

Guide to submission of thesis

1. Notification of submission of thesis
https://www.sdu.dk/en/forskning/phd/phd_skoler/phd_humaniora/afslutning_studiet
The PhD student fills in the form. The student and principal supervisor sign.
The PhD student fills in and signs the solemn declaration.
Both forms should be submitted to the PhD administration phdhum@sdu.dk
2. The PhD student and the principal supervisor are notified via the PhD administration that it is possible to have a plagiarism check of all of or parts of the thesis.
The check must be made **before** submitting the thesis.
https://www.sdu.dk/en/forskning/phd/phd_skoler/phd_humaniora/plagiat.
3. If you choose to have your thesis checked, the principal supervisor will send the material to the university library at phdsubmission@bib.sdu.dk
4. The PhD Secretariat requests that the department submit a proposal for an assessment committee.
5. The PhD Secretariat requests that the principal supervisor submit the principal supervisor's statement (a favourable opinion about the course of study is a prerequisite for initiating the committee work).
6. The PhD Secretariat submits the department's proposal for the composition of the assessment committee for written consultation in the PhD Board.
7. Provided that the PhD Board has no comments on the proposal, the dean appoints the assessment committee.
8. The PhD student receives notification of the composition of the assessment committee. It is possible to object, see section 17 of the Ministerial Order on the PhD Programme at the Universities and Certain Higher Artistic Educational Institutions.
9. Detailed information about submission, publication, copyright, etc. is available on SDUB's website https://www.sdu.dk/en/bibliotek/forskere/plagiarism/ph,u_du_du_aflevering
10. Information about copyright and reuse of articles, tables, etc. can be found here www.sdu.dk/en/bibliotek/forskere/plagiarism/ph,u_du_du_aflevering/copyright
11. The PhD student uploads his or her PhD thesis (including any cover author declarations) in PURE.
<http://www.sdu.dk/pure> The day on which the thesis is uploaded in PURE is considered the formal submission date.
12. For publication, lending and archiving, see <https://www.sdu.dk/en/bibliotek/forskere/plagiarism/ph,-d,-d-aflevering/e-publicering+og+arkivering>
13. The PhD student sends a PDF file to the departmental secretarial office, which will assist with the printing.
Guidelines for printing a thesis can be found here https://www.sdu.dk/en/forskning/phd/phd_skoler/phd_humaniora/afslutning_studiet/guidelines_for_trykning_af_afhandling
The PhD student can have 12 free copies printed, of which 8 must be sent to the PhD administration for use in committee work, for the library, the department, etc.
14. The PhD Secretariat sends the thesis to the members of the assessment committee and to the principal supervisor. The deadline for the preliminary assessment is no later than two months after the submission of the thesis.
15. The preliminary assessment:
https://www.sdu.dk/en/forskning/phd/phd_skoler/phd_humaniora/under_studiet/lovgrundlag_regler_praksis, section 23.

16. Defence:
https://www.sdu.dk/en/forskning/phd/phd_skoler/phd_humaniora/under_studiet/lovgrundlag_regler_praksis, sections 24-28.
17. Final recommendation:
https://www.sdu.dk/en/forskning/phd/phd_skoler/phd_humaniora/under_studiet/lovgrundlag_regler_praksis, section 29
18. Award of PhD degree:
https://www.sdu.dk/en/forskning/phd/phd_skoler/phd_humaniora/under_studiet/lovgrundlag_regler_praksis, section 30
19. Digital diploma:
https://www.sdu.dk/en/forskning/phd/phd_skoler/phd_humaniora/phdbevis/digitalt_bevis. The PhD Secretariat sends notification to the PhD student when the digital diploma is ready.