

Rules for the Joint PhD Programme of Aarhus School of Architecture and Design School Kolding

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In the event of discrepancies between the Danish and English versions of the rules, the Danish version shall prevail.

Introduction

You find the rules regarding the PhD programme in the ministerial order of the Danish Ministry of Higher Education and Science, the ministerial order currently in force is *nr. 1039 af 27. august 2013*, in accordance with the guidelines of the Ministry of 9 October 2013. The present rules supplement the ministerial order currently in force.

As of February 2016 the PhD School serves as a joint PhD School for both Aarhus School of Architecture (AAA) and Design School Kolding (DSKD), and the rules apply to PhD students enrolled at both schools. It follows that in all matters regarding PhD students affiliated with DSKD, the Head of the PhD School, who is affiliated with AAA, must consult the PhD coordinator at DSKD. The Head of the PhD School may choose to delegate responsibilities pertaining to PhD students at DSKD to the PhD coordinator of DSKD or whoever is currently the representative responsible for the PhD area.

Pursuant to section 10, subsection 25, of the ministerial order, Aarhus School of Architecture and Design School Kolding are jointly responsible for laying down rules pertaining to admission, planning, appointing principal supervisors, supervision, preparing and submitting PhD dissertations, and the PhD defence. These rules must be made available on the websites of AAA and DSKD.

The mentioned rules will be reviewed in the following, in accordance with the methodology stipulated in the ministerial order of August 2013. The ministerial order shall prevail whenever there is a divergent interpretation of the rules.

Sections 1 and 2 are concerned with the overall purpose of the PhD programme and the admission requirements. This is followed by sections 3, 4 and 5, which describe the content and components of the programme.

Sections 6, 7, 8 and 9 outline the rules regarding the various stages concerned with the completion of the PhD Programme.

Sections 10, 11 and 12 deal with transitional rules and the possible avenues of complaint as well as with special rules regarding the Industrial PhD Scheme (Section 11).

The PhD programme often - but not always - coincides with *employment* as a PhD fellow at Aarhus School of Architecture or Design School Kolding. The rector of the relevant school is responsible for appointing PhD fellows. These rules do not include agreements and guidelines regarding the employment itself, such as e.g. part-time employment, sabbatical leave, salaries, holidays, illness etc.

Organisation

The rectors of AAA and DSD have set up a PhD committee and appointed a Head of the PhD School, who reports to AAA's Head of Research and DSKD's Head of Research and Development. The Head of the PhD School is chairman of the PhD Committee.

It is the responsibility of the committee and the Head of the PhD School to ensure that the PhD programme and the doctoral researcher training programme for PhD students are of the highest possible quality. This is to be achieved, among other things, by means of competence development for PhD

students and supervisors and by taking appropriate action to ensure that admission, enrolment, and all stages of the programme are carried out in accordance with the applicable rules.

The PhD School includes a researcher training programme, comprising PhD courses and dialogues with the supervisors and PhD students of the programme.

The Head of the PhD School designates a principal supervisor and other supervisors to individual PhD students.

PhD degrees are awarded by the relevant Academic Advisory Council¹ based on recommendations made by the assessment committee.

1. Purpose, Structure, etc.

1.1 Purpose

The PhD programme is a researcher training programme, which, at international level, trains PhD students to independently carry out research, development and teaching in the private and public sector; tasks for which a wide knowledge of research is required. The emphasis of the PhD programme is on carrying out research while receiving supervision.

The Danish PhD programme is described in the Danish qualifications framework:

Knowledge

- Must possess knowledge at the highest international level within the field of research
- Must have made a significant contribution to the development of new knowledge and understanding within the areas of research based on scientific studies

Skills

- Mastering scientific methods and tools, as well as other skills related to research and development tasks within the area
- The ability to analyse, assess and develop new ideas, including designing and developing new techniques and skills within the subject area
- The ability to take part in international discussions pertaining to the subject area and disseminate scientific results and progress to a wide audience

Competencies

- Must be able to organise and carry out research and development work in complex and unpredictable contexts.
- Must be able to independently initiate and form part of national and international cooperation on research and development with scientific integrity.
- Must be able to independently initiate research and development projects and thereby produce new knowledge and new skills that contribute to developing the area of research.

AAA and DSKD award PhD degrees in the subject areas of architecture and design.

¹ At DSKD there is a joint Council for Knowledge and Education (Råd for Viden og Uddannelse). When in the following we refer to The Academic Advisory Council (Fagligt Råd), in the case of DSKD the body we refer to is the Council for Knowledge and Education.

1.2 Structure

The official duration of the study programme is 180 ETCS, the equivalent of three years of studies on full time in addition to a completed Master's degree. This three-year period is counted from enrolment until the dissertation is submitted. The assessment process, consequently, does not count towards the three-year period. The PhD programme may be shortened in cases where students have in other ways acquired corresponding qualifications (credit transfer).

