DTU’s rules for the PhD programme

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1 Introduction

In DTU’s rules for the PhD programme, provisions from the Danish University Act (Universitetsloven) and from the PhD Order (Ph.d.-bekendtgørelsen) are, in as far as possible, explicitly stated by quotation: either in a framework with the full text of a provision, often supplemented by the wording of the Guidance Notes to the PhD Order if relevant, or by reference to sections.

The supplementary text on these provisions constitutes DTU’s institutional rules from which DTU may grant exemptions in special cases, see section 25(3) of the PhD Order and section 7.2 of the institutional rules.

The pages on DTU Inside covering the PhD area contain contributions on the practical management of this area, exemplifications, and supplementary information on DTU’s institutional rules.

1.1 General rules regulating the PhD programme

DTU offers a PhD programme in the academic fields in which research is currently being conducted. Access to and completion of DTU’s PhD programme and award of the PhD degree are governed by the following sets of rules, which are not exhaustive:

- The Danish University Act (Consolidation Act no. 778 of 7 August 2019, as amended)
- DTU’s Statutes (Statutes of Den Polytekniske Læreanstalt (the College of Advanced Technology), Technical University of Denmark, 28 June 2018)
- The PhD Order (Ministerial Order no. 1039 of 27 August 2013, as amended)

In addition to the above sets of rules, PhD students are covered by the Danish Act on Research Misconduct etc. (Lov om videnskabelig uredelighed mv.) (ACT no. 383 of 26 April 2017), the Danish
Public Administration Act (Forvaltningsloven) (Act to consolidate the law on public administration Consolidation Act no. 433 of 22 April 2014), etc.

DTU’s rules for the PhD programme constitute DTU’s institutional rules (see section 25 of the PhD Order) and apply to all PhD students enrolled in DTU’s PhD programme regardless of the type of funding and/or employment. DTU’s PhD schools may, to a limited extent, lay down supplementary guidelines to DTU’s rules for the PhD programme, see section 8. Any supplementary guidelines laid down by DTU’s PhD schools apply only to PhD students enrolled in the relevant PhD school.

DTU’s rules for the PhD programme do not contain provisions on matters pertaining to employment, including illness, leave, part-time employment, and remuneration. Rules pertaining to employment law are laid down in DTU’s HR policies and the Collective Agreement for State-Employed Academics.

1.2 Purpose and scope
The purpose of the PhD programme is set out in the PhD Order:

1.- (1) The PhD programme is a research programme aiming to train PhD students at an international level to undertake research, development and teaching assignments in the private and public sectors, for which a broad knowledge of research is required.

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

The PhD programme is the highest level of education in Denmark and follows the Danish and European qualifications framework developed under the Bologna process. The PhD programme is equivalent to 180 ECTS points, which corresponds to three years of full-time studies (see section 4 of the PhD Order). The three years are calculated from the date of enrolment and up to and including the date of submission of the PhD thesis. The period in which the PhD thesis is being assessed is not included in the three years. DTU offers the opportunity to organize the course of the PhD programme as part-time studies, see section 2.4.

In accordance with the Danish qualifications framework¹, the PhD graduate must have acquired the following learning outcome upon completion of the PhD programme:

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 field of research based on scientific studies.

Skills

- Must master the scientific methodologies and tools, as well as other skills related to research and development tasks within the field.
- Must be able to analyse, evaluate, and develop new ideas, including designing and developing new techniques and skills within the relevant academic field.
- Must be able to participate in international discussions in the academic field, disseminate scientific results, and progress to a wider audience.

¹ The Danish qualifications framework, level 8 (https://ufm.dk/uddannelse/anerkendelse-og-dokumentation/dokumentation/kvalifikationsrammer/niveauer-i-kvalifikationsrammer)
Competences

- Must be able to plan and perform research and development tasks in complex and unpredictable contexts.
- Must independently be able to initiate and engage in national and international collaboration on research and development with scientific integrity.
- Must independently be able to initiate research and development projects and to generate new knowledge and skills through such projects that develop the field of research.

1.3 Organization of the PhD programme at DTU

The Dean of Graduate Studies and International Affairs is responsible for DTU’s PhD programme, and the Academic Council at DTU awards the PhD degree.

The PhD programme is conducted at established PhD schools under the management of a head of the PhD school, see section 14(5) of the Danish University Act. DTU has established one PhD school for each department. In addition, PhD schools have been established at some of DTU’s centres. To ensure joint coordination and strategic development of the PhD programme, DTU gathers all the heads of the PhD schools in the ‘Forum for Heads of PhD Schools’. The Dean of Graduate Studies and International Affairs heads the Forum for Heads of PhD Schools.

A PhD committee has been set up for each PhD school. The purpose of the PhD committee includes ensuring that the PhD students and scientific staff have influence on the PhD programme. At DTU, the PhD Committee supports the head of the PhD school in running and developing the PhD school, in addition to the tasks laid down in the Danish University Act. For further information about DTU’s PhD committees, including composition, purpose, tasks, and activities, reference is made to the Rules of Procedure for PhD Committees at DTU and DTU’s election rules. Further details on the organization of the PhD programme and the quality assurance system for the PhD programme can be found on the PhD programme pages on DTU Inside.

2 Enrolment and study start

2.1 Admission to and enrolment in the PhD programme

The formal admission requirements for the Danish PhD programme are laid down in the PhD Order:

5.-{(1)}

Admission to the PhD programme is based on a Master’s degree or equivalent.

Guidance notes

To subsection (1): It is a requirement for admission to a PhD programme that the applicant is at Master’s degree level. The institution makes the academic assessment of whether an applicant is at Master’s degree level.

Completion of a Danish master degree programme is not in itself generally qualifying for admission to the PhD programme. A master degree programme, which is equivalent to 60 ECTS points, is a further education programme that qualifies adult employees to handle highly qualified functions in companies, institutions, etc. There is nothing to prevent graduates holding a master degree from completing a PhD programme, but the determining factor will be whether they are overall at a Master’s degree level.
Admission and enrolment as a PhD student at DTU require that the applicant is at a Master’s degree level. The applicant must either have obtained an academically relevant Danish Master’s degree or be able to document similar qualifications. DTU follows the EU’s qualifications framework for Master’s degree programmes, under which graduates holding a Master’s degree have passed minimum 300 ECTS points.

