

**Application for approval of completed course activity**

*Applications for approval of completed course activity must be submitted along with the PhD Plan, the first year evaluation or the second year evaluation. Afterwards the application will be processed by the PhD Committee. This form must be signed by the PhD student and the principal supervisor. The PhD School recommend that the course activities have been completed within the first 24 months of the programme.*

***NB! A course description or similar and documentation proving that the activity has been performed/passed must be enclosed. For participation in conferences an extract of the programme must be enclosed and documentation for presentation of a paper (normally 2 to 4 pages). The paper should not be enclosed this application****.*

*When issuing an approval, the PhD Committee makes a recommendation as to how many ECTS points each activity will involve, based on the following principles:*

* *For courses offered by researcher training programmes in which the Faculty takes part, the ECTS value fixed by the researcher training programme is used.*
* *One (1) ECTS point corresponds to approximately 25-30 hours of work.*
* *Conferences where the PhD student presents a paper normally correspond to 2 ECTS points.*
* *Courses at postgraduate level that are relevant for the project are assessed at half the ECTS points that apply for graduate students.*

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| **Course title** | **Type** |
| **Name of institution offering the course** | **Researcher training programme*****(Which?)***  |
| **Proposed ECTS points**  | **Comments:**  |

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| --- | --- |
| **Course title** | **Type** |
| **Name of institution offering the course** | **Researcher training programme*****(Which?)*** |
| **Proposed ECTS points** | **Comments:** |

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| **Course title** | **Type** |
| **Name of institution offering the course** | **Researcher training programme*****(Which?)*** |
| **Proposed ECTS points** | **Comments:** |

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| **Signatures** |
|  | **Date** | **Name** | **Signature** |
| **Principal supervisor** |  |  |  |
| **PhD student** |  |  |  |

*The completed form must be sent to the PhD School of
The Faculty of Business and Social Sciences on* *phdsek@sam.sdu.dk*