1.3 Part-time Studies

The PhD programme is ordinarily structured as a three-year full-time study but may, in response to a reasoned application and in special circumstances, be organised as a part-time study. Applications must enclose a revised schedule for the PhD project. PhD studies must invariably be equivalent to at least half-time (50%), i.e. the official duration of the study programme may not exceed six years (excluding sabbatical leave). Reasons for studying part-time may include the nature of the research project as well as personal circumstances. In respect to applications for carrying out PhD studies on a part-time basis, professional and/or study-related circumstances are decided on by The PhD committee. Applications for part-time studies submitted by PhD students employed by AAA and DSKD need to be approved by the relevant rector and possibly by the grantor, as there is a need to coordinate agreements about part-time studies in relation to any possible employment.

1.4 Sabbatical leave

Any statutory leave connected with maternity, adoption, military postings, etc. must be notified to the research administration at the institution of enrolment and, if relevant, external partners. Furthermore, any changes to the PhD plan have to be brought to attention at the next biannual evaluation.

Apart from the above, you can apply for leave from the PhD programme for academic as well as personal reasons. Applications for leave must be in writing, be reasoned, and a statement from the principal supervisor must be enclosed. In relation to applications for sabbatical leave, decisions about academic and study-related circumstances are made by the PhD committee. Decisions about the granting of leave are made based on an individual assessment, taking into consideration the future completion of the PhD study. Ordinarily, leave is not granted for more periods of more than 12 months in total, excluding statutory leave in connection with maternity, adoption/military postings, etc. If leave is granted, the period of enrolment is extended accordingly, and any changes to the PhD plan must be brought to attention at the next biannual evaluation.

PhD students on leave are not allowed to study during their period of leave. Students are therefore not entitled to supervision, office spaces, courses, access to workshop facilities, etc. However, if all parties agree to this, students may be permitted to participate in a course that has already been planned, if such a course is of major importance to the PhD study and cannot be expected to be repeated at a later date.

1.5 Illness

On the first day of illness, you are required to report illness to the institution at which you are employed following the usual procedures for notifying illness of this institution. In the event of prolonged illness (more than three weeks) you are also required to notify the research administration at the institution you are enrolled in and a declaration of duration has to be enclosed for the enrolment period to be extended with a period corresponding to the duration of the illness. If there is any long-term sick leave (more than

four weeks), changes in the PhD plan must be brought to attention at the next biannual evaluation. In special cases, the period of employment may be extended based on a written application to whoever has personnel responsibility at respectively AAA and DSKD.

1.6 Extending the Enrolment Period

PhD students whose studies have been delayed, may apply to the PhD Committee for an extension of the registration period of up to six months. This application must be in writing, be reasoned, and be accompanied by a statement from the principal supervisor. The extended study period may take the form of a part-time study. In the event of an extension of registration, for employed PhD students the employment period is not necessarily extended correspondingly.

2. Access to the PhD Programme

2.1 PhD Programmes

AAA and DSKD offer a three-year programme (the so-called 5 + 3 scheme).

Under this scheme students are required to have completed a relevant Bachelor's degree and Master's degree (or have passed examinations which correspond to a three-year Danish Bachelor degree and a two-year Danish Master's degree) prior to being enrolled in the PhD programme. Ordinarily, students are enrolled in the PhD programme for a three-year period.

2.2 Admission Criteria

Decisions regarding admission and enrolment are made by The Head of the PhD School based on the recommendations of an expert assessment committee. However, as stated in the introduction, decisions regarding employment can only be made by the relevant rector.

When making such decisions, a special emphasis is placed on the applicant's proven educational background and academic qualifications, the suitability of the research project as a PhD project and its potential incorporation in the academic profiles of the schools, as well as on whether it will be possible to make available the academic and economic resources that are necessary for carrying out the programme in a satisfactory way. PhD students are enrolled in the PhD School and affiliated with a relevant academic environment.

Students are enrolled in response to a written application. If any special operating costs are connected with the implementation of the research project (long-term stays abroad, field studies, experiments, equipment, etc.), the application for admission to the PhD programme must contain an overview of the expected extraordinary costs.

3. The Content of the PhD Programme

3.1 The PhD Programme

The Programme comprises:

1) The completion of an independent research work while receiving supervision

(2) The completion of PhD courses or similar equivalent to approximately 30 ECTS. The PhD School offers courses and similar activities at PhD level, but it is the responsibility of the PhD student in consultation

with the principal supervisor to organise participation in PhD courses and other activities in and outside the institution to the extent this is required.

3) Participation in active research environments, including stays at other research environments primarily based abroad.

4) Teaching experience and other forms of knowledge dissemination related to the PhD project of the students in question. In this context, PhD students are offered guidance on teaching.

5) Composing a PhD dissertation

Merit can be awarded for prior activities. Requests for credit transfer must be made in connection with the submission of the PhD plan. Requests need to contain a detailed overview of the activities that have already been performed, and a statement from the main supervisor must be enclosed. Credit may be awarded for project-relevant research, relevant business work after the Master's Degree Examination and/or PhD courses completed before the start of the PhD study, provided that these are not included in the Master's Degree Programme. The Head of the PhD School approves such requests based on the recommendations of the PhD committee (see section 4.1).