If an applicant wishes to apply for admission to DTU’s PhD programme based on a foreign degree, this degree must correspond to a Danish Master’s degree. If there is any doubt as to whether a foreign degree corresponds to a Danish Master’s degree, the study programme in question must be assessed by the Ministry of Higher Education and Science. If the Ministry of Higher Education and Science assesses that the foreign study programme does not correspond to a Danish Master’s programme, the PhD school may assess that the applicant has acquired qualifications in some other way that mean that the applicant is overall assessed to be at a Master’s degree level.

The head of the individual PhD school makes a decision on enrolment in the PhD school based on advice from the attached PhD committee. Research suitability should be the main criterion in the selection of candidates, but grade point average can also function as an indication of suitability. However, it is important that an overall academic assessment of the candidate be made using several criteria.

PhD students will be enrolled in the PhD school, and any employment as a PhD fellow will be at the department or centre to which the PhD school is attached.

2.2 Enrolment in a flexible PhD programme
The PhD Order allows, see section 5 of the PhD Order, that PhD students may be enrolled in a PhD programme in connection with a Master’s programme (the 4+4 scheme and the 3+5 scheme). However, DTU does not admit students under these flexible schemes.

2.3 Credit transfer
When applying for admission, the applicant may apply to the PhD committee for approval of previously passed PhD courses, so that these are included as part of the PhD programme, see section 16b(2) paras (3) and (6) of the Danish University Act by implication. The PhD school’s PhD committee will process an application for credit transfer.

For applications for a credit transfer of previously passed PhD courses, the courses must not have formed part of another study programme for which the student has obtained a degree. In addition, the applicant must have had the status of a PhD student at a Danish or foreign institution at the time at which the PhD course was passed. Special rules may apply to PhD students enrolled under a double degree or joint degree collaboration agreement, and special rules for credit transfer may also apply to PhD students who have switched to DTU from another Danish university.

Credit transfer is processed either in connection with the PhD Committee’s quality assurance of the academic approval or the PhD plan.
2.4 Part-time studies

The following is stipulated in the PhD Order regarding the possibility of part-time studies:

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

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

Guidance notes

To section 4.

To subsection (1): The programme is equivalent to 180 ECTS points, which corresponds to three years of full-time studies. The three years are calculated from enrolment and up to and including the submission of the PhD thesis. The assessment time is consequently not included in the three years. The study period may be extended under the circumstances described in section 10(1). The university will decide on a case-by-case basis whether the PhD student can be enrolled in a PhD programme on a part-time basis.

In connection with an application for academic approval, applicants may apply for completion of the PhD programme as part-time studies. Enrolled PhD students can also apply during their enrolment to complete the remaining part of their PhD programme or parts thereof as part-time studies. At DTU, a part-time PhD programme may be on maximum ¾ time, i.e. the prescribed study period for part-time studies cannot exceed a total of four years (excluding leave, illness, and extensions).

As a rule, decisions on part-time enrolment are made by the head of the PhD school and must be coordinated with decisions made in connection with any employment at DTU or elsewhere. Applications for part-time studies may be justified by the nature of the research project or by personal circumstances.

The processing of applications for part-time enrolment will be based on a specific individual assessment, taking into account a number of factors, including the financial conditions to which the PhD project in question is subject.

In connection with any change to part-time studies during the PhD student’s enrolment, the PhD plan must be adjusted and approved through the half-year reports, see section 4.1, so that the part-time studies are reflected in this. For foreign PhD students, enrolment in part-time studies will affect their possibility of obtaining a work and residence permit. Please refer to the PhD programme pages on DTU Inside for further information.

2.5 Leave

DTU distinguishes between leave governed by law (maternity/paternity leave) and leave granted on other grounds. For applications for leave that are not governed by law, PhD students may apply for leave from their PhD programme for a minimum of one month and a maximum of up to one year throughout the study period, unless special circumstances apply. The application may be based on academic reasons and/or personal circumstances, must be in writing, and must be accompanied by an opinion from the principal supervisor. The head of the PhD school decides whether leave can be granted. For further information on the process for leave applications, see the PhD programme pages on DTU Inside.
The PhD student must not be actively participating in the PhD programme during the period of leave, regardless of whether this concerns leave governed by law or leave granted for other reasons. Nor is the PhD student entitled to supervision, office space, etc. during the period of leave.

In the event of leave, the enrolment is extended accordingly, and the PhD plan is adjusted via the half-year reports. No PhD salary is paid during the period of leave.

2.6 PhD programme in collaboration with external parties
The majority of PhD projects at DTU involve one or more external parties. If an external party finances all or part of a PhD project, or if the PhD student stays with a partner for a period of time, a collaboration agreement must be drawn up. The agreement must include provisions on Intellectual Property Rights (IPR), budget, confidentiality and publication. The negotiations of the collaboration agreement must be conducted and concluded by DTU’s Legal & Tech Trans unit, and the agreement must have been signed before the PhD student can be enrolled in the PhD programme. This rule may be derogated from if special circumstances apply, for example where the agreement has been fully negotiated, but not signed, and in cases in which a decision on collaboration is made after enrolment.

The various PhD agreements are described on DTU Inside under Legal and Tech Trans. The agreement template can be accessed by the contract responsible at the individual department.

Even though PhD projects at DTU often involve one or more external parties, the PhD student must be at DTU for minimum half the study period. There are a few exceptions to this rule, for example in cases in which a PhD student is enrolled under double and joint degree agreements or where the PhD student is funded by one of the EU’s special programmes for PhD students.

2.7 Extension of enrolment
PhD students may apply for an extension of their enrolment period for one month and up to six months. In exceptional cases, the enrolment period may be extended beyond six months based on an individual assessment, and there may also be special circumstances that allow for an extension of less than one month to be granted.

An extension of the enrolment does not result in an automatic extension of either a DTU employment or an external employment. Any extension of the employment must be granted by agreement with the employing authority and must be coordinated with the head of the PhD school.

The head of the PhD school makes a decision following an application for extension of enrolment. The application must be reasoned and supported by the principal supervisor. The application must be submitted before the PhD student’s scheduled ending date, however, not earlier than three months before this date.

2.8 Supervision of PhD students, appointment of supervisors, and change of supervisors
The PhD programme takes place under supervision. The PhD student is entitled to supervision and is obliged to receive supervision.

2.8.1 Appointment of supervisor(s)
The following is stipulated in the PhD Order regarding the appointment of supervisors:
8.- (1) For each PhD student, the institution designates a principal supervisor who is responsible for the overall PhD programme. The principal supervisor must be a recognised researcher within the relevant field, be employed by the institution and affiliated with the PhD school.

