaining three years, students will be enrolled as PhD students only.

3. Structure and process

3.1. Head of the Graduate School

The vice-dean for research and talent development is also the head of the Graduate School. At Aarhus BSS, the head of the Graduate School is responsible for the operation and financing of the Graduate School, rules and regulations governing the Graduate School, the quality of the PhD programmes offered, including the assessment of the programmes, as well as the organisation of the cooperation between PhD programmes, field committees, heads of department and the administration. In addition, the head of the Graduate School (on behalf of the dean) is responsible for any cooperation, which the Graduate School may have with other graduate schools at Aarhus University or with other universities.

3.2. PhD committee

The head of the Graduate School is supported by the PhD committee. The PhD committee is a joint committee consisting of an equal number of tenured members of academic staff and PhD students from – and elected by – the academic staff and enrolled PhD students at each department. The PhD committee must appoint a chairman among the academic staff members and a deputy chairman among the elected PhD students. The chairman must organise the work of the committee in cooperation with the head of the Graduate School, the field committees (please see section 3.3 below for more details on field committees) and the elected PhD students. The chairman must also chair committee meetings. Aarhus BSS HR and PhD provides secretarial support for the PhD committee.

The responsibilities of the PhD committee include:

- approving PhD courses
- preparing proposals for the head of the Graduate School on internal guidelines for the Graduate School, including PhD supervision
- issuing statements to the head of the Graduate School concerning evaluation of the PhD degree programme and PhD supervision
- approving applications for credit transfer and exemption requests submitted by PhD students who have not yet completed the Master's programme, in collaboration with the relevant board of studies

- discussing and commenting on other matters of importance to the PhD degree programme and supervision, which are presented to the PhD committee through the head of the Graduate School or one of the field committees

3.3. Field committees

A PhD field committee is appointed for each field programme. Field committees consist of a member of the PhD committee (chairman) and at least three other ordinary representatives of the tenured academic staff within the department in question. Field committee members are appointed by the dean in accordance with the recommendation by the head of the relevant department.

Ordinary members of the field committee for Social Science and Business are appointed by the dean in accordance with the recommendation by the head of the Graduate School. The head of the Graduate School must ensure that the composition of the field committees reflects the diversity of the academic expertise present within each of the PhD programmes.

Each PhD field committee possesses the academic competence to develop and manage its PhD programme. The field committee must therefore discuss all major issues concerning the academic field before such are presented to the PhD committee for the entire Graduate School. The field committee must advise the head of the Graduate School on all academic issues concerning the PhD programme in question. In addition, the field committee must assess all applications for admission to the Graduate School.

4. Admission, application and assessment

4.1. Admission requirements

Three-year scheme: Enrolment in the 3-year PhD course requires that applicants can document that they hold a relevant Master's degree at the time of enrolment. The Master's degree must be obtained on the basis of two year's full-time study and a relevant Bachelor's degree obtained on the basis of three year's full-time study or the equivalent. Applicants must hence provide documentation demonstrating fundamental and broad knowledge of research theory and methods within the field in question. Thorough knowledge of research theory and methods of direct relevance to the PhD project is not sufficient.

Four-year scheme: Applicants for the four-year scheme at the Graduate School must – over the course of the PhD degree programme – pursue completion of a Master's degree at Aarhus BSS, Aarhus University. Admission requirements to the four-year scheme therefore reflect the admission requirements on the Master's programme in question, and applicants must – at the time of enrolment – provide documentation demonstrating an educational background corresponding to a relevant Bachelor's programme (obtained by completion of three years of full-time studies) and Master's studies of at least 60 ECTS and no more than 90 ECTS credits, *which must form part of or be eligible for credit transfer into one of the Master's programmes offered at the school* (or, alternatively, must have completed relevant course work corresponding to 240 ECTS credits within the field in question, or course work corresponding to 240 ECTS credits of relevance to the PhD project in question). In addition, certain combinations of completed courses may be required, depending on the current academic regulations governing the Master's programme in question. Applicants must hence provide documentation demonstrating fundamental and broad knowledge of research theory and methods within the field in question. As a general rule, applicants must be able to complete – within one year of full-time studies – the Master's programme (60 ECTS credits) relating to the PhD programme in which s/he is enrolled.