3.2 Supervision

The Head of the PhD School appoints supervisors to PhD projects.

Principal supervisors must be active, recognised researchers who are employed by AAA or DSKD at either professor, associate professor or an equivalent level. Project supervisors must possess professional qualifications within the area of research of the PhD project.

Ordinarily, two and no more than three supervisors are appointed to a PhD project:

- A principal supervisor who has the overall responsibility for all of the PhD programme and for all supervision.
- A Project supervisor who supervises the completion of the PhD project - or parts thereof - academically.
- If relevant, other experts may be affiliated as secondary supervisors.

If the project or substantial parts of the project is carried out outside the school, a secondary supervisor from the institution, etc. at which the project is carried out is as a rule appointed.

Changing supervisors

Supervisors may be replaced during the course of studies. Additional supervisors may also be connected with the course of studies. A change of supervisors may be initiated by the PhD student, the principal supervisor, or the Head of the PhD School. The Head of the PhD School decides on changes of supervisors or the appointment of new supervisors. If, during the course, the principal supervisor or another designated supervisor is prevented from attending for a period exceeding one month, this has to be communicated to the research administration, and the Head of the PhD School may then appoint a new acting principal supervisor.

The form and extent of supervision

PhD students are offered 300 hours of PhD supervision: As a rule 50 hours of supervision per semester, divided between the individual supervisors affiliated with the project. This includes time supervisors

spend preparing for supervision. The need for and extent of supervision may, however, vary throughout the course. Principal supervisors are required to meet regularly with PhD students.

3.3 The Responsibilities of Supervisors

The principal supervisor has the overall responsibility for the total PhD programme, for the total supervision, for drawing up a PhD plan, for assessments, etc. In order to ensure the timely completion of the project, the principal supervisor is required to have an overview of the progress of the research project of the PhD student and of the process of preparing the dissertation. The principal supervisor is responsible for institutional contacts with project- and secondary supervisors regarding the progress of the PhD project. This particularly applies when a PhD student partly carries out his or her PhD programme outside the institution.

In addition to academic supervision the principal supervisor has the following responsibilities:

- Engaging in dialogue with PhD students on drawing up a realistic PhD plan at project start
- Assessing the progress of PhD students' research projects and reporting on projects every six months
- Supporting and supervising PhD students in developing national and international contacts and cooperation within the research community
- Supporting and supervising PhD students in their efforts to publish research results during the PhD programme
- Ensuring the timely submission of PhD plans and evaluations throughout the PhD programme

Principal and project supervisors are under an obligation to:

- Stay updated about changes to *the Ministerial Order on the PhD Programme* and about rules and guidelines for the PhD programme
- Stay in contact with PhD students on a regular basis
- Facilitate contacts to other relevant research environments - nationally as well as internationally
- Ensure that PhD students when participating in joint research projects, joint experiments, joint research publications, etc. are ensured the rights to their own research results, including through co-author statements
- Participate in and contribute to compulsory activities at the PhD School

3.4 The Responsibilities of PhD Students

PhD students are required to inform supervisors about the progress of their projects, including:

- All significant research results
- Drafts for abstracts, publications, and PhD dissertations
- Participating in PhD courses and carrying out dissemination activities
- External inquiries relating to projects
- In due time, providing the principal supervisor with all relevant information about developments in the PhD programme and work on the dissertation - including any information necessary in connection with evaluations

PhD students are also required to:

- Participate actively and regularly in the research environment and the general activities at AAA or DKSD
- Inform the research administration about matters of importance relating to the progress of the PhD project

PhD students must also familiarize themselves with ongoing changes to *the Ministerial Order on the PhD Programme* and other rules and guidelines that are relevant to the PhD programme, and they are required to actively update their portfolios in the schools' research database (PURE).

4. Carrying out the PhD Programme

4.1 The PhD Plan

In consultation with their principal supervisors, PhD students are required to draw up plans for their research and education (The PhD Plan). The PhD committee approves PhD plans based on assessments of feasibility and compliance with the standards of quality of the school. PhD plans must be submitted no later than two months after a student has been enrolled and must have been approved no later than three months after a student was enrolled in the PhD programme. If a PhD plan is rejected, the plan must be adjusted and resubmitted for approval by the PhD committee. Minor changes must be brought to attention at the biannual evaluations.

PhD plans should contain the following:

A Timetable

PhD plans must include timetables for all components of the PhD programme - including PhD courses, stays at other research institutions, study periods abroad, field studies, work on the PhD dissertation, tasks performed at AAA, DSKD, or institutions that cooperate with these schools. If a PhD programme is carried out in cooperation with external partners, periods of work performed at respectively AAA or DSKD as well as the name of the external partner must be indicated in the timetable.