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

1) Appoint other supervisors, who must be qualified within the relevant field.

2) Replace the principal supervisor and other supervisors.

Guidance notes:

To subsection (1): The principal supervisor is responsible for the overall PhD programme as described in Section 7(2). It is a requirement that the principal supervisor must be a recognized researcher. A recognized researcher is a person who has been actively involved in research for a number of years at scientific level and who is at least at associate professor or senior researcher level, see section 2 para (1) of the Danish Act on Research Consulting, etc. (Lov om forskningsrådgivning m.v.). The PhD student must be designated one principal supervisor.

In accordance with the PhD Order, the PhD student must be designated one principal supervisor throughout the enrolment period. The principal supervisor is responsible for the overall PhD programme and must be at least at associate professor or senior researcher level and be employed at DTU, see section 8 of the PhD Order and the guidance notes to this section.

The PhD school appoints principal supervisors, is responsible for following up if the supervisory process is not satisfactory, and is responsible for ensuring adequate competence development of principal supervisors affiliated with the PhD school. The principal supervisor must thus have an affiliation with the PhD school in which the PhD student is enrolled. However, it is not a requirement that the principal supervisor must be employed at the department or centre where the PhD school has been established.

The PhD student is attached to the PhD committee of the PhD school.

The head of the PhD school appoints the principal supervisor and co-supervisors in connection with the processing of an application for academic approval and enrolment of the candidate. The appointment must be made in cooperation with the supervisor’s manager.

Minimum one supervisor is appointed for each PhD student in addition to the principal supervisor. Additional co-supervisors may be appointed if this is regarded as being academically expedient. As a minimum, co-supervisors must have a PhD degree and be active researchers in the relevant academic field. In connection with the appointment of co-supervisors employed at DTU, the head of the PhD school may, in exceptional cases, derogate from the requirement that a co-supervisor must have a PhD degree.

There is no requirement for the employment level of co-supervisors or that they must be employed at DTU or have an affiliation with DTU.

PhD students employed outside DTU must be designated a co-supervisor from the employing institution/company. PhD students financed through the Industrial PhD scheme must be designated two supervisors who are affiliated with the company in which the PhD student is employed. The head of the PhD school appoints these supervisors in consultation with the company. The Industrial PhD scheme has special requirements for a company supervisor. Reference is made to the guidelines for the scheme in force at any given time.
The head of the PhD school is responsible for ensuring that the supervision of the PhD students at the PhD school proceeds satisfactorily and for reacting if this is not the case.

2.8.2 Supervision of PhD students
All principal supervisors are obliged to keep up to date with DTU’s current requirements for further education and training of supervisors and to keep themselves informed about the tools for supervisors that DTU makes available.

The principal supervisor is responsible for the overall course of the individual PhD programme, see section 8(1) of the PhD Order, including for coherence between the programme elements and for compliance with the timetable for the individual PhD programme. In addition, the principal supervisor has a number of special obligations, which are described in the PhD programme pages on DTU Inside.

2.8.3 Replacement of supervisors
The PhD student may apply for a replacement of principal supervisor and/or co-supervisor(s). The application must be reasoned and the decision will be made by the head of the PhD school, see section 8(2) para (2) of the PhD Order. In special cases, the head of the PhD school may replace the principal supervisor without an application for this having been submitted by the PhD student.

The head of the PhD school makes a decision on a replacement of supervisor. The head of the PhD school must consult all relevant parties at any given time before the decision is made, including involving the relevant manager of the supervisor.

2.9 The PhD plan
The PhD Order stipulates the following regarding the PhD plan:

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

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

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

All enrolled PhD students must submit a PhD plan. This also applies to PhD students who are not employed at DTU and PhD students who must meet special requirements for the funding of their PhD programme course (e.g. EU-funded PhD programmes). In relation to section 9(2) para (8) of the PhD Order, it is not a requirement at DTU that a financing plan (budget) must be included in the PhD plan. However, the financing plan must be in place before enrolment and must be regulated in any collaboration agreement between DTU and an external party, see section 2.6.

The PhD school must ensure that all PhD projects have sufficient funding for the implementation of the elements of the PhD programme, including stays abroad, participation in conferences, and travel connected with this.
The PhD student must keep up to date at any given time with DTU’s requirements for the contents of the PhD plan.

It is a requirement that the PhD student must, as a minimum, plan 20 ECTS points in the submitted PhD plan and describe the intention with the remaining 10 ECTS points.

The PhD plan is dynamic and is continuously adjusted during the individual PhD programme through half-year reports, see section 4.1.

The principal supervisor has the overall responsibility for the preparation of the PhD plan. The PhD plan is commenced by the PhD student in collaboration with the PhD supervisor and is finally approved by the head of the PhD school, who is advised by the relevant PhD committee. Changes to the PhD plan are expected, and changes are described in the half-year reports. The principal supervisor and the head of the PhD school accept, by their approval of the half-year reports, that the PhD plan is adjusted and developed based on the contents of the half-year reports. The most recently approved half-year report thus becomes an integral part of the original PhD plan.

3 Contents of the PhD programme
In accordance with the PhD Order, the PhD programme contains the following:

7-(1) The PhD programme is set up in accordance with rules laid down by the institution.

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

3.1 Research work
The research project (the PhD project) may be an integral part of a larger research project, or it may constitute a delimited and independent project. For both ways of organizing the PhD project, it must be clearly defined and planned in terms of scope, scientifically expected output, and the PhD student’s learning outcome, see section 1.2, and must be implementable within three years, unless the PhD student is enrolled in part-time studies, see section 2.4.

3.2 ECTS activities
DTU's framework for ECTS activities has statutory authority in the PhD Order, which requires that approx. 30 ECTS points be obtained:

Section 7(2) no.2 of the PhD Order:
Complete PhD courses or similar study elements totalling approx. 30 ECTS points.

Guidance notes to the PhD Order:
In accordance with no. 2), the PhD courses must be at a higher academic level than the qualifying Master’s programme, unless this requirement is derogated from based on special academic considerations. Other similar education elements may also be included, such as courses in private companies, individually planned courses, or
participation in conferences. These education activities must also be at PhD level. The provision reflects that the course requirement is interpreted broadly in practice, so that it is possible to plan and organize courses of study of the greatest possible relevance to the individual PhD student.