Five-year scheme: Applicants for the five-year scheme at the Graduate School must – over the course of the PhD degree programme – pursue completion of a Master's degree at Aarhus BSS, Aarhus University. Admission requirements

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

4.2. Requirements for applications

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

If the applicant does not have an educational background allowing him/her to complete one of the above mentioned Master's programmes during the above stated period of time, the applicant cannot enrol in a four or five-year scheme at the Graduate School (Please also refer to section 7.6. on 'Particulars on enrolment prior to completion of Master's programme'). Applicants must apply through Aarhus University's online application form. The application must include documentation for the applicant's qualifying degree(s) and a research proposal for a future PhD project (project description). The PhD school reserves the right to reject applications that do not contain all compulsory documents or that do not adhere to the limitations set out below. The application form states the maximum number of characters that applies to the specific application rounds, cf. below.

4.2.1 The following documents must be uploaded for application to the three-year scheme:

Applications for the 3-year (5 + 3) scheme must contain the following documents within the specified framework:

- The personal statement must not exceed 2,400 characters incl. spaces. The number of characters must be stated in the document.
- Curriculum vitae (resumé)
- The project description must not exceed 12,000 characters (incl. spaces). This includes a description of the topic and the problem statement, suggestions for relevant theory and literature, project hypotheses, considerations on methodology and data, figures/tables as well as a realisable three-year project schedule. If figures and/or tables are included, they constitute 800 characters each regardless of size. The 12,000-character limitation does not include the list of references. Number of characters must be stated on the first page of the project description. Different types of reference systems are accepted. The Graduate school reserves the right to reject the application if the project description exceeds 12,000 characters (including spaces)
- A single pdf-file containing:
 - Master's degree diploma. Applicants who have not yet obtained the Master's degree must include a document in which this is stated.
 - Transcript of records for the qualifying Master's degree, i.e. information on completed courses and grades obtained on a qualifying Master's degree programme. Applicants who have not yet obtained the Master's degree must include an updated transcript of records instead.
 - Bachelor's diploma.
 - A transcript of records for the qualifying Bachelor's degree, i.e. information on completed courses and grades obtained on a qualifying Bachelor's degree programme.

4.2.2. The following documents must be included in an application to the four-year scheme:

Applications to the 4-year (4 + 4) scheme must contain the following documents within the specified framework:

- The personal statement must not exceed 2,400 characters incl. spaces. The number of characters must be stated in the document.
- Curriculum vitae (resumé)
- The preliminary project description must not exceed 12,000 characters (including spaces). The description must outline the preliminary plans for developing the PhD dissertation, including proposed topics. If figures and/or tables are included, they constitute 800 characters each regardless of size. The 12,000-character limitation does not include the list of references. Number of characters must be stated on the first page of the project description. Different types of reference systems are accepted. The Graduate School reserves the right to reject the application if the project description exceeds 12,000 characters (including spaces)
- A single pdf-file containing:
 - Master's degree diploma (Master Diploma). A document which states that the Master's degree has not yet been obtained and that this is a 4 + 4 application must be included instead
 - Master's Diploma (transcript of records), evidence of completed courses and grades corresponding to 60 ECTS points obtained at a qualifying master's degree
 - Bachelor's Diploma
 - A transcript of records for the qualifying Bachelor's degree, i.e. information on completed courses and grades obtained on a qualifying Bachelor's degree programme.