Any request for credit transfer should be attached as described in section 3.1.

B Agreement about the form of supervision

An agreement about the form, scope, regularity and frequency of supervision.

In the event of a change of supervisor or the appointment of additional supervisors, the agreement specified in the PhD plan must be updated when the next biannual evaluation is submitted.

C Plan for the PhD project

A description of the scientific content of the PhD project - including its essential components, considerations about methods and theories, as well as its empirical basis, if relevant, etc. The PhD plan should include a realistic description of the work on the project, divided into tasks distributed over the semesters comprised by the PhD programme.

The PhD plan must contain information about the type of dissertation (compare section 5.2) and about in which language the PhD dissertation is planned to be composed. If a PhD student is planning to compose an article-based dissertation, a clear publication plan has to be submitted as part of the PhD plan.

D Plan of PhD courses etc.

In total, PhD courses should equal no less than 30 ECTS credits. Participation in PhD courses is planned in collaboration with the principal supervisor to support the development of the PhD student's general and project-specific understanding of research and research skills at PhD level. If any special academic

considerations apply, the requirement that courses must be at PhD level may, to a limited extent, be exempted from.

PhD students must, as a minimum, participate in the PhD School's current basic course offerings equivalent to 8 ECTS credits. Students acquire the remaining ECTS credits by participating in courses at the PhD School, in national and international course networks, or in networks of researchers. The PhD School offers a course in dissemination as part of its basic course offerings.

E Plan for participation in active research environments

In order to ensure the international standard of the PhD programme, the programme must comprise long-term, unbroken research stays of, as a rule, three to six months in an active research environment abroad. Any considerations students may have about changing their research environment or taking part in international research stays must be indicated in the PhD plan. If there are any specific professional or other substantial reasons for this, the Head of the PhD School may choose to exempt students from this requirement.

In order to accommodate the submission of the dissertation at the end of the period of registration, long-term stays abroad may not be scheduled during the last semester of the programme. PhD students are expected to participate actively in international scientific conferences and workshops.

F Plan of teaching activities or other types of knowledge dissemination

Teaching and other dissemination activities have to relate to the projects of PhD students.

PhD students need to acquire experience with different types of dissemination during their PhD studies.

For PhD fellows employed at either AAA or DSKD, one way of achieving this is by means of the 840 hours of compulsory work stipulated in appendix 5 to the Agreement between the Danish state and The Danish Confederation of Professional Associations.

This work should contain a dimension of experience or learning that relates to the education of the PhD students or their future career opportunities. Our aim is that teaching should, as far as possible, constitute 60% of the duty to disseminate and that other types of knowledge dissemination should constitute 40%.

Work must be planned taking into consideration the central parts of the PhD plan of PhD students and must be indicated in the PhD plan. Evaluations should include information on the extent of the work performed by the PhD student during the past six months.

The principal supervisor is responsible for ensuring that the teaching activities and other knowledge dissemination of PhD students are organised in the most expedient way in dialogue with relevant academic leaders.

G Agreements on intellectual property rights, if relevant

In connection with the drawing up of the PhD plan, issues about copyrights and the rights to any data that has been collected must be decided on. If the PhD programme involves cooperation with other parties, the PhD plan must include an agreement about copyrights and rights to data collected as part of the project. If the PhD student is publishing parts of his research results in cooperation with others, a co-

author statement has to be drawn up. Any restrictions on copyrights must be approved by the Head of the PhD School.

H Financing plan (budget)

A realistic budget of project-related costs associated with carrying out the planned research project must be prepared, including costs for any special equipment, long-term stays abroad, tuition fees at universities abroad, etc. The budget is adjusted in connection with the drawing up of the PhD plan and is submitted along with the plan. The part of the budget that is assumed to be covered by the funds of the relevant school must be approved by the relevant head with budget responsibilities before the PhD plan and budget is submitted to the PhD committee for its approval.

4.2 Place of Work

The PhD student must be present in the PhD School environment actively and regularly and are required to participate in joint academic activities at AAA and DSKD. Any changes of environment or any short or longer periods of work performed elsewhere must be agreed on with the Head of the PhD School. In cases where the PhD programme is carried out in cooperation with an external institution or company, the ratio between presence at AAA or DKSD and the institution in question is to be agreed on when the PhD student is enrolled in the PhD programme. The Head of the PhD School shall enter into an agreement in writing.

4.3 Evaluations

Every six months whether the programmes of individual PhD students are progressing satisfactorily and in accordance with their approved PhD plans has to be evaluated. At this evaluation, proven illness, maternity and parental leave, other types of approved leave, or other academic factors are taken into consideration. The evaluation is carried out by the principal supervisor and is approved by the Head of the PhD School. PhD students may, within a period of at least two weeks from the approval, submit their comments on the statement. The study must be evaluated every six-months of active studies until a statement from the principal supervisor has been drawn up and approved by the PhD committee.

Proposals for members of the future assessment committee have to be submitted along with the 5th evaluation, see section 6.2.