The PhD schools and designated PhD supervisors must support the PhD student in planning and organizing an individual course of study within the framework of the PhD Order and DTU’s own framework, where an important focus is on the composition of ECTS activities, so that these clearly support the PhD student’s research or career path.

PhD students at DTU can obtain ECTS points by completing:

1. PhD courses
2. PhD special courses
3. Other relevant ECTS activities, including participation in conferences, Master’s courses to a limited extent, etc.

To a limited extent, DTU’s PhD schools may lay down additional guidelines for the supply of PhD courses and mandatory courses and/or ECTS activities, if they do not significantly restrict the PhD student’s opportunity to plan and organize an individual course of study.

It is mandatory for PhD students enrolled in one of DTU’s PhD schools from and including 1 April 2019 to pass DTU’s course in Sustainability Assessment and Communication (2.5 ECTS points). It is also mandatory for PhD students to complete the mandatory elements of DTU’s teaching of good scientific practice at any given time.

PhD students who are to teach BSc and MSc courses must pass Teaching Lab, the first of the four courses that constitutes DTU’s teacher training, unless they have acquired similar competences elsewhere. For PhD students who are not to teach courses, but only, for example, perform tasks related to the evaluation of student assignments, it is sufficient and mandatory for them to complete DTU’s offer of courses for teaching assistants.

For all ECTS activities, one ECTS point corresponds to a workload of 28 hours. Overall, 30 ECTS points correspond to six months’ study activities. DTU can accept between 28-32 ECTS points as part of an individual PhD programme.

A specification of ECTS activities and the process for approval thereof are found on the PhD programme pages on DTU Inside.

3.3 Participation in other research environments
The requirement for participation in other research environments is laid down in the PhD Order and is specified in the accompanying Guidance notes:

7(2)
3) Participate in active research environments, including stays at other, mainly foreign, research institutions, private research enterprises etc.

Guidance notes:
The requirement in no. 3) that PhD students must participate in active research environments will often best be met by stays of a certain duration, for example 3-6 months, at another research institution, primarily abroad. Examples of research institutions at which PhD students can stay include private or public foreign or Danish research enterprises and research institutions, including research libraries and museums with research environments. This must overall be an active research environment with a certain volume.

The intention with the reference to private research enterprises is to stress that the provision also provides an opportunity for stays in private research enterprises during the PhD programme, as private enterprises constitute a significant part of the labour market for PhD graduates.

The institutions must provide the PhD students with guidance about participation and stay in external research environments and ensure that the PhD students have the opportunity to establish contacts with active researchers outside the PhD school.

The requirement for a change of environment helps ensure that the PhD students achieve the learning outcome of the PhD programme in relation to the acquisition of knowledge at the highest international level within their research area. The establishment of networks outside DTU is an important aspect of the external stay and helps pave the way for participation in international discussions in the academic field in question as well as cooperation, both nationally and internationally.

The principal supervisor is responsible for ensuring that the PhD student is introduced to active international research environments outside DTU, thus supporting the PhD student in establishing contact with active researchers outside DTU. The definition of an active research environment outside DTU comprises both research environments at other universities, research institutions, and private companies with a sufficient research environment.

The requirement for a change of environment can often best be met by the PhD student staying outside DTU for a period of 3-6 months. It is not a requirement that the stay must be abroad, but this should be endeavoured in as far as possible.

The stay must be planned so that the PhD student can complete all or parts of the elements of the PhD programme during the stay, such as research work, knowledge dissemination, ECTS activities, etc.

For PhD students who are employed with a company or other external institution, a principle applies that the requirement for a change of environment can often be met by the PhD student staying with the employing party for a period. For PhD students employed at DTU, but where the course of the PhD programme is financed fully or partly by external funds, this principle also applies.

There may be special rules for a change of environment for PhD students enrolled in the Industrial PhD scheme, and reference is made to the guidelines applicable to this scheme at any given time. For PhD students enrolled at DTU under a joint degree or double degree scheme, the stay with the partner outside DTU is regarded as an external research stay, see section 6.8.

For all change of environment assessments, see the guidance notes to the PhD Order, it is a requirement that the external company or institution has an active research environment of a certain volume.

The assessment is made by the principal supervisor and is approved by the head of the PhD school in connection with the approval of the PhD plan and the half-year reports. When drawing up the PhD plan, the PhD student and the principal supervisor must consider the options that the PhD student has for going on a research stay.
When planning the research stay, the nature of the research project must be taken into account as well as the PhD student’s personal and family situation.

**3.4 Experience in teaching or other forms of knowledge dissemination**

The PhD Order stipulates the following:

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<th>7(2) no. 4</th>
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<tr>
<td>4) Gain experience of teaching activities or other form of knowledge dissemination which is related to the student’s PhD project.</td>
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**Guidance notes**

The requirement in no. 4) that the PhD student must gain experience of teaching activities or other form of knowledge dissemination does not lay down any quantitative framework. The contents of no. 4) must not be confused with the work requirements connected with employment as a PhD fellow, but will often be taken into account in this connection.

The institution must ensure that the PhD student’s teaching and dissemination activities are related to the PhD project. For example, this can be ensured by the activities falling within the same methodological, theoretical or empirical field as the PhD project. The teaching or dissemination activities must therefore be relevant to the PhD project. However, this does not mean that the teaching and dissemination activities are required to be within the specific academic contents of the PhD project.

All PhD students must obtain experience with knowledge dissemination, for example through teaching activities in their own academic field or dissemination of research results, for example articles, conference presentations, and the like (see section 7(2), no. 4) of the PhD Order).

The Department must prioritize that the PhD students are allocated teaching assignments to ensure that the PhD students gain experience in this. The principal supervisor is responsible for supporting the PhD students in the overall planning of the teaching activities. DTU has requirements for and offers the PhD student courses and supervision that qualify the PhD student to carry out teaching and dissemination tasks, see also section 8(3) and (4) of the PhD Order, as well as section 3.2 of these rules.

**3.4.1 Employment and teaching at DTU**

According to the collective agreement with the Danish Confederation of Professional Associations (AC), the department or other employing unit at DTU may assign tasks to DTU-employed PhD students to an extent of up to six months (equal to 840 hours) as part of the three-year PhD programme. At DTU, this provision is implemented by DTU-employed PhD students being assigned departmental tasks to an extent that is equal to 420 hours.