4.2.3. The following documents must be uploaded for application to the five-year scheme:

Applications for the 5-year (3 + 5) scheme must contain the following documents with the specified framework for this:

- The personal statement must not exceed 2,400 characters (including spaces). The number of characters must be stated in the document.
- Curriculum vitae (resumé)
- The preliminary project description must be a short overview that may exceed 4,800 characters (including spaces). It must contain descriptions of topics that may constitute the preliminary plans for the PhD dissertation. If figures and/or tables are included, they constitute 800 characters each regardless of size. Number of characters must be stated on the first page of the project description. The Graduate School reserves the right to reject the application if the project description exceeds 4,800 characters (including spaces).
- A single pdf-file containing:
 - Master's Diploma. A document which states that the Master's degree has not yet been obtained and that this is a 3 + 5 application must be included instead
 - Transcript of records for the qualifying Master's degree programme). A document which states that the Master's degree has not yet been obtained and that this is a 3 + 5 application must be included instead
 - Bachelor's Diploma. Applicants who have not yet completed the Bachelor's degree must include a document stating this instead
 - A transcript of records for the qualifying Bachelor's degree, i.e. information on completed courses and grades obtained on a qualifying Bachelor's degree programme. Applicants who have not yet obtained the Bachelor's degree must include an updated transcript of records instead.

4.3. Assessment of applications

In the assessment of the applicant, emphasis is placed on:

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

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

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

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

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

The field committee submits the recommendations to the head of the Graduate School, who consults the heads of the field committees and subsequently makes the final recommendation.

The head of the Graduate School will make the final decision on enrolment in cooperation with the other members of the faculty management team.

Subsequently, Aarhus BSS HR and PhD will process letters of employment and enrolment. When the submitted offers if enrolment have been accepted, Aarhus BSS HR and PhD submits rejection letters to the remaining applicants.

5. Funding and framework of enrolment

5.1. Funding methods

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

Employment (enrolment including grant) at the school: A fellowship may be funded by internal sources at the Graduate School or by external sources such as research councils or other external (private or public) funding sources.

Industrial PhD fellowship: Enrolment as an industrial PhD student requires a grant from the Danish Agency for Science and Higher Education, prior approval of the research project by a prospective principal supervisor (who must be a tenured member of academic staff) and the head of the relevant department as well as the head of the Graduate School. A cooperation agreement must be drawn up, and in this connection, the teaching obligation and other relevant aspects must be discussed.

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

Self-funded PhD: Enrolment on this term requires a funding agreement (signed contract), including a payment profile, with the enrolled PhD student. The cost of a enrolling as a self-funded PhD student follows the applicable rates set down by the Ministry of Finance in relation to externally funded PhD programmes.

5.2. Framework conditions

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

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

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

6. Employment and enrolment terms

6.1 Part-time enrolment

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

6.2 Part-time enrolment in connection with external employment

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

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

6.3 Leave of absence

Pursuant to the collective agreement of the Danish Confederation of Professional Associations (AC) and Danish labour law, employed PhD students enrolled in the three-year scheme have the same rights as other employees for taking

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

The PhD degree programme is designed as a coherent three, four or five-year scheme. Other kinds of leave (including part-time leave) are, therefore, permitted only in special cases.

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

6.4 Sideline employment

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

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

6.5 Application for changes

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

7. Content of the PhD degree programme

7.1. PhD courses

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

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

Cf. the PhD Order, a research and degree programme plan (the PhD Plan) must be developed for each PhD student. No later than three months after the commencement of the PhD degree programme, the plan must be approved for the first time.

A PhD plan must contain courses equivalent to 30 ECTS. Furthermore, it should be evident that the PhD student during his/her studies will acquire skills in teaching through course activities or similar. 15 of the 30 ECTS must be selected from among the courses that are offered by the Graduate School. Completion of PhD courses corresponding to the remaining 15 ECTS credits, which may be completed outside the course programme offered at the Graduate School, must be arranged between the PhD student and his/her principal supervisor and must be approved in advance by the Graduate School. However, special rules apply to the programme Social Sciences and Business (see the programme website).

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

The PhD student may – in agreement with the principal supervisor – take other PhD courses in addition to the required standard 30 ECTS credits.

7.2 Change of research environment – stays abroad

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

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

In special circumstances, the student may be granted admission to an alternative to a prolonged change of study environment/study stay abroad. Applications for an alternative to a change of study environment abroad must include a description of the reason for the application as well as a description of how the alternative solution meets the requirement for a change of study environment as stipulated in the PhD Order. In such cases, the stay must be approved by the head of the graduate school on the basis of a recommendation by the principal supervisor and the chairman of the field committee.