If a PhD student actively participates in research-related activities at PhD level for which no ECTS credits are fixed, the principal supervisor may recommend that ECTS credits should be specified for the activity.

4.4 If the Evaluation Cannot be Approved - the Three-month Trial Period

In the event that an evaluation is not approved, or on the initiative of the principal supervisor, a three-month period may be initiated: a so-called recovery period. Based on recommendations made by the principal supervisor and the PhD School, The PhD committee decides whether the PhD student in question shall be offered a three-month trial period.

The recommendation must contain a written outline of what the PhD student needs to produce during the trial period for the PhD study to accord with the content of the PhD plan. It also has to be proven, on a balance of probabilities, that the PhD dissertation can be completed at a satisfactory academic level. After the termination of the three-month trial period, the Head of the PhD School and the principal supervisor assess the result of the work of the PhD student. This assessment must be completed within one

month and should result in a recommendation to the PhD committee about whether the course of studies can be resumed. The recommendation must be approved by the PhD committee. The month of July and official holiday periods do not count towards the mentioned periods.

The trial period may not in itself prolong the duration of the PhD course. Within a deadline of no less than one week, PhD students must inform the PhD School whether they wish to accept the offer of a three-month trial period.

PhD students are unenrolled by the end of month in the following cases:

1. The PhD student has not before the end of the deadline accepted the offer of the PhD School to remedy the progress of the PhD course within a three-month trial period.
2. The Head of the PhD School and the principal supervisor indicate that the outcome of the trial period has been negative and this recommendation is approved by the PhD committee.

If the PhD programme is carried out in cooperation with an external institution or company, or if the PhD student in question is employed externally, the PhD School must inform the relevant institution/place of employment before the beginning of the three-month period.

Should a PhD student interrupt his or her course of studies before the expiration of the normal period of registration, the PhD School and any external partners must immediately be notified hereof.

5. The PhD Dissertation

5.1 Requirements for the Dissertation

The PhD dissertation is expected to be submitted to the PhD School at the end of the registration period, which may have been extended due to illness, maternity leave, or other types of leave.

The PhD dissertation must demonstrate that the author has carried out a scientific project by independently applying relevant scientific methods and has, consequently, made a research effort that corresponds to the international standard for PhD degrees in the subject areas of architecture or design.

PhD dissertations may not be submitted for assessment jointly by more than one person. The underlying research project may, however, be carried out in cooperation with others.

The dissertation must normally be composed in Danish or English. The Head of the PhD School may approve that the PhD dissertation is composed in a different language.

The summary of the dissertation must be submitted in both a Danish and an English version. The summary must not exceed 5 pages of 400 words and must explain the main results of the PhD dissertation in easily accessible language.

The dissertation must be submitted to the research administration at AAA or DSKD in six copies (for the assessment committee and supervisors) and as an electronic file no later than 12.00 noon on the date of submission. Any copies intended for project supervisors must be printed in addition to the mandatory six copies. It must be apparent from the front page of the PhD dissertation whether the dissertation has been submitted at AAA or DSKD, by making use of the logo of the relevant institution, among other things.

Following the recommendation for the public PhD defence, seven additional copies have to be submitted

(for the libraries at AAA, DSKD, The Royal Danish Academy of Fine Arts, School of Architecture, and the Royal Library). The number of additional copies that need to be printed for the school's use has to be agreed on with the relevant school. Making minor editorial corrections that do not change the opinions expressed in the dissertation, such as e.g. proofreading changes and errors in footnotes, before the dissertation is resubmitted is permitted.

The length of the PhD dissertation, excluding footnotes, appendices and bibliography, should not exceed 100,000 words (250 pages). An artefact-based dissertation must consist of a minimum of 30,000 words (75 pages), excluding footnotes, appendices and bibliography.

If the recommended maximum length is significantly exceeded, the Head of the PhD School can in special cases exempt from the requirements regarding the length of the dissertation.

5.2 The Form of the PhD Dissertation

Regardless of the form chosen, the dissertation has to meet the general standards for research. It has to account for the following:

- A. new knowledge and insights
- B. the methods and theories that were used
- C. connections with other knowledge in the field

The PhD dissertation must always contain an independently prepared summary statement accounting for:

- The research project in its entirety
- The overall focus of the dissertation
- A specification of the field of research - including the methods and theories used
- The relationship between the individual subordinate works and the overall project
- A presentation of the results obtained, including an account of the methods used
- A discussion of the status of one's own research findings in relation to other essential research in the area

A dissertation may only have one author and must have been prepared by the author (the PhD student) personally. The dissertation may take one of the following forms: a monograph, an article-based dissertation, or an artefact-based dissertation.

A. A monograph

A monograph is a dissertation consisting of a single text that has not previously been published.

B. An article-based dissertation

An article-based dissertation consists of a plurality of components or articles that are related in content and/or method, which is unified by a summary of the three general aspects mentioned in section 5.2.