The departmental work may consist of scientific tasks such as teaching and assistance in connection with ordinary courses, supervision of BSc students, co-supervision of MSc students, planning of workshops, assistance in connection with laboratory experiments, participation in PhD committee work, or other academic tasks that can relieve the workload of the other scientific staff. Reference is made to Circular no. 9629 of 28 June 2019 on the Collective Agreement for State-Employed Academics.
PhD students who are not employed at DTU must teach as part of their dissemination activities, see the knowledge dissemination requirement in the PhD Order (section 7(2) no. 4)), but the requirement is consequently not linked to their employment.

An assessment of the extent and type of dissemination activities and any departmental work must be stated in the PhD student’s PhD plan and half-year reports.

4 Regular assessments
4.1 Half-year reports
The PhD Order stipulates the following:

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

Guidance notes

To subsection (1): In case of any adjustment to the PhD plan, the institution must ensure that the level and scope of the PhD programme are maintained. It is up to the institution to determine the form of the assessment. However, for documentation purposes and out of consideration for the PhD student, the assessment should be prepared in writing and document which parts of the programme have been completed, which parts remain to be completed, and whether adjustments to the PhD plan have been approved. The department must make the PhD student aware of any shortcomings in such a way that the PhD student can deal specifically with these.

During the PhD programme, DTU’s PhD schools must regularly assess whether the PhD student follows the PhD plan. The PhD student and the principal supervisor perform the regular assessment by preparing a report every six months (the half-year report). The half-year report consists of the PhD student’s description of the progress made in the past six months (external research stay, dissemination, ECTS activities, etc.) as well as plans for the next six months. The principal supervisor’s assessment of and comments on the half-year report constitute the supervisor’s opinion on how the PhD programme is progressing, see the PhD Order.

At DTU, one PhD plan is prepared at the beginning of the course of the PhD programme. For each approved half-year report, the PhD plan is adjusted and developed based on the contents of the half-year reports. The most recently approved half-year report thus becomes an integral part of the original PhD plan.

The principal supervisor may assess that the progress of the PhD programme is:

- satisfactory
- not entirely satisfactory or
- unsatisfactory.
If the progress of the PhD programme is assessed as not entirely satisfactory, the PhD student must describe a plan for how the progress of the PhD programme will get back on track within the next six months. If the progress is assessed to be unsatisfactory, a recovery period must be introduced, see section 4.2.

Read more about DTU’s workflow system, PhDigital, for creation, filling in, and approval of PhD plan and half-year reports on the PhD programme pages on DTU Inside.

### 4.2 Recovery, termination, and expulsion

The PhD Order stipulates the following:

<table>
<thead>
<tr>
<th>10.-(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2) If the institution assesses that the PhD student is not following the PhD plan, in spite of any adjustments made to the plan, the student must be given three months to get back on course. The three months do not give rise to an extension of the PhD programme. The chance to get back on course in connection with a regular assessment pursuant to subsection (1) can only be given to the PhD student once during the PhD programme.</td>
</tr>
<tr>
<td>(3) The institution must make a new assessment as described in subsection (1) as soon as possible after the end of the three-month period.</td>
</tr>
<tr>
<td>(4) If the assessment described in subsection (3) is negative, the student is expelled from the PhD programme. The institution must inform any other employer(s) of the expulsion without delay.</td>
</tr>
</tbody>
</table>

**Guidance notes**

*To subsection (2):* The recovery period must not give rise to an extension of the overall PhD programme. It is stipulated that a PhD student can only be offered a recovery period once during the overall PhD programme, as further chances to get back on course cannot be regarded as realistic without this leading to an extension of the period of study.

If the principal supervisor assesses that the PhD programme is not progressing satisfactorily and according to the PhD plan, including what has been agreed in the latest half-year report, the principal supervisor must account for and clearly describe the areas in which progress is not being made. This opinion is known as a ‘negative half-year report’.

The opinion must be described in such a way that the PhD student can deal specifically with the shortcomings. The assessment must take into account any documented illness, maternity/paternity leave, and other approved leave. The PhD student is given an opportunity to comment on the principal supervisor’s written opinion within a deadline of two weeks.

The principal supervisor’s opinion and any comments from the PhD student on the opinion are submitted to the head of the PhD school. If the head of the PhD school assesses that the PhD student does not follow the PhD plan despite any adjustments, the PhD student must be offered, in writing, a chance to get back on course (recovery plan) within three months. The recovery plan must clearly state what the PhD student is expected to correct within this period.

If the PhD student does not wish to accept the offer, the enrolment must be terminated at the end of the month. If the PhD student accepts the recovery offer, the principal supervisor must provide a new opinion within one month from the end of the three months. The PhD student is given an opportunity to comment on the principal supervisor’s written opinion within a deadline of two weeks.
The principal supervisor’s opinion and any comments from the PhD student on the opinion are submitted to the head of the PhD school. If the assessment by the head of the PhD school remains negative, a decision is made on termination of enrolment and expulsion from the PhD programme (see section 10(4) of the PhD Order) at the end of the current month.

The PhD student has the opportunity to appeal against the decision of the head of the PhD school within a deadline of two weeks from the day on which the PhD student was notified of the decision. Reference is also made to section 7.1 regarding the right of appeal.

If the PhD student is an employed PhD fellow at DTU, the PhD student’s employment will terminate without notice on termination of the enrolment and expulsion from the PhD programme. If the PhD student’s PhD programme is financed in whole or in part by external funds, the PhD school will notify the grant givers that the enrolment has been terminated. If the PhD student is externally employed, including through the Industrial PhD scheme, the PhD school will also notify the employing party that the enrolment has been terminated.

4.3 Satisfactory and unsatisfactory completion of the PhD programme
The PhD Order stipulates the following:

<table>
<thead>
<tr>
<th>14.- (1)</th>
<th>Within one week of the submission of the thesis, the principal supervisor must submit an opinion on the PhD programme as a whole, including the completion of the individual elements of the PhD plan, see section 9.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2)</td>
<td>If the principal supervisor states in the opinion that the PhD programme is not completed satisfactorily, the PhD student must be given at least two weeks to comment on the principal supervisor’s opinion.</td>
</tr>
<tr>
<td>(3)</td>
<td>On the basis of the opinion of the principal supervisor, see subsection (1), the PhD student’s comments, if any, see subsection (2), and the regular assessments, see section 10(1), the institution must determine whether the PhD programme has been completed satisfactorily.</td>
</tr>
</tbody>
</table>

Guidance notes
To subsection (1): The principal supervisor should submit the opinion (supervisor report) as soon as possible to facilitate the further assessment process. It will be useful if the supervisor report is submitted before the submission of the PhD thesis.