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

7.3 Teaching experience and knowledge dissemination

PhD students must gain experience with teaching and knowledge dissemination. To meet the requirements of the Graduate School in terms of teaching and dissemination, each enrolled PhD student must undertake at least one independent

teaching activity related to the PhD project in method and/or topic. This general requirement applies to all PhD students, also students who do not hold a fellowship provided by the school. Each student's individual PhD plan must state how and when such teaching experience will be obtained. PhD students holding fellowships (in part or in full) provided by an external institution should also complete teaching activities.

Employed PhD students must, as part of the employment, undertake duties of 840 hours (corresponding to ½ full time equivalent). PhD students must therefore, in addition to the independent teaching activity, also undertake instructional tasks or similar up to a reasonable level and for no more than 840 hours in total. The head of the Graduate School may allow that such experience with teaching and knowledge dissemination is gained in alternative ways if recommended by the chairman of the field committee. A PhD student enrolled as an industrial PhD student, a business partnership PhD student or a self-funded PhD student may fulfil, in part or in whole, the standard requirement of gaining experience with teaching and knowledge dissemination by undertaking similar duties for the external partner. Such agreement must be arranged in cooperation between the external partner, the chairman of the field committee and the head of the Graduate School.

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

7.4 Project presentations

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

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

7.5 Participation in workshops and conferences

PhD students must, as part of their PhD programme, participate in relevant international workshops and conferences. All PhD students must present at least one contribution at an international conference. The principle supervisor(s) and the chairmen of the field committees must ensure that the relevant opportunities are provided for the students. The PhD student is only awarded ECTS credits for conferences and workshops if he or she contributes to the presentation.

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

Four-year scheme

In the four-year scheme, enrolled PhD students must complete the Master's degree during the first two years of the PhD degree programme (i.e. students are jointly enrolled in both the Master's and the PhD degree programme). This part of the programme is referred to as part A/4+4. The last two years of the PhD degree programme, referred to as part B/3,

correspond to the last two years of the regular three-year PhD degree programme. The field committee must, in accordance with the relevant board of studies, lay down the rules for the Master's degree component of the four-year scheme. Such rules must be made publicly available on the Graduate School's home page and must be defined within the following general framework.

When the PhD student is enrolled he/she has completed 60 ECTS credits of the Master's degree. The remaining 60 ECTS must be completed over the course of two years in the following way:

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

If the Graduate School as an exception accepts enrolment on a basis of more than 60 ECTS on the Master's programme, the Master's programme on part A will be shortened accordingly. One month of credit transfer is given per 5 extra ECTS.

The field committee must ensure that any deviations from the general rules applying to these activities are approved by the head of the Graduate School and thereafter by the board of studies for the Master's programme in question.

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

After completion of the part A/4+4, the PhD student will be enrolled in part B/4+4 as a full-time PhD student and employed as a paid PhD fellow. Admission to the part B/4+4 is conditional upon a satisfactory result on the final examination in combination with positive biannual progress reports. The Master's degree programme must be completed in the 24th month of part A.

Five-year scheme

In the five-year scheme, PhD students are enrolled immediately after completion of the Bachelor's degree programme. The field committee must, in accordance with the relevant board of studies, lay down the rules for the Master's degree component of the five-year scheme. Such rules must be made publicly available on the Graduate School website and must be defined within the following general framework.

As a general rule, the PhD student must complete 120 ECTS credits in order to achieve the Master's degree. These may be completed in the following manner:

- *Regular courses available through – or transferred to – the relevant Master's degree programme: 60 ECTS*
- *PhD courses transferred to the Master's degree programme: 20 ECTS*
- *Other activity (regular course, credit transferred PhD courses, seminar/workshop or similar): 10 ECTS*
- *Substitution of Master's thesis (may consist of several – but no more than three – examination activities and methods): 30 ECTS*

The field committee must ensure that any deviations from the general rules applying to these activities are approved by the head of the Graduate School and thereafter by the board of studies for the Master's programme in question.