Furthermore, the results obtained during the PhD programme have to be presented and possibly published or disseminated either by the candidate for the doctorate on his or her own or together with others (see also section 5.3 on co-authorship).

C An artefact-based dissertation²

This type of dissertation consists of a collection of artefacts and similar and a 'mantle' of text summarising the general aspects mentioned in section 5.2. The dissertation must document the artefacts

² 'Works' should be understood as creative creations, design objects, manufacturing experiments, etc.

in a way that gives the assessment committee a satisfactory impression of the research work of the PhD student. It is also possible to submit smaller artefacts, to a limited extent, as part of the dissertation. The scope of submitted artefacts has to be agreed with the Head of the PhD School.

The following procedure should be followed when assessing an artefact-based PhD dissertation: 1) As part of the PhD defence, the PhD student arranges an exhibition or a similar presentation of his or her works. Immediately before the PhD defence, the assessment committee inspects the exhibition together with the PhD student.

- 1) Should the assessment committee feel the need to inspect the artefacts on which the dissertation is based in connection with the preliminary assessment, they may, upon agreement with the research administration, be given access to view the artefacts.
- 2) As part of the PhD defence the PhD student arranges an exhibition or presentation of the artefacts, ensuring that they are accessible in connection with the defence and examination.

All practical matters relating to the presentation of the dissertation are the responsibility of the relevant PhD student. AAA or DSKD set aside a limited amount of money for the presentation of the dissertation and the PhD student may dispose of these resources based on an application.

5.3 Copyrights, Co-author Statements, etc.

All rights to the dissertation belong to the author, unless special arrangements regarding intellectual property rights were entered into with external parties when the PhD student was enrolled. Should the author enter into any agreements with publishers etc. about the publication of his dissertation or parts thereof, the author needs to ensure that he or she has the publisher's acceptance of the dissertation being assessed according to the applicable rules.

In all cases where multiple authors are involved in working on a dissertation, statements from the involved co-authors stating that they are aware of the work being included in the PhD dissertation must be presented, along with an account of the extent and nature of the author's (the PhD student's) share of the work.

Such statements need to be dated and signed by the co-authors as well as the author of the submitted dissertation.

5.4 Other Statements

When submitting a dissertation, a PhD student is required to state whether the dissertation has previously, in full or in part, been assessed with a view to obtaining an academic degree in Denmark or abroad, and with what result.

In the event that a PhD dissertation, due to considerations towards companies that have been involved in the project or similar, has to be divided into a publicly available part and a confidential part, it must be possible to read and assess the publicly available part independently of the confidential part. Only the part which is available to the public will be included in the assessment of whether a PhD degree can be awarded. When PhD students submit dissertations, they must notify the PhD School in writing about whether they want parts of the dissertation to be treated confidentially.

5.5 Statement from the Principal Supervisor Regarding a PhD Course

No later than eight weeks before a dissertation is submitted, the principal supervisor must present to the PhD School an account of the overall PhD course, including the implementation of the individual components of the PhD Plan. An overview of the qualifying portfolio of the PhD student must be enclosed with the statement of the principal supervisor (participation in PhD courses, seminars, scientific conferences, etc., stays in other research environments, including periods of study abroad, as well as teaching activities and/or other types of knowledge dissemination). The overview must be submitted in an English version and, if relevant, in a Danish version. The document is subsequently included as an appendix (degree supplement) to the PhD diploma. The statement should conclude with a statement about whether the principal supervisor can approve the PhD course as having been completed in accordance with the requirements stipulated in the Ministerial Order on the PhD Programme.

If the principal supervisor finds that the PhD course has not been completed satisfactorily, the PhD student has the opportunity of submitting any comments he or she might have to the statement of the principal supervisor within a period of no less than two weeks. Based on the statement of the principal supervisor, available assessments, and any remarks from the author, The PhD committee assesses whether the total PhD course has been completed satisfactorily. A PhD dissertation may only be accepted for assessment if the overall PhD course has been evaluated as satisfactory.

5.6 The conclusion of PhD Studies

PhD students cease to be enrolled when their PhD dissertations have been submitted.

If a dissertation is not submitted by the end of the enrolment period, the PhD student in question shall no longer be enrolled.

In the event that a student fails to submit his or her dissertation to the PhD School when the period of registration expires, an evaluation containing a status of the project, including a timetable for completion of the project and for submitting a PhD dissertation, must be submitted at the end of the period of enrolment. On the basis of the above-mentioned material, the Head of the PhD School may choose to grant an assessment free of charge.

5.7 Submitting a Dissertation without Enrolment in the PhD Programme

The PhD School may approve the assessment of a dissertation without the author having completed a formal PhD programme if the author has in other ways acquired qualifications that may be deemed as corresponding to such a programme. The dissertation must be submitted to the PhD School in one copy, along with a statement explaining the author's reasons for believing that he or she is able to meet the requirements for a PhD course stated in the Ministerial Order on the PhD Programme. The dissertation must, furthermore, be accompanied by a statement from the author about whether the dissertation has previously been submitted for assessment, and if so, at which institution. The PhD School shall obtain an expert opinion from professionally competent professors, associate professors, or other people, evaluating whether the dissertation can be accepted for assessment.