At the end of the PhD programme, the principal supervisor assesses whether the PhD programme as a whole has been completed satisfactorily. The basis of the assessment must include learning outcomes for the PhD programme, see the Danish qualifications framework. To meet deadlines in the PhD Order and to avoid delaying the assessment process, the supervisor report must be submitted no later than one month before the submission of the PhD thesis. The supervisor report must consider the specific elements of the PhD programme. The supervisor report is prepared in collaboration with any co-supervisors. Based on the supervisor report, the head of the PhD school assesses whether the PhD programme as a whole has been completed satisfactorily and whether the PhD thesis can be submitted for assessment.

If the principal supervisor assesses in the final report that the PhD programme as a whole has not been completed satisfactorily, the PhD student must be given at least two weeks to comment on the principal supervisor’s opinion in the supervisor report (see section 14(2) of the PhD Order).
Based on the supervisor report, any comments by the PhD student, and the half-year reports, the head of the PhD school assesses whether the PhD programme as a whole has been completed satisfactorily.

If the head of the PhD school assesses that the PhD programme has not been completed satisfactorily, the PhD student is given up to three months to get back on course (see section 4.2) in accordance with the intentions of the PhD Order, but only if this option has not already been used.

The PhD student has the opportunity to appeal against the decision made by the head of the PhD school within two weeks of having been notified of the decision.

5 The PhD thesis

The PhD Order stipulates the following regarding the PhD thesis:

| 11. The PhD thesis must document the PhD student’s or the author’s ability to apply relevant scientific methods and to carry out research work meeting the international standards for PhD degrees within the field in question. |
| Guidance notes |
| Reference is made to the Danish qualifications framework for study programmes at higher education level as well as third cycle qualifications, A Framework of Qualifications for the European Higher Education Area (2005). |

| 12.- (1) The institution lays down rules on the writing and submission of the PhD thesis. |
| (2) A PhD thesis cannot be submitted for assessment by two or more authors jointly. |
| (3) The PhD thesis must contain an abstract in Danish and English. |
| (4) Any articles included in the thesis may be written in cooperation with others, provided that each of the co-authors submits a written declaration stating the PhD student’s or the author’s contribution to the work, see, however, subsection (5). |
| (5) The institution may lay down rules limiting the number of written declarations submitted pursuant to subsection (4). However, the main author of the article must always submit a written declaration pursuant to subsection (4). |

5.1 Submission of the PhD thesis

The PhD thesis is submitted no later than on the day on which the enrolment expires. After submission, the student cannot make corrections in the PhD thesis, and the PhD student’s enrolment in the PhD programme will expire on the same date on which the PhD thesis is submitted. The PhD student may supplement the PhD thesis with a corrections sheet after the defence. Read more about guidelines for the corrections sheet on the PhD programme pages on DTU Inside.

The employment as a PhD fellow at DTU will terminate concurrently with the submission of the thesis and expiry of the PhD student’s enrolment in the PhD programme. The principal supervisor and the PhD school will assist the PhD student up to the defence of the PhD thesis even though the PhD student’s enrolment in the PhD programme has expired.

5.2 Requirements for the PhD thesis

The PhD thesis may either be a collection of articles with a synopsis on how the articles relate to each other (article-based PhD thesis) or a monograph. The PhD thesis must meet the objectives described in section 1.2. The individual PhD school may lay down further requirements for the format of the PhD thesis.
All PhD students are obliged to meet the framework for good scientific practice as described in DTU’s Code of Conduct for Research Integrity. Reference is also made to DTU’s guideline on how to avoid plagiarism and self-plagiarism in PhD theses on the PhD programme pages on DTU Inside.

If the PhD thesis contains articles or draft articles written in collaboration with others, a written declaration must be enclosed from the lead author and co-authors of the article stating the PhD student’s contribution to the work (see section 12(4) of the PhD order). Read more about the guidelines for co-author declarations and find DTU’s co-author statement template on the PhD programme pages on DTU Inside.

The PhD thesis must be in electronic form and written in English. In special cases, the head of the PhD school may approve - on the principal supervisor’s recommendation - that the PhD thesis is written in a language other than English.

The PhD thesis must contain an abstract in both Danish and English (see section 12(3) of the PhD Order). At DTU, a popular science summary must also be attached in either Danish or English.

The PhD thesis must contain information on where the PhD programme has been completed (PhD school/department and any collaborators), on financing of the PhD programme and on the supervisors’ names and place of employment. Read more about the process for submission of the PhD thesis on the PhD programme pages on DTU Inside.

5.3 Publication of the PhD thesis

The PhD thesis is published 14 days before the defence (see section 19(2) of the PhD Order). The assessment of the defence and the PhD thesis and the awarding of the PhD degree are made at a public defence.

If a company or other external party has financed a PhD programme, confidential information regarding the company/external party may be omitted. The further regulation of what is regarded as the company’s/external party’s confidential information and how this information is handled will be contained in a collaboration agreement between DTU and the company/external party.

The PhD student must ensure acceptance from the relevant publisher if articles are included as part of the PhD thesis.

5.4 Patent

A PhD student who has made an invention of a potential commercial value, see the Danish Ministerial Order on Patents (Patentbekendtgørelsen), is obliged to submit a Notification of Invention to DTU Legal & Tech Trans. Once DTU Legal & Tech Trans has received a Notification of Invention, DTU will decide whether to take over the rights to the invention within two months. If DTU takes over the rights, work will be continued towards commercialization of the invention and a patent application will usually also be submitted.

It is important to keep an invention confidential until a patent application has been submitted and, as an inventor, the PhD student therefore has a duty of confidentiality. The duty of confidentiality applies towards everyone with the exception of the closest colleagues at the department or contacts who have signed a declaration of confidentiality.
The PhD defence may be postponed if a patent process has been initiated, see section 20(3) of the PhD Order. The PhD defence may only be postponed if the PhD student agrees to this.

Read more about the process for notification of an invention, etc. on DTU Inside under Legal & Tech Trans.

6 Assessment, defence, and award of the PhD degree

6.1 Appointment of assessment committee

The PhD Order stipulates the following:

16.-(1) Upon the submission of the PhD thesis at the latest, the institution appoints an expert assessment committee composed of three members. The institution appoints a chairman from among the committee members.