7.7 Project descriptions (including preliminary project descriptions)

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

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

8. The PhD plan

8.1 Regular update of PhD plan

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

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

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

The PhD plan must be updated on a regular basis in cooperation between the PhD student and the supervisors. The plan must be revised as a minimum in connection with each biannual progress report. Modifications to the PhD plan should be expected and are a natural consequence of successful academic supervision. The PhD student and the principal supervisor confirm with their approval of the biannual progress reports that the current version of the PhD plan is approved by both parties. Following the recommendation of the chair of the field committee, the head of the Graduate School approves the current PhD plan in connection with the biannual progress reports.

Content of PhD plan

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

An agreement on the form of supervision: The PhD plan must include a description of mutual demands and expectations to the supervision process, including details of method and frequency of supervision sessions. Alterations to the already agreed supervision process must be stated in the PhD plan. The principal supervisor and the PhD student confirm with their approval of the biannual progress report that the supervision process has been satisfactory.

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

Form of dissertation: The PhD plan must include an updated description of the form of the PhD dissertation (cf. 11.1).

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

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

If a long-term research stay abroad is not possible or desirable, the PhD plan must include an explanation for this and a recommendation outlining alternative ways in which the requirements of the PhD Order on change of research environment can be met. In addition, the student must apply for permission, cf. item 7.2.

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

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

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

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

a detailed description of ongoing or completed activities, i.e. courses, teaching and dissemination of knowledge, research stay abroad and publications such as project descriptions, working papers, scientific papers etc. and a comprehensive description of the next semester's activities within these four areas and a more tentative description of the activities within these four areas in the following semesters.

9. Biannual assessment of progress

9.1. Synchronous assessment in January and August

The head of the Graduate School must regularly evaluate whether the PhD student follows his or her 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 degree programme is progressing in accordance with the PhD plan or justifies, in writing, why adjustments are required. Such assessment must take place every six months in connection with the biannual progress reports and the annual assessment by the board of supervisors (cf. 9.3). The assessment must take into consideration periods of inactivity owing to documented illness, parental leave or other approved leave.

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

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

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

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

9.2. Negative assessment of progress

— If the evaluation finds that the PhD student is not progressing in accordance with the PhD plan despite former modifications, the principal supervisor must, in collaboration with the co-supervisor, make a statement accounting for the required adjustments, and such statement must be forwarded (through the chairman of the field committee) via Aarhus BSS HR and PhD to the head of the Graduate School together with a proposal for a revised PhD plan, if such revision is needed. The head of the Graduate School must then allow the PhD student three months to remedy any deficiencies in accordance with the specific recommendations provided by the supervisors, cf. the general provisions in the PhD Order.

The three months do not give rise to an extension of the PhD degree programme. A PhD student can only be allowed to remedy once.

After the extension period, the principal supervisor and the co-supervisor must carry out a new assessment as soon as possible. If the new assessment is also negative, enrolment will terminate, cf. the PhD order. The head of the Graduate School must promptly inform any partner institutions of termination of enrolment.

If the PhD student cannot accept the content of an assessment and/or modifications to the PhD plan, the PhD student must refrain from approving the progress report and instead submit a statement to the head of the Graduate School. The head of the Graduate School must then collect statements from the supervisors and the chairman of the field committee and, on this basis, make a decision on the assessment and/or modifications to the PhD plan.

9.3. Annual assessment by board of supervisors

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

The board of supervisors consists of:

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

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

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

10. Supervision

10.1. Approval of supervisors

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

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

10.2 Allocation of supervisors

The head of the Graduate School must allocate supervisors to all PhD students on the basis of a recommendation drawn up by the chairman of the relevant field committee and the formal approval of such recommendation by the head of the department. To ensure the best possible supervision process, each enrolled student at the Graduate School will be allocated two supervisors: a principal supervisor and a co-supervisor. The principal supervisor must be a recognised researcher within the academic field in question, must be an academic staff member at the rank of associate or full professor at Aarhus University and must be affiliated with the Graduate School. Co-supervisors may be at the rank of assistant

professor. An additional co-supervisor may be appointed, possibly from another research institution, if deemed appropriate. For the industrial PhD programme, the co-supervisor must be affiliated with the external partner where the student is employed.