Based on this expert opinion, The PhD committee then decides whether the dissertation can be accepted for assessment.

6. The Assessment Committee

6.1 The Composition of the Assessment Committee

The assessment committee should consist of three members. At least two of the members must come from other institutions, and at least one member must be from outside Denmark, unless this is inexpedient due to academic considerations. The members must be at associate professors level or have equivalent academic qualifications. All committee members must be professionally qualified, active and recognised researchers within the area of the PhD project. As a rule, the local committee member is appointed chairman of the committee.

6.2 The Procedure for Setting up the Assessment Committee

Along with the fifth biannual evaluation, the principal supervisor submits his or her proposal for committee members to the research administration. Based on this proposal of possible assessors, the principal supervisor and the Head of the PhD School prepare a recommendation for the composition of an assessment committee capable of ensuring the assessors' qualifications in terms of research as well as an equal gender distribution and which also covers the content of the PhD dissertation. The research administration must inquire into the availability of the proposed assessors before the committee is presented to the PhD committee for its approval.

PhD students may object to the composition of the committee in writing within one week from the reception of the notification of the composition of the committee approved by the PhD committee.

6.3 The Work of the Assessment Committee

The principal supervisor of the PhD student is appointed to advise the assessment committee without any right to vote. The purpose of this is to keep the assessment committee up to date with any circumstances that might influence the academic assessment. The principal supervisor has the right and a duty to participate in all stages of the work of the assessment committee.

The chairman of the assessment committee instructs the committee about the applicable rules of the assessment. The chairman is responsible for coordinating the work of the committee and for ensuring that deadlines and other formalities are met. The chairman is also responsible for ensuring the quality of the language of the text: the text should appear as a whole with clear connections between premises and the conclusion.

The Head of the PhD School assists with advice and guidance and is to be contacted in cases of doubt. Any contact between the assessment committee and the PhD student must go through the research administration.

6.4 Timetable for Assessing the Dissertation

The preliminary recommendation must be presented two months after the dissertation has been submitted and the defence must be held no later than three months after the dissertation has been submitted to the PhD School. The month of July and the period between 15 and 31 December do not count towards the two-month period.

In the preparation of the timetable, one week should be set aside for the PhD School's approval of the

preliminary recommendation. The preliminary recommendation must be sent to the PhD student no later than two weeks before the defence. The final date of the defence must be agreed on with the PhD student, when it becomes clear whether the dissertation is suitable for defence.

7. The Preliminary Assessment of the PhD Dissertation

No later than two months after the dissertation has been submitted, the assessment committee submits a preliminary reasoned unanimous or majority recommendation to the PhD School about whether the dissertation is in its present form suitable as a basis for awarding a PhD degree. Should the members of the committee disagree, the recommendation is based on the majority of votes. The recommendation must be drawn up in accordance with the PhD School's template for PhD recommendations. The recommendation must not exceed 5 to 7 pages in length.

The preliminary recommendation should include a brief summary and a reasoned and critical assessment of the scientific quality and international level of the dissertation. Also, on which premises the committee has based its assessment and conclusion should be clearly stated.

It should also be stated whether the recommendation was unanimous or not. The recommendation should be concluded by one of the following conclusions: a) The PhD dissertation is suitable for defence, or b) The PhD dissertation is not suitable for defence. To ensure an objective and thorough assessment of the dissertation, the preliminary recommendation must be approved by the Head of the PhD School. All communication connected with the PhD assessment should be directed to the research administration; the research administration handles the further communication to PhD students and other supervisors associated with the PhD project.

7.1 The PhD Dissertation is Suitable for Defence

If, based on the recommendation of the assessment committee, the dissertation is found suitable for defence, a defence can be held. The recommendation is sent to the PhD student. The chairman of the assessment committee may, to a very limited extent, require changes made to the dissertation prior to the oral defence, which must, however, not be delayed due to such changes.

7.2 The PhD Dissertation is not Suitable for Defence

In the event that the assessment committee finds the dissertation not suitable for defence, the preliminary recommendation, along with the academic statement and a separate statement about any majority or minority assessments, must include an assessment of whether the dissertation can be re-submitted in a revised form and, if so, what the deadline for doing this should be. PhD students and the principal supervisor must have an opportunity to comment on the recommendation within a deadline of no less than two weeks.

Based on the recommendation of the assessment committee and on any comments submitted by the PhD student and the principal supervisor, the PhD committee shall reach one of the following decisions:

1. That the PhD defence cannot take place.
2. That the PhD dissertation may be re-submitted in a revised form within a period of no less than three months. If the dissertation is to be re-submitted, it will be assessed by the previous assessment committee, unless special circumstances apply.
3. That the PhD dissertation should be assessed by a new assessment committee.