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

Guidance notes

To subsection (2): To ensure an impartial assessment, the supervisors cannot be members of the assessment committee. However, the principal supervisor is assigned to the assessment committee without voting rights and will thus assist the assessment committee in its work, in particular in relation to answering any clarifying questions about the underlying course of the PhD programme.

To meet deadlines in the PhD Order and to avoid a delay in the assessment process, the principal supervisor will prepare a proposal on the composition of the assessment committee not later than one month before the submission of the PhD thesis and after consultation with the PhD student.

The members of the assessment committee must be recognized researchers within the relevant academic field, see section 16(2) of the PhD Order, and at minimum associate professor level or have equivalent qualifications. Emeritus professors cannot be members of assessment committees.

Members of the assessment committee cannot be co-authors of articles included in the PhD thesis. Previous co-publication does not in itself result in such disqualification, but may do so for other reasons. Previous co-publication must always be assessed on a case-by-case basis by the head of the PhD school.

The chair of the assessment committee must be employed at DTU. The external members of the assessment committee cannot have any employment attachment to DTU.

Immediately after having appointed the members of the assessment committee, the institution must inform the PhD student thereof. The PhD student is entitled to object to the members appointed within a period of one week (see section 17 of the PhD Order).

If the PhD student has been financed through the Industrial PhD scheme (Industrial PhD student), at least one of the members of the assessment committee must have company-relevant research experience and be qualified within the relevant field (see section 27 of the PhD Order). As a rule, this member must not be employed in the company in which the PhD student is employed.
6.2 Preliminary assessment and possible revision

The PhD Order stipulates the following:

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

(2) If the recommendation is favourable, the defence of the thesis can take place.

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

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

   1) That the defence of the thesis may not take place.

   2) That the PhD thesis may be resubmitted in a revised version within a deadline of at least three months. If the PhD thesis is resubmitted, it must be assessed by the same assessment committee, unless special circumstances apply.

   3) That the PhD thesis must be submitted for assessment by a new assessment committee.

The chair of the assessment committee is responsible for ensuring that the assessment is made based on the criteria for PhD thesis assessments in force at DTU at any given time. The chair is also responsible for ensuring that the format of the provisional recommendation complies with DTU’s guidelines for the preparation of such a recommendation in force at any given time.

If the recommendation is not favourable, see section 18(4) of the PhD Order, the head of the PhD school must make one of the decision options stated in nos. 1)-3), see section 18(4) of the PhD Order, based on the assessment committee's recommendation and the PhD student's and the principal supervisor's comments, if any. The decision must be justified.

If the head of the PhD school decides that the PhD thesis is to be resubmitted for assessment by a new assessment committee, this requires special circumstances such as formal errors or disqualification. The dean responsible will be involved prior to the decision of appointing a new assessment committee.

In special cases, the head of the PhD school may decide that a PhD thesis may be resubmitted more than once.

The PhD student may appeal the decision made by the head of the PhD school, see section 7.1.

6.3 Defence and postponement of the defence

The PhD Order stipulates the following:

20.-(1) The institution decides the time and place of the public defence.

(2) The defence takes place two weeks after the assessment committee's submission of its recommendation, at the earliest, see section 18(1), and within three months of the submission of the PhD thesis, at the latest, see, however, subsection (3) and section 18(1), second sentence.
If special circumstances apply, the institution may decide to postpone the defence. Postponement of the defence is subject to agreement between the PhD student or the author and the institution, including on the date and time arranged for the defence.

Guidance notes

To subsection (3): This is an exemption that can only be applied under exceptional circumstances. For example, this may be the case if the protection of intellectual property rights necessitates a postponement of the defence. It may also be the result of other rules, for example in the Danish Act on Inventions at Public Research Institutions (Research Patents Act (Forskerpatentloven)). The defence cannot be postponed without the acceptance of PhD student or author.

In accordance with section 19(1) of the PhD Order, the PhD thesis must be defended publicly and must, as a minimum, be advertised on the PhD school’s/the department’s website and in the DTU calendar. The PhD student will assist with necessary material for advertising the defence.

The PhD school decides the time and place of the public defence. The defence will be held at DTU unless this concerns a joint or double degree programme to which special rules apply, see section 6.8. In accordance with section 20(3) of the PhD Order, the head of the PhD school may postpone the defence if special circumstances apply, subject to agreement with the PhD student about the postponement. Special circumstances may, for example, be that the PhD student has submitted a patent application, see section 5.4.

To support a reduced climate footprint and strengthen the possibility of attracting academic capacities who reside far from DTU, the PhD defence can be planned with the possibility of virtual participation by members of the assessment committee.

In special cases, the head of the PhD school may permit, in accordance with section 19(3) of the PhD Order, that a planned PhD defence be completed with participation of only two members out of the three members of the assessment committee. The PhD student must agree to this.

A PhD defence cannot be completely or partially closed to the public, and any confidential parts of the research project cannot be used as a basis for awarding the PhD degree.

The principal supervisor will ensure that the role of moderator in charge of chairing the defence proceedings is handled by a DTU employee at minimum associate professor level or equivalent. Members of the assessment committee as well as the principal supervisor and co-supervisors cannot undertake the role of moderator.

The defence proceedings can take a maximum of three hours, of which 45 minutes are allocated to the PhD student’s independent presentation of the main results of the PhD thesis (the lecture).

The defence must be held in English. In special cases, the head of the PhD school may grant an exemption from the requirement that the defence must be held in English.

6.4 Award of the PhD degree

The following is stipulated in the PhD Order regarding the award of the PhD degree:
21.-(1) Immediately following the defence, the assessment committee must make its recommendation as to whether the PhD degree should be awarded and must notify the institution and the PhD student or the author thereof. The recommendation must be reasoned, and in the event of disagreement, the majority will prevail.

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

Guidance notes

To subsection (1): Based on the PhD thesis and the defence, the assessment committee must assess whether the requirements for the PhD thesis and the defence have been met. The recommendation must be made without undue delay out of consideration for the PhD student or the author. The recommendation can be provided orally immediately after the defence and must be made available in written form as soon as possible after this.