10.3 Roles and responsibilities of supervisors

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

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

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

10.4 Change of supervisor

Regular adjustments to a PhD project, such as change of supervisor on academic grounds, may under exceptional circumstances be approved by the Graduate School on the recommendation of the Chairman of PhD field committee.

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

11. Advancing to PhD candidacy

11.1 PhD dissertation

The PhD dissertation should document the author's ability to apply relevant scholarly methodology and to carry out research work that meets the international standards for PhD degrees within the field in question.

The dissertation may take the following forms:

1. a monograph, or
2. a collection of scientific articles including a summary accounting for the relation between the publications and how they contribute to the overall PhD project.

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

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

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

11.2 Timely submission of the dissertation.

To have submitted on time, the PhD student must submit the dissertation no later than the last day of the enrolment period at 23.59 CET. The student must submit the dissertation by sending an email with the dissertation attached in a pdf-format to the PhD secretary or to Aarhus BSS HR and Ph.d.: bphd@psys.au.dk.

If the department also wishes to receive the dissertation in a printed format, this must be handed in at the PhD secretary's office no later than 10am on the following weekday. The PhD student is responsible for finding out whether a printed version must be handed in.

11.3 Approval of the PhD degree programme

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

At the end of the enrolment period, the principal supervisor must make a final report on the PhD degree programme, including details on the completion of the individual components listed in the PhD plan. The dissertation can only be assessed if the total PhD degree programme has been completed satisfactorily.

If the principal supervisor states that the PhD degree programme is not completed satisfactorily, the PhD student must be given at least two weeks to comment on the principal supervisor's assessment.

On the basis of the principal supervisor's statement, the PhD student's comments, if any, and the submitted biannual evaluations, the head of Graduate School will determine whether the PhD degree programme has been satisfactorily completed.

11.4 Submission of PhD dissertation without prior enrolment

In accordance with the PhD order, section 15 (2), PhD dissertations can be submitted without prior enrolment. Submission of a PhD dissertation without prior enrolment requires payment of a fixed fee for expenses relating to the assessment of the dissertation and the public defence.

The following procedure should be followed when submitting a PhD dissertation without prior enrolment:

1. The dissertation is submitted to the Graduate School together with a statement accounting for the way in which the applicant is found to comply with the requirements to a PhD degree programme that are stated in the PhD Order section 7, subsection 2, including documentation for completion of the activities listed in the statement. The dissertation must also be accompanied by a statement by the applicant as to whether the dissertation has previously been submitted for assessment and, if so, where.
2. The dissertation must initially undergo a preliminary general assessment by the relevant field committee at the Graduate School in order to determine whether the dissertation can be accepted, including whether the applicant is found to have obtained academic qualifications corresponding to those achieved from completing a PhD degree programme at the Graduate School.

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

11.5. Termination of enrolment

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

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

- if the PhD student so desires/terminates his or her enrolment, if the conditions of enrolment/employment no longer apply (cf. e.g. section 9.2) at the time of submission.

12. Assessment and defence of PhD dissertation

12.1 Appointment of assessment committees

No later than at the submission of PhD dissertation, the dean must appoint an assessment committee consisting of three members on the basis of a recommendation from field committee.

Assessment committee members must be recognised researchers in the relevant field of study and must be at the associate professor level or above. Two of the members must be from external institutions of which at least one must be from outside Denmark, unless this is found undesirable from an academic point of view. For industrial PhD programmes, at least one committee member must have relevant business-related research experience within the field in question. The principal supervisor sits on the assessment committee without voting rights.

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

There must be no conflict of interest between the members of the assessment and the PhD student and PhD dissertation, cf. the Rules on conflict of interest in Danish Public Administration Act. Thus, the members are not allowed to have:

- a personal or financial interest in the outcome of the defence
- prepared, submitted or published articles with the PhD student.