8. The PhD Defence

The defence may, at the earliest, be held three weeks after the assessment committee has submitted its recommendation. The defence must be held no later than three months after the dissertation has been submitted. The month of July and the period between 15 and 31 December do not count towards the three-month period. The time of the defence must be agreed with the PhD student. The research administration makes public the time and place of the defence.

8.1 Defending the PhD Dissertation

The PhD dissertation is defended with a defence that is open to the public; the defence may be carried out online, fully or in part.

At the defence, PhD students must be given an opportunity to explain their work, and they are required to defend their PhD dissertations to the members of the assessment committee.

The PhD dissertation must have been made available to the public in reasonable time before the defence. The research administrations at respectively AAA and DSKD make available copies of the PhD dissertation for inspection at the institutions' libraries at least 14 days before the date of the defence. If the PhD student has consented to making public the dissertation, the research administration sends copies of the final PhD dissertation to the libraries of AAA and DSKD, the Royal Library, and the Academy of Fine Arts' library in Copenhagen after the defence has been held.

Any confidential parts of the research project may not, as a rule, be used as a basis for awarding the PhD degree. Any questions about confidentiality must, as a rule, be agreed in advance between the parties to the programme and must not give rise to any postponement of the PhD defence. See also section 5.4.

The defence is primarily led by The Head of the PhD School (AAA), The Head of Research (DSKD) or an experienced member of the academic staff who has an insight into the subject area of the PhD. In its entirety, the defence should last no more than three hours, including breaks, if any.

PhD students are given up to 45 minutes to present the main results of their PhD dissertations.

Subsequently, the assessment committee, on the basis of the dissertation and the presentation, asks questions to the PhD students. By way of conclusion, the audience is given an opportunity to ask questions of PhD students based on the dissertation and the presentation.

The leader of the defence is responsible for ensuring that the defence is carried out in a dignified manner and may, if necessary, interrupt or extend the defence.

9. Awarding the PhD Degree

9.1 The Final Recommendation

Immediately after the defence, the assessment committee submits its final recommendation, including an overall assessment of the dissertation and the oral defence. The recommendation of the assessment committee must be reasoned; in case of disagreement, the recommendation is based on the majority of votes.

The relevant Academic Advisory Board awards the PhD degree if this is recommended by the assessment committee.

If the recommendation of the assessment committee is negative, the research administration informs the PhD student hereof as soon as possible. If the assessment committee's recommendation is negative, the relevant Academic Advisory Board may decide to have the dissertation assessed by a new assessment committee in accordance with the general rules mentioned in section 6.2, if the PhD student so requests within two weeks.

9.2 The PhD Diploma

AAA and DSKD issue a diploma for having awarded the PhD degree. The diploma is drawn up in Danish as well as in English. The diploma is enclosed with the statement of the principal supervisor along with an overview of the completed programme.

9.3 Certificate of the Approved Components of the PhD Programme

PhD students who have not completed the PhD programme by being awarded a PhD degree may, upon written request to the PhD School, receive written documentation in Danish and English of the components of the programme they have completed satisfactorily.

10. The PhD School Rules and Right of Appeal

The PhD committee may, when justified by special circumstances, exempt from any rules that have been laid down exclusively by AAA and DSKD. Applications for this purpose must be submitted to the research administration.

10.1 Right of Appeal

Decisions made pursuant to the Ministerial Order on the PhD Programme may be appealed to the Danish Agency for Higher Education and Science, when a complaint concerns legal issues. The time limit for appeals is two weeks from the day the complainant was notified of the decision. The complaint must be submitted to the institution (the research administration), which then issues a statement. For information about the further process, we refer to the complaint guide of the Danish Ministry of Higher Education and Science at [Publikation \(ufm.dk\)](http://publikation.ufm.dk).

Appeals against decisions made by the Head of the PhD School or the PhD committee regarding study-related matters that are not concerned with legal issues may be brought before the rector. The deadline for doing so is two weeks from the day the complainant was notified of the decision. Such complaints must be in writing and must be reasoned.

11. Other Rules

11.1 The Industrial PhD Scheme

According to Section 27 of the Ministerial Order on the PhD Programme, the following rules apply to PhD students whose studies are funded through The Industrial PhD Scheme:

In addition to the principal supervisor appointed by the Head of the PhD School, the Head of the PhD School appoints a supervisor who is affiliated with the company in which the PhD student is employed. The supervisor must be qualified in the relevant subject area. Significant changes, including any changes of supervisor, must also be approved by Innovation Fund Denmark and any external partners.

At least one of the members of the committee responsible for assessing the PhD dissertation must have research experience relevant for businesses within the relevant subject area. According to section 28 of the Ministerial Order on the PhD Programme, the Danish Ministry of Higher Education and Science has the authority to exempt from the provisions of the order.

12. Entry into Force

These revised rules for the PhD programme are effective from 1 August 2021.