At the end of the defence, the assessment committee makes a final assessment of whether the PhD student can be recommended for the PhD degree. The assessment committee will submit the final recommendation to the PhD school (principal supervisor) immediately and no later than one week after the defence. The chair of the assessment committee is responsible for this. The recommendation must be reasoned, and in the event of disagreement, the majority will prevail. The recommendation must be written in English.

The PhD degree may be awarded if the assessment committee submits a recommendation to that effect (see section 22 of the PhD Order). The Academic Council (see Section 15(2) para (4) of the Danish University Act) awards the PhD degree.

If the assessment committee’s recommendation is negative, the PhD student must be given the opportunity to submit comments on this within a deadline of two weeks from receipt of the final written recommendation.

In the event of a negative final recommendation, the head of the PhD school may decide, with consultation of the dean responsible, that the PhD thesis is to be assessed by a new assessment committee if so requested by the PhD student within a period of one week from receipt of the final negative recommendation, see section 21(2) of the PhD Order.

The PhD student has the opportunity to appeal against the decision of the head of the PhD school to the dean within a deadline of two weeks from when the PhD student was notified of the decision. The appeal must be in writing and reasoned.

6.5 Submission of PhD thesis without enrolment

As a rule, DTU does not assess PhD theses if the author has not completed a PhD programme, see the opportunity for this in section 15(2) of the PhD Order. Any special circumstances will be described on the PhD programme pages on DTU Inside.

6.6 Documentation of the PhD programme and the PhD degree

Once the Academic Council has awarded the PhD degree, DTU will issue a certificate signed by the President and the dean responsible.

The certificate states title of the PhD thesis, the PhD school in which the PhD student has been enrolled, and the date on which the PhD degree has been awarded. The certificate is issued in a Danish version.
and an English version, and a wall certificate is also issued. An appendix to the certificate is prepared listing ECTS activities passed during the PhD programme. A separate supplement is also prepared providing the PhD student with documentation for the PhD programme, including the contents, scope, and level of the programme.

PhD students who have been enrolled at DTU, but are not awarded a PhD degree may, on request, obtain documentation in Danish and English for the elements of the PhD programme that have been satisfactorily completed (see section 24 of the PhD Order).

6.7 Storage and lending of the PhD thesis
DTU is obliged to store a copy of the submitted PhD thesis. This obligation is incumbent on the individual PhD school. Read more about DTU’s obligations for storage and lending of PhD theses and submission of PhD theses to the Royal Library (Det Kgl. Bibliotek) on the PhD programme pages on DTU Inside.

6.8 Joint or double degree
DTU may enter into binding PhD programme collaboration with foreign institutions with a view to issuing joint and double PhD degrees to PhD students, see sections 15(3) and 23(3)-(5) of the PhD Order. Read more about DTU’s criteria for the conclusion of such collaboration agreements on the PhD programme pages on DTU Inside.

7 Right of appeal and exemption
7.1 Right of appeal
Appeals against decisions made by the head of the PhD school or the PhD committee on matters pertaining to the PhD programme that do not concern legal issues may be brought before the dean responsible. This must be done within two weeks of the complainant having been informed of a decision. The appeal must be in writing and reasoned.

DTU's decisions made in accordance with the PhD Order may be appealed to the Danish Agency for Higher Education and Science if the appeal concerns legal issues. The deadline for submission of an appeal is two weeks from the date on which the complainant was informed of a decision (see section 29 of the PhD Order).

The appeal must be submitted to the relevant PhD school, which issues a statement. The complainant must be given the opportunity to comment on the statement within one week. DTU will then send the appeal to the Agency accompanied by the statement and any comments from the complainant.

The Agency’s decisions cannot be brought before a higher administrative authority.

Reference is also made to the guidelines on how to appeal for PhD students on the PhD programme pages on DTU Inside.

7.2 Exemptions
The Dean of Graduate Studies and International Affairs may, in special cases, grant exemptions from the rules laid down by DTU (the Institutional Rules).
The Agency for Higher Education and Science may grant exemptions from the PhD Order if unusual circumstances apply (see Section 28(1) of the PhD Order).

In addition, the Dean of Graduate Studies and International Affairs may, by agreement with the President, lay down general deviations from the rules set solely by DTU if special circumstances apply to the individual PhD school.

In special cases, the head of the PhD school may grant exemptions from supplementary guidelines laid down by the PhD school.

8 The PhD school’s guidelines
DTU’s PhD schools may, where needed, lay down supplementary guidelines to DTU’s rules for the PhD programme. Any supplementary guidelines laid down by DTU’s PhD schools apply only to PhD students enrolled in the PhD school in question.

9. Evaluation
In accordance with the Danish University Act (section 3a and section 16b(2) para (5) by implication), DTU must ensure that there is regular international evaluation of its PhD programme. DTU’s PhD schools and their activities are evaluated every five to six years as part of the departments’ international research evaluation. DTU has a separate evaluation process for the centres that function as PhD schools.

The head of the PhD school and the dean responsible are responsible for following up on the evaluations. The head of the PhD school must involve the PhD committee in the planning of and follow-up on the evaluation, see section 16b(2) para (5) of the Danish University Act by implication and DTU’s Rules of Procedure for PhD committees.

Read more about evaluation and DTU’s quality assurance system for the PhD programme on the PhD programme pages on DTU Inside.

PhD students may be asked to evaluate the course of their PhD programme on completion thereof.

10. Financial conditions and insurance
Financial conditions regarding DTU’s PhD programme are described on the pages of the Office for Finance and Accounting on DTU Inside.

The same conditions apply to DTU-employed PhD students regarding accident and third-party liability insurance as to other DTU employees. It should be noted in this connection that the employment of a PhD student expires no later than when the PhD thesis is submitted.

PhD students who are either no longer employed and thus formally not employees, or who are only enrolled in the PhD programme, are themselves responsible for taking out accident, third-party liability and travel insurance that provide cover regardless of whether the PhD student is staying in Denmark or in another country during the PhD programme.

11. Commencement of these rules and interim provisions
DTU’s rules for the PhD programme have been adopted by the Dean of Graduate Studies and International Affairs on 17 December 2021 and will enter into force on 1 January 2022.
If amendments to the rules are necessary, this may be done at the end of a year unless exceptional circumstances apply. Amendments will enter into force with effect from 1 January of the following year.

The PhD programme pages on DTU Inside contain contributions on the practical management of this area, exemplifications, and supplementary information on DTU’s institutional rules.

Interim provisions for PhD students enrolled before 1 January 2022 are shown on the PhD programme pages on DTU Inside.