12.2. Role of the assessment committee and the chairman

Members and delegates of the assessment committee have a duty to keep information confidential. The principal supervisor sits on the assessment committee without voting rights. This means that the chairman of the committee must ensure that the principle supervisor is involved in the committees' work. How this is done in practice may differ depending on the case. It is the chairman's responsibility to clarify this with the principle supervisor, and it is understood that the principle supervisor participates to such an extent as circumstances may require. The principle supervisor should be invited to participate in committee meetings. If the committee's activity is written, it must be done in a way that ensures that the principle supervisor has reasonable insight into the members of the committee's points of view. The committee's draft for a written assessment must be presented to the principle supervisor well in advance of the deadline for submitting the assessment and before it is sent to the head of the Graduate School.

The assessment committee must carry out an impartial and well-founded assessment of the submitted PhD dissertation. The committee must draw up a recommendation for the Academic Council, which must be forwarded to the dean

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

The recommendation must be reasoned, and in the event of disagreement, the majority will prevail. The recommendation must be suitable for forming the basis of the decision in the Academic Council on award of the PhD degree in accordance with the PhD Order and the Danish Public Administration Act.

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

12.3. The preliminary assessment and pre-defence

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

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

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

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

- That the public defence cannot be held.
- That the PhD dissertation may be resubmitted in a revised version within a period set as a minimum of three months. If the dissertation is resubmitted, it will be assessed by the original assessment committee unless special circumstances apply.
- That the PhD dissertation will be referred to a different assessment committee for assessment.

The assessment committee's preliminary recommendation can be based on a so-called pre-defence, where the PhD student is summoned for a meeting. The meeting must be organised by the chairman of the field committee and must be

completed early enough to ensure that the preliminary recommendation will be available no later than two months after submission of the PhD dissertation.

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

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

12.4 Publication of the dissertation before the defence

Under section 19(2) of the PhD order, the university must ensure that the dissertation be made available to those interested well in advance of the defence. The final manuscript must therefore either be uploaded electronically through PURE as Open Access before the defence or be submitted ready for printing to the printing facility used by the department in question. In case there is a request that the dissertation be uploaded as Open Access, the dissertation should be uploaded to pure@asb.dk no later than **two weeks before the defence** (Do not forget c.c. to the PhD secretary who is in charge of the defence). In connection with printing, the finished manuscript should be submitted to the printing facility within the given deadline.

Do not forget to take into account possible limitations issued by publishers of journals, periodicals and publishing houses in case of double publication – also subsequently.

12.5 Submission of revised PhD dissertation

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

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

12.6 Date of the defence

The assessment committee must propose a preliminary date for the public defence.

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

school at the recommendation of the assessment committee. The public defence must take place immediately after the deadline expires.

12.7 Public defence

The public defence of the PhD dissertation must take place no later than three months after submission of the dissertation, unless special circumstances apply. The defence is chaired by the chair of the field committee or a representative for the chairman.

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

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

12.8 Award of the PhD degree

Immediately following the defence, the assessment committee must decide whether the PhD degree can be awarded and must inform Aarhus University and the author of the PhD dissertation of their decision. The recommendation must include an assessment of the PhD dissertation and of the public defence. The committee's final recommendation must be announced verbally immediately after the defence session and must be available in writing as soon as possible hereafter.

After the defence, the Academic Council has eight days to submit comments. The degree is not awarded until the eight days have expired.

If the recommendation of the assessment committee is negative, the Academic Council may decide to allow the dissertation to be assessed by a new assessment committee, if so requested by the author within a period of at least one week.

The Academic Council awards the degree if two members of the assessment committee recommend that the PhD degree be awarded.

13. Other provisions

13.1 Complaints and dispensation

Complaints on issues relating to these academic regulations must be directed to the dean. The dean may grant an exemption from the rules which have been adopted exclusively at the School of Business and Social Sciences at Aarhus University, if special circumstances apply. The dean's decisions may be referred to the Danish Agency for Institutions and Educational Grants if the complaint concerns legal issues. Complaints must be submitted to the school within two weeks from the day the decision is notified to the complainant.

An author who has not completed a PhD degree programme is only entitled to make a complaint if his or her dissertation has been accepted for assessment, cf. the PhD order, section 11.3.



13.2 Commencement and interim provisions

These regulations are effective as of 3 April 2018.

Thomas Pallesen
